A

1. NOTIONS OF INFORMATION COMMUNICATIONS TECHNOLOGY

2.ICT Tools

3. Reading The Manual of Simple Digital Tools.

4.Using The Simple Digital Tools’s Services

5. Using The Signs of Toolbar Screen Settings

6. Using Files and Folders

7.Help Menu

8. Devices and Printer Settings

9. Storing The Data

10. User Account and Family Settings

11. Control Panel

12. Privacy of The Data

 B

COMPUTERIZING AND WORD PROCCESSING

1. How to start a document- Creating documents

2.How to move around a document

3.Find out how to navigate around an existing document in Microsoft Word.

4.How to select text

5.Learn how to use your mouse or keyboard to select text within a document

6. How to change text size and font

7.An easy guide to making text bigger or smaller and changing the font in a document.

8.How to bold, italicise or underline text

 9.How to make selected text bold, set it to italics and underline in Microsoft Word.

10. How to copy and paste text

11.How to print a document

12. Text layout: how to centre, left align, right align and justify text

13. How to save a document

14. How to open a saved document

15.Return to a document that you have previously saved to your computer.

 C

 POWER POINT

1. Features of Power Point

2. Tools

3. Creating

4. Opening ,saving,deleting and closing the presentation

5. Printing the presentation

6.. Adding new presentation

 D

ACCESSING THE DIGITAL ENVIRONMENT

1.Wired or Wrieless network Connection

3.1.2. Bluetooth Connection

3.1.3. Cihazlar arası veri aktarımı

Data Transferring

3.1.4. Kablolu ve kablosuz internet bağlantısı

3.1.5. Ses ve görüntü cihazları bağlantıs

Connecting the audio visual devices

How to connect to the internet

How to check your internet speed

How to speed up your internet connection

How to connect to wifi on a Windows phone

How to connect to wifi on an Android phone

How to connect to wifi on an iPhone

E-Mailing

•how to begin composing a new email

•where to add recipients to your email

•where to input your subject line

•how to send your email or save it as a draft, for later

How to send an email to multiple people

How to email a document

How to email a picture

How to use chat in Gmail to talk with friends and family

Send and receive money from friends and family using Gmail

How to use the Gmail mobile app

3.3. Mobile digital skills

 Managing Your Digital Devices

3.3.1.Learning the Operation System of Mobile Devices

3.3.2. How to Access the Address Book on Your Android Phone

3.3.3. Sharing Files

3.3.4. downloading applications from Play Store

3.4. USİNG SEARCH ENGİNES

3.4.1. setting up the search engines

3.4.2. Making default the browser

3.4.3. Customizing toolbars

3.4.4. Customize your homepage

3.4.5History features/Delete browsing history

3.4.6How to download a file or save images

3.4.7. To add a page to favorites:

3.4.8. Internet safety

SmartScreen filters/Domain highlighting

Security status

Privacy features/Accessing Parental Controls

To navigate to a website

Navigation buttons/To open a new window:

3.4.9. Creating a Personal Blog

3.4. Internet shopping: how to buy online

Search for a product using Google shopping

Searching for and buying a product from a website

Create an account before you buy

How to find online bargains

How to order groceries online

How to complete online forms

How to find discount vouchers

3.4.11Online Appointment System

Make/Change Appointment

3.6. using social networking safely

3.6.1. concept of social networking

3.6.2. creating account

3.6.3. Communicating with the social networking users

3.6.4. sharing on social networking

3.6.5. security settings and Adjusting Privacy Settings on social networks

3.6.6. Limiting Details About Work History

Verifying Who You're Connecting With

Keep Control of Comments – Be Aware of Impersonators

Know How to Block Unfriendly Followers

3.7. video talking

3.7.1. setting up the programme

3.7.2. opening an account

3.7.3.

4. RISKS ABOUT USING COMPUTERS

Problems and solutions for using computer (networks) for education

4.4.1. Technology addiction

4.4.2. Cyberbullying

Laws and Sanctions about Cyberbullying

Cyberbullying Tactics

Prevent Cyberbullying

What to Do When Cyberbullying Happens

Digital Awareness for Parents

Digital Monitoring Apps and Software for Parents

Report Cyberbullying to Online Service Providers

Report Cyberbullying to Law Enforcement

AUTOMATED TELLER MACHİNES (ATM),

How to Check Account Balances using an ATM

How to Change ATM or Debit card's PIN number 7 steps

How to Use Banks ATM to Deposit Money in ATM Machine with an Envelope

How To Deposit Money In A Cash Deposit Machine

How to use Debit Card for Online Payment 5 Steps

Insert Card, Select your language, Enter your PIN, Transaction Type, Account Type, Take Your Money

What to Do if an ATM Doesn't Give You Money

Using a Vending Machine

Buying tickets from Automated machines