

# Workshop Title:



## Digital Literacy towards Digital Governance Essentials Workshop Track

### Workshop objectives:

**For the Digital Literacy towards Digital Governance Essentials workshop track (Digital transformation and information workers essential life skills)**

Introduction to digital transformation and digital democracy e-Governance awareness

Introduction to SDG's and how to allign it to your project

Basics of applying SWOT analysis

Managing Social Media based on 5Ws theory

Digital Accounting Management (Basic)

MS Windows operating system apps and files management

MS office 365 personal account management and storage

Internet effective browsing

MS Word processing typing and design

MS Excel data mining and basic Database managing

MS PowerPoint presenting skills

Writing emails and chatting etiquette

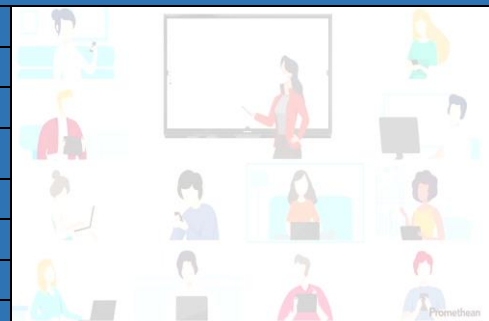
MS Outlook email & communication management

Creating story board & Basic video editing

Video Conferencing remote meeting using Zoom & MS Teams

Digital Citizenship, Online Safety & Digital Reputation

Final project based on all above skills



**Facilitator:** Rabih Baalbaki & Noura Merhabi

### Prerequisites:

#### Trainees should install and have:

- ✓ Low basic literacy in Microsoft Windows, Internet and MS Office
- ✓ Basic usage of WhatsApp or similar communication messengers
- ✓ Laptops with Windows 10 OS and MS Office 2010 or above 2013 /16/19
- ✓ Installed MS Teams communication app
- ✓ Have a MS Office 365 email account
- ✓ Have installed WA Web on their PCs
- ✓ Have Installed PDF reader on their PCs



**NB: Click on the icons to download missed apps on your PC**

**If you don't have office 365 email account kindly send me your full name on WA +9613826681 to send one to you , This course is recommended to BYOD (Bring Your Own Device Laptop)**



## Duration:

42 Hrs (7 Days/ 6 Hrs Crash OR 14 days 3hrs/Day intensive agenda)

## Outcomes:

### Trainees will be able to Use:

- ✓ Dealing with Digital interactive services
- ✓ Understanding project mission & vision
- ✓ Project fusibility study
- ✓ Social responsibility dimensions
- ✓ Ethical Digital Behavior
- ✓ MS Team, Video editor, Stream video and screen recorder
- ✓ MS PowerPoint: Screen Clipping, Video, Audio and Screen Recording
- ✓ MS Word Edit text, format pages, Draw shapes, insert and import files Pdf/PPT , Camera tools, Video, sound and screen recording,
  - Understand the printing , clouding and filming **resolution and video file formats**
  - **Create creative interactive video with** appeal layouts and content
  - **Create interactive excel worksheets and statistics charts** for data mining
  - **Generate evaluation and feedback e-forms**
  - **Applying Video editing and creativity progress step by step with multiple apps at unified platform workplace**
  - **Create a final interactive Project**
  - **Sharing offline/online and remote platforms**

## This workshop track is aligned with:

