



UKDAP-Inclusive Digital Futures Project

MODULE B201 DIGITAL DEVICES IN DIGITAL WORKSPACE



Expected Outcomes:

- Participants should demonstrate key competencies in device Setup and Configuration.
- Participants should demonstrate key competencies and proficiency in operating different Operating Systems.
- Participants should demonstrate key competencies in Performing Software Installation and Management.
- Participants should demonstrate key competencies in Checking Device Health Monitoring and Diagnostics.
- Participants should demonstrate key competencies in Managing Multiple Devices and Practice Digital Workspace Ergonomics.



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Digital devices in a digital workspace

Refer to electronic tools and gadgets that are integrated into the modern workplace to enhance productivity, connectivity, and efficiency through digital technology.



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learning Objectives:

- To proficiently set up and configure a variety of devices, troubleshooting issues effectively, and ensuring security.
- To navigate, utilize, and troubleshoot various operating systems, ensuring efficient use.
- To install, update, and remove software applications, and resolve software-related problems.
- To monitor and maintain the health of devices, diagnose and resolve issues, and implement preventive measures.
- To create ergonomic workspaces, practice healthy device usage habits, and address potential ergonomic issues.



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Digital devices in a digital workspace include:

1. Computers: These include desktops, laptops, and servers, which provide the computing power for various work tasks such as data processing, software development, and hosting digital resources.



Laptop



Desktop Computer

Tablets: Lightweight, portable devices equipped with touch screens, used for tasks like note-taking, reading, and presentations, especially in situations where mobility is essential.



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Setting up new devices (computers, tablets, smartphones)

Unboxing



Hardware Setup

- Connect power cables, chargers, and peripherals (keyboard, mouse, etc.) to the appropriate ports.
- Power on the device to initiate the initial setup.

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Tablets

Smartphones: Handheld mobile des that combine the functionalities of a mobile phone, internet access, email, and various apps, enabling communication, collaboration, and remote work



Desktop Computer



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Connecting to the Internet

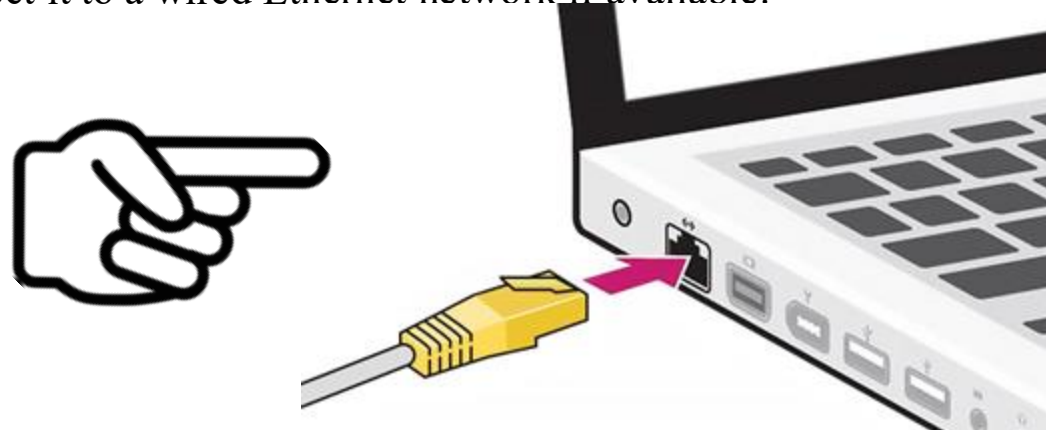
After the initial hardware setup, the next step is to establish an internet connection:

1. Wi-Fi or Mobile Data:

- For wireless devices like tablets and smartphones, connect to a Wi-Fi network.
- For smartphones, you can also insert a SIM card and configure mobile data settings.

2. Wired Ethernet (for computers):

- If you're setting up a desktop computer, connect it to a wired Ethernet network if available.



Admin and User Accounts

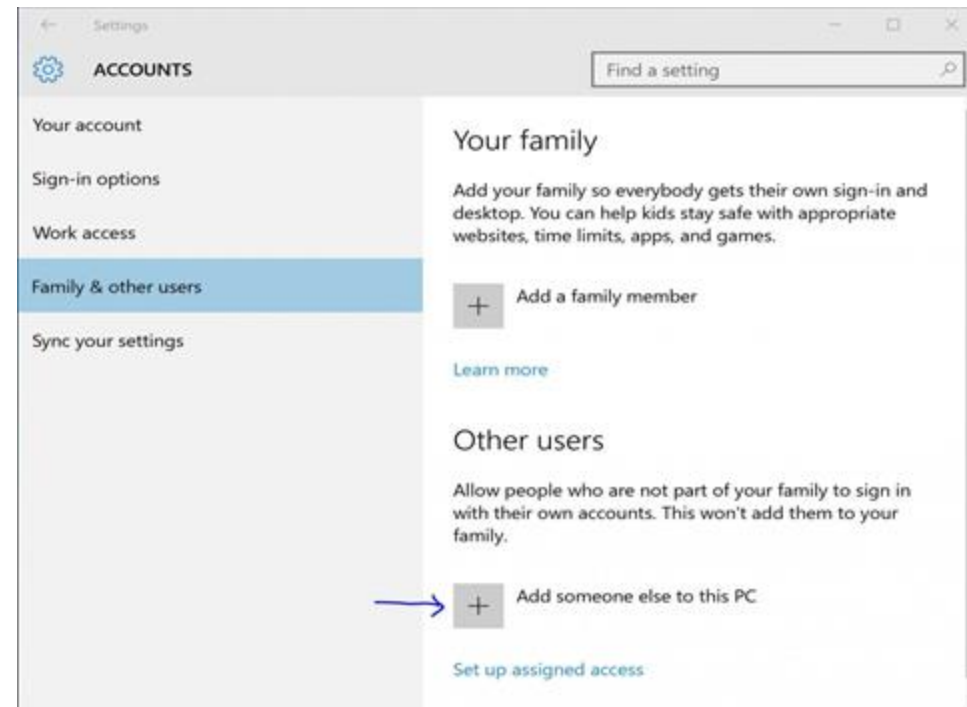
ACTIVITY 1.1

Instructions:

The instructor will demonstrate how to create both Administrator account and other user accounts in windows 10 operating system.

This is for demonstration purpose therefore the learners should be careful not to lock computers by forgetting passwords, the learners are encouraged to write down their passwords so as not to forget.

A mention about why creation of accounts cannot happen in smartphones should be emphasized.



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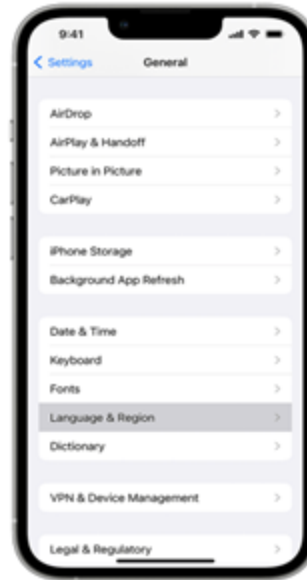
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Initial Boot-up:

- The first boot-up may involve selecting your language, region, and time zone.
- Follow on-screen instructions to complete the initial hardware setup.



Customizing Device Settings for Productivity and Security

"Customizing Device Settings for Productivity and Security" is about optimizing the settings on your digital devices to achieve two primary objectives:

Productivity: This involves configuring your devices in a way that maximizes your efficiency and effectiveness in a digital workspace. It includes adjustments to display preferences, accessibility features, and the use of keyboard shortcuts.

Security: This aspect focuses on safeguarding your digital workspace and data from potential threats and breaches.



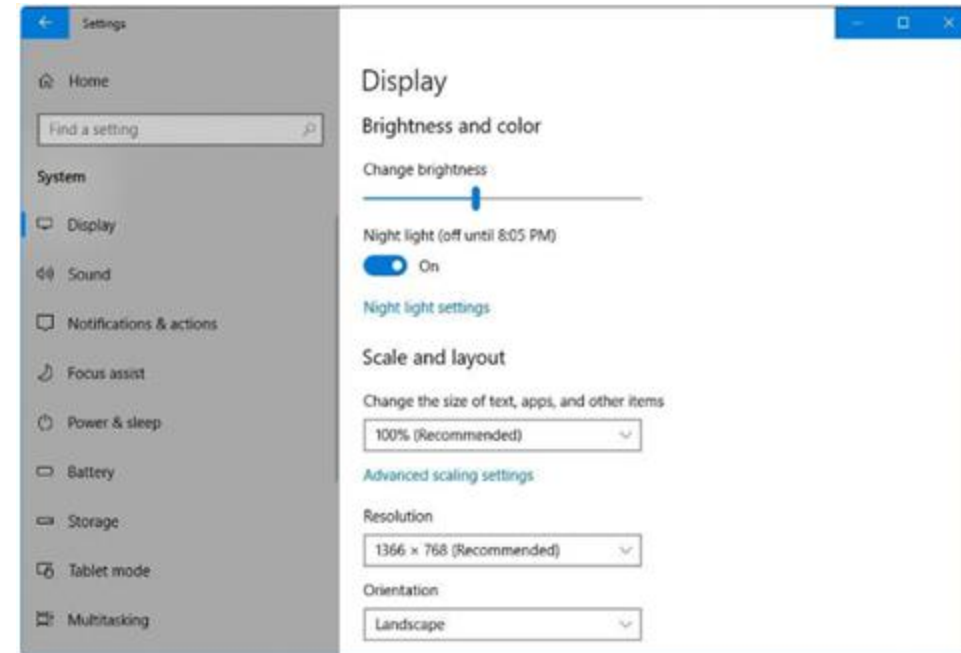
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Activity 1.2 Display and Accessibility Settings

The instructor will demonstrate to learners the following using windows 10, also demonstrate the same using android phone:

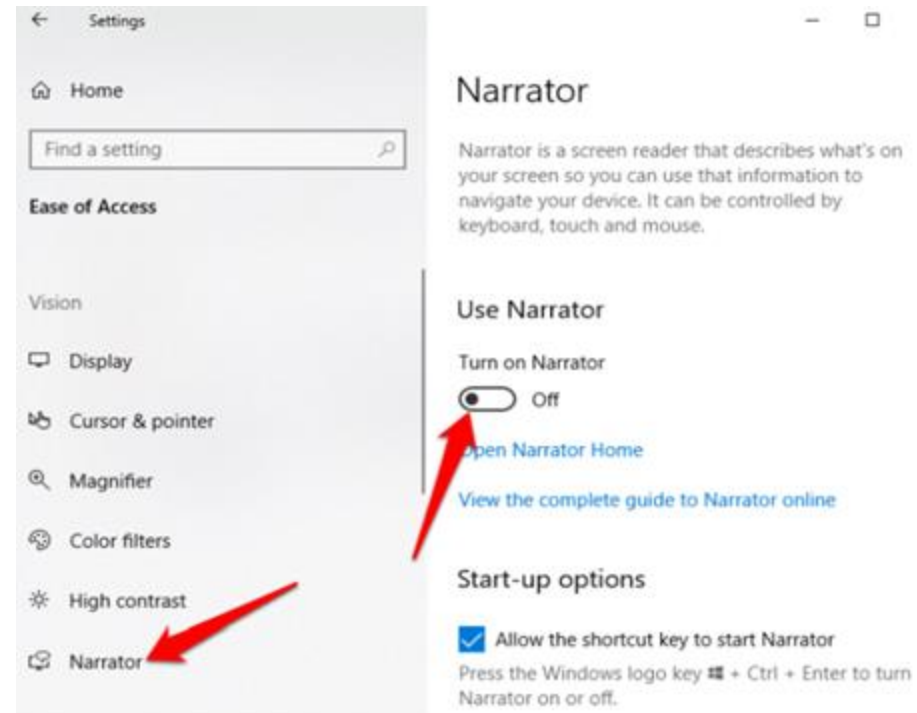
- Adjust screen brightness
- Contrast
- resolution to suit your preferences.
- Configure multiple displays for extended workspace functionality.



Activity 1.3 Accessibility Features:

The instructor will demonstrate to learners the following using windows 10, also demonstrate the same using android phone.

- Enable features such as magnification.
- high contrast.
- Narrator for users with disabilities.



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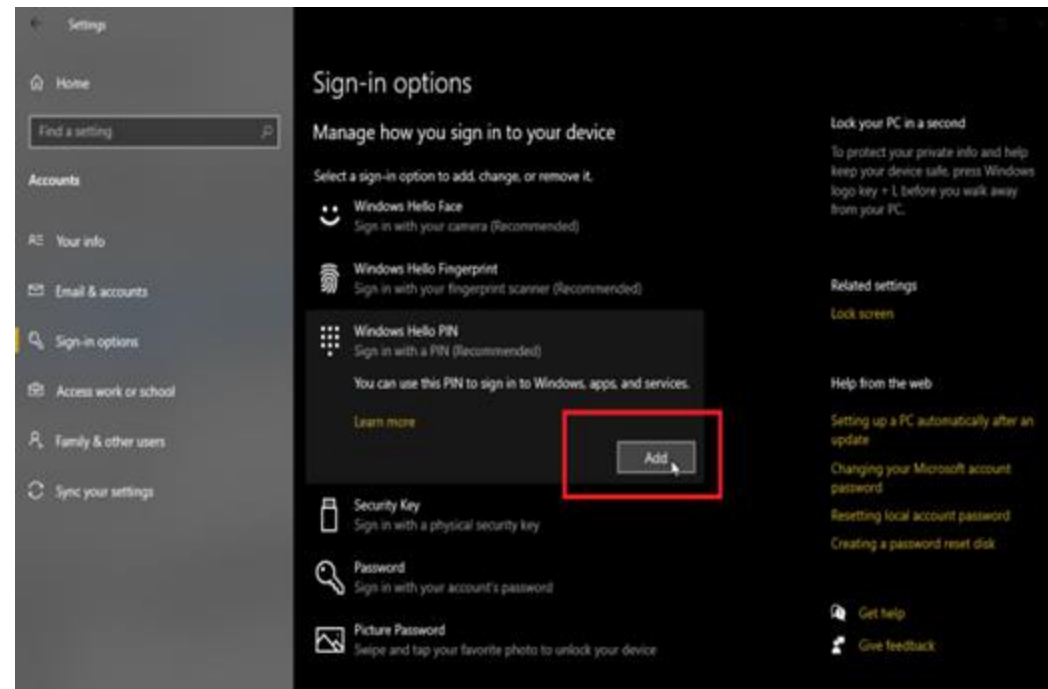


Activity 1.4 Security and Privacy Settings:

Configuring security and privacy settings is essential to protect your data and privacy

The instructor will demonstrate to learners the following using windows 10, also demonstrate the same using android phone.

- Password and Biometric Authentication.
- Configure screen lock settings for smartphones and tablets.



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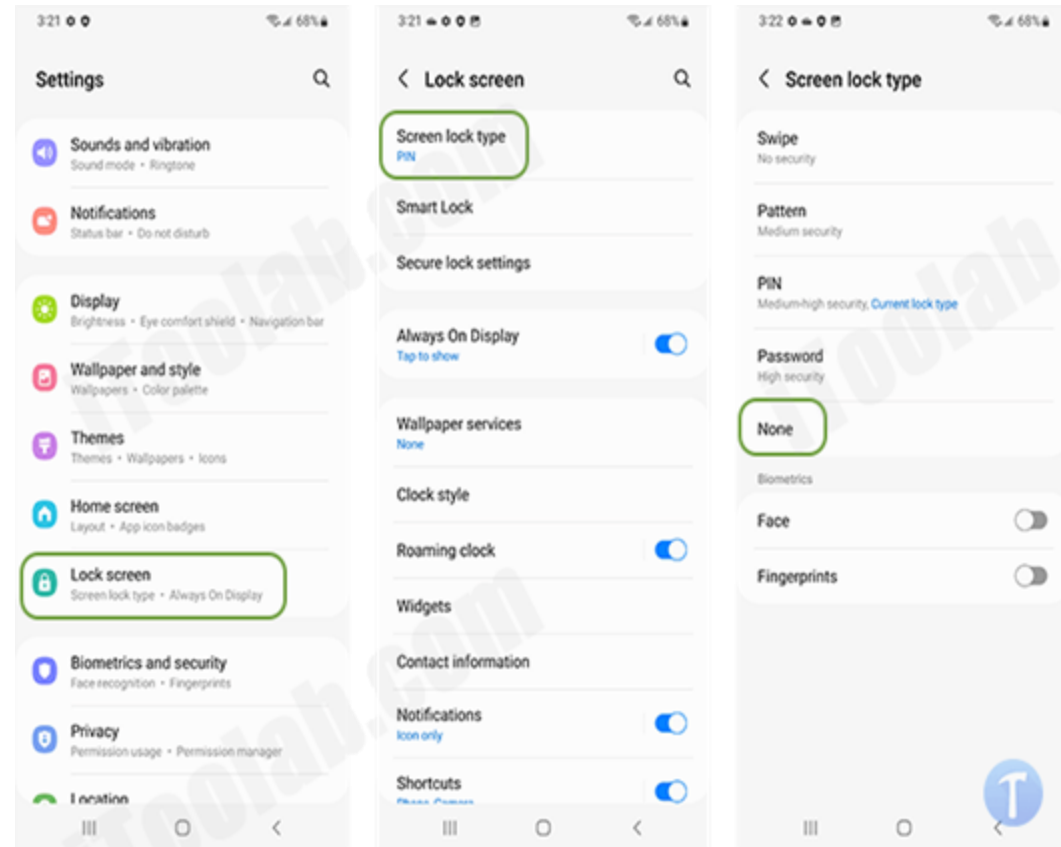


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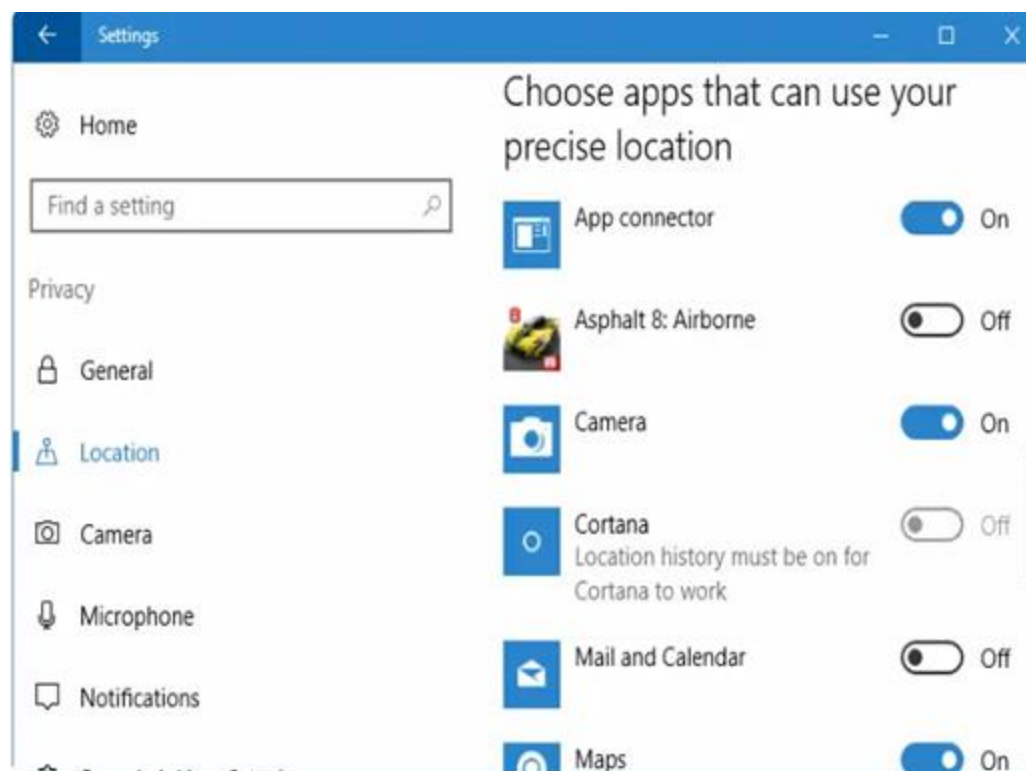


Activity 1.6 App Permissions:

The instructor will demonstrate to learners the following using windows 10, also demonstrate the same using android phone.

- Manage app permissions to control access to your device's.
- features.
- location and other data.
- Review and update permissions for installed applications.

Navigate to Settings > Privacy > Location



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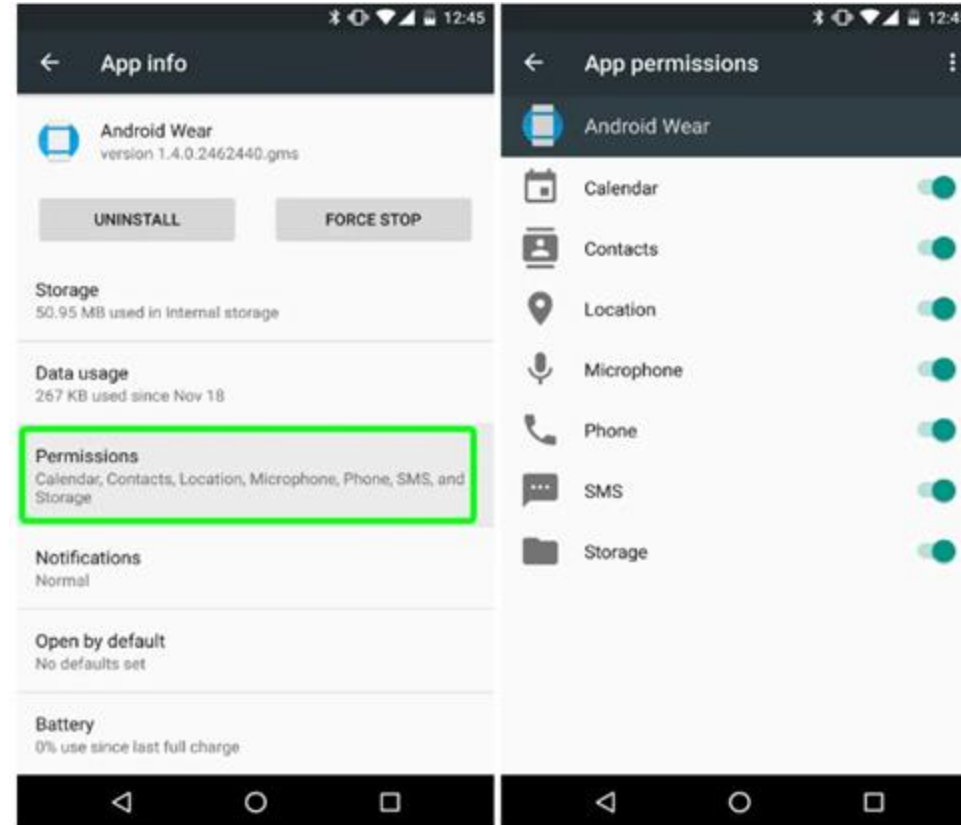
ACWICT
technology transforming lives

Activity 1.7 App Permissions:

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- Manage app permissions to control access to your device's.
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- location and other data.
- App permissions for installed applications.

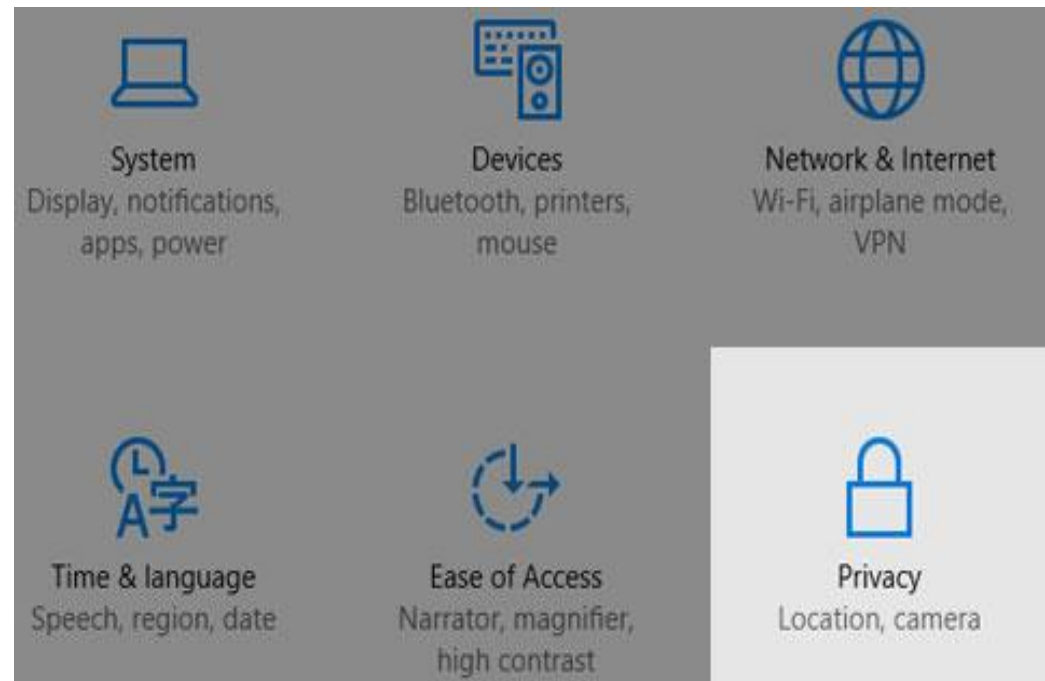
Android Phone



Activity 1.8 Privacy Settings:

The instructor will demonstrate to learners the following using windows 10, also demonstrate the same using android phone.

- Adjust privacy settings to limit data collection and sharing by the device and apps.
- Control location services and camera/microphone access.



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Activity 1.9 Productivity Enhancements

Customizing your device for productivity can significantly boost your work efficiency:

Keyboard shortcuts

The instructor will demonstrate to learners the keyboard shortcuts using windows 10 for enhancing productivity.



Keyboard shortcuts for Operating Windows:

1. Ctrl+X: Cut the selected text.
2. Ctrl+C: Copy the selected text.
3. Ctrl+V: Paste the copied or cut text.
4. Ctrl+A: Select all of the text on the page or in the active window.
5. Ctrl+B: Bold the selected text.
6. Ctrl+I: Italicize the selected text.
7. Ctrl+U: Underline the selected text.
8. Delete: Send a selected file or files to the Recycle Bin.
9. Enter: Open a selected application or file.
10. Ctrl+N: Create a new file.
11. Ctrl+O: Open an existing file.
12. Ctrl+S: Save the current file.
13. Ctrl+Z: Undo the previous action. If you want to redo the action, press Ctrl+Y.



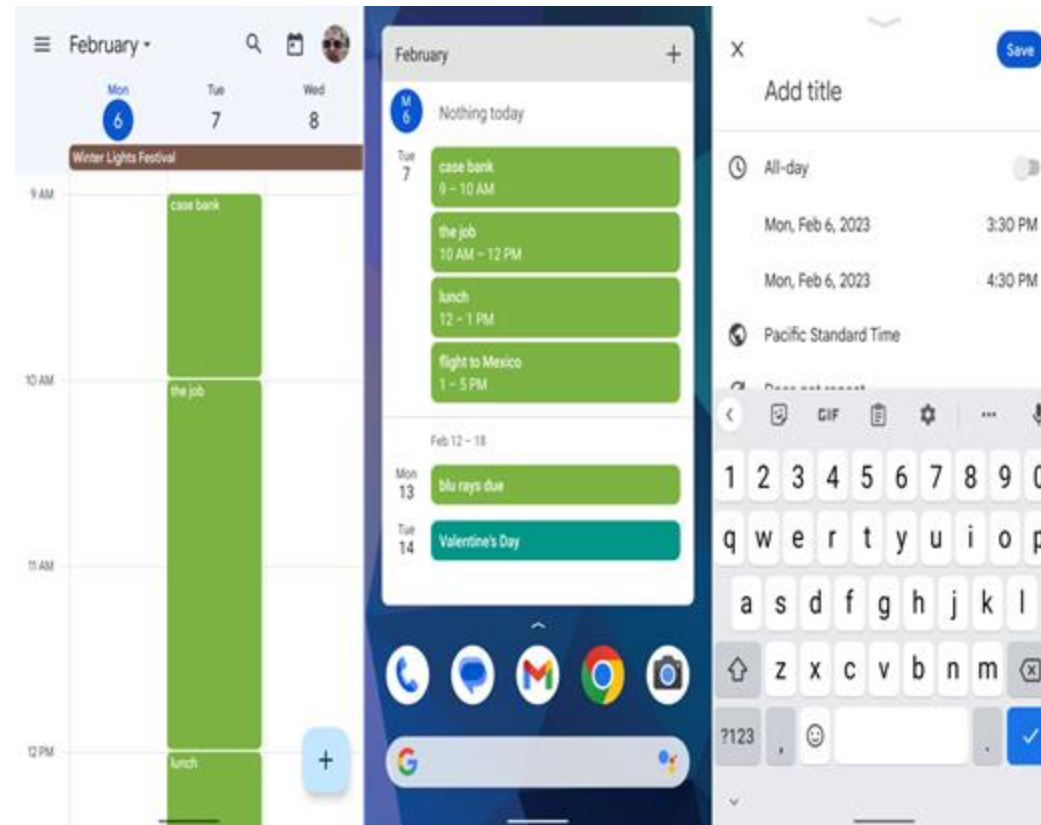
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Activity 1.10 Calendar set-up through Mobile App:

The instructor will demonstrate to learners the following using windows 10, also demonstrate the same using android phone.

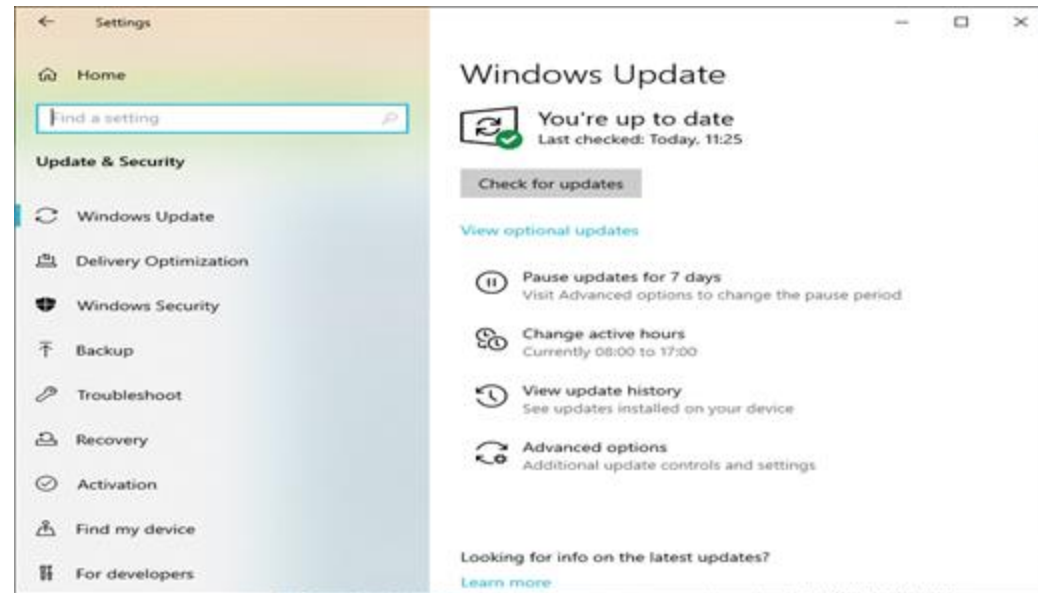
- Open the calendar App
- Tap the red “+” icon in the bottom right corner.
- You can also tap on a specific date in the app, followed by the hour when the event will start.
- Add event details including title, date, time and so forth. Select save to complete.



Activity 1.11 Software Updates

The instructor will demonstrate to learners the following using windows 10, also demonstrate the same using android phone.

- Configure automatic OS updates to ensure you have the latest features and security patches.
- Check for manual updates when necessary.



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Activity 1.12 More Operating System Configuration

Instructions

The instructor will demonstrate to learners the following using windows 10, also demonstrate the same using android phone where applicable.

Themes - fastest way to change the look and feel of the Windows GUI

Apps Environment - desktop start screen

Tiles - click and drag the tiles to rearrange them.

Start screen - right-click the desired Windows app and select Pin to Start.

Search - start typing the name of the app to auto search.

Personalization Window - you can change the desktop appearance, display

... | ...



Summary

Device setup and configuration involves the initial preparation of new devices such as computers, tablets, and smartphones. This includes tasks like installing and updating the operating system, connecting to networks, and creating user profiles. Additionally, customization of device settings is essential for optimizing productivity and security. This entails configuring preferences, installing necessary software, and implementing security measures like password management and firewall settings to ensure the device operates efficiently and remains safeguarded from potential threats.



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Topic 2 Operating System Proficiency

In this Topic, we will explore the fundamentals of three popular operating systems:

- Windows.
- macOS.
- Linux.

Each of these operating systems has its unique features and user interfaces. Proficiency in these operating systems is essential for effectively navigating and using digital devices in a digital workspace.



Operating System Proficiency

An operating system (OS) is system software that serves as the fundamental software component of a computer or digital device.



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Role of Operating System

1. Hardware Abstraction.
2. Resource Management.
3. Process Management.
4. Memory Management.
5. File System Management.
6. Device Management.
7. User Interface.
8. Security and Access Control.
9. Error Handling.
10. Software Compatibility.

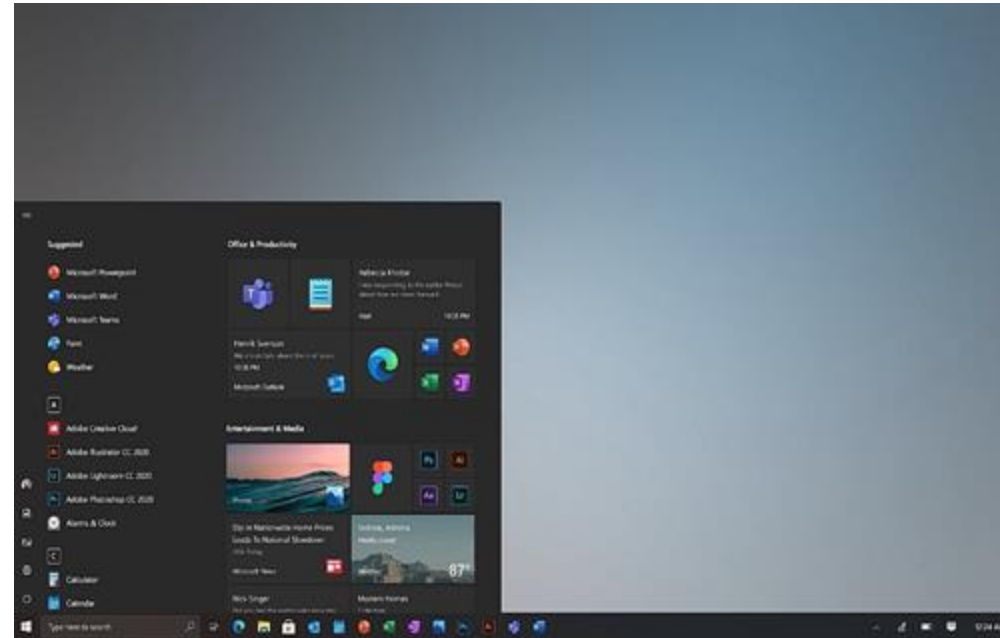


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Windows Operating System

- **Developed by:** Microsoft
- **User Interface:** Windows features a graphical user interface (GUI) with a Start menu, taskbar, and a windowed desktop environment. The latest versions use the Windows 10 interface.
- **File System:** Windows primarily uses the NTFS (New Technology File System) for managing files and storage.



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MacOs Operating System

- **Developed by:** Apple Inc.
- **User Interface:** macOS features a user-friendly graphical interface, known for its simplicity, elegant design, and the Dock for launching applications. It's known for its clean and intuitive user experience.
- **File System:** HFS+ (Mac OS Extended) is the file system used for older versions, while newer versions use APFS (Apple File System).



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Proficiency in multiple operating systems is increasingly important in a digital workspace for several compelling reasons:

1. Enhanced Adaptability:
2. Increased Job Opportunities:
3. Cross-Platform Collaboration:
4. Resource Optimization:
5. Troubleshooting and Problem Solving:
6. Security and Risk Mitigation:



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Navigating the User Interface

Activity 2.1 Windows:

Understanding the Windows

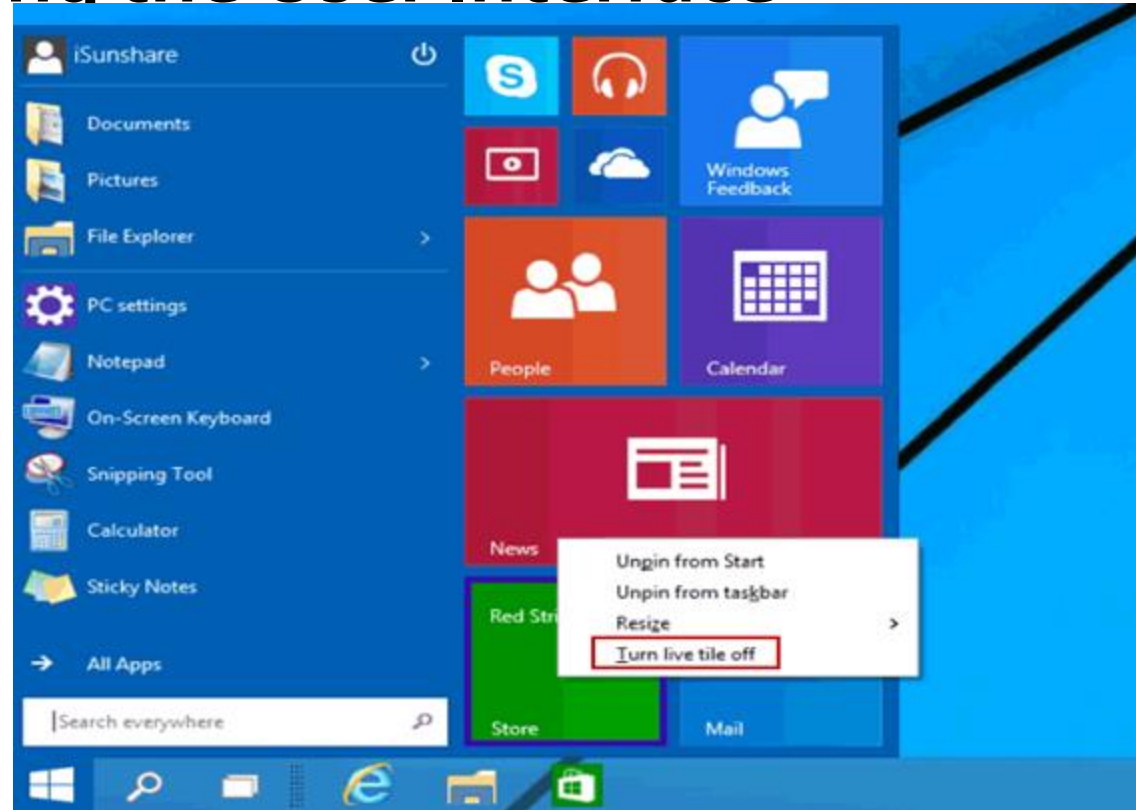
Start Menu and Taskbar

*Through in-class demonstrations,
the instructor will show learner how
to navigate the Start Menu and
Taskbar*

Start Menu



- Start Button.
- Live Tiles.
- Search.
- App List
- File Explorer



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Navigating the User Interface

Activity 2.1 Windows:

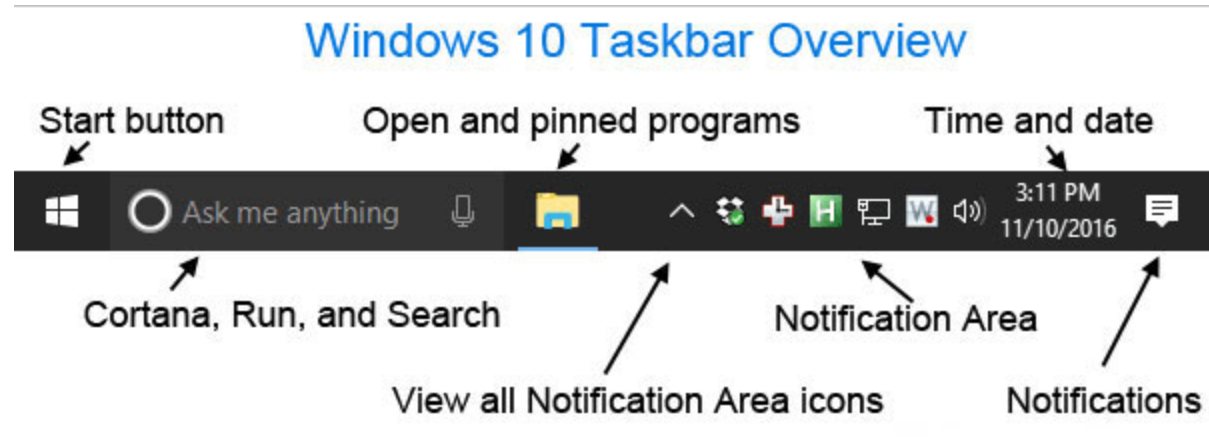
Understanding the Windows

Start Menu and Taskbar

Through in-class demonstrations,

the instructor will show learner

how to navigate the Taskbar



Taskbar

- Taskbar Icons.
- Pinned Apps.
- System Tray.
- Task View.



Managing and Customizing the Windows Desktop

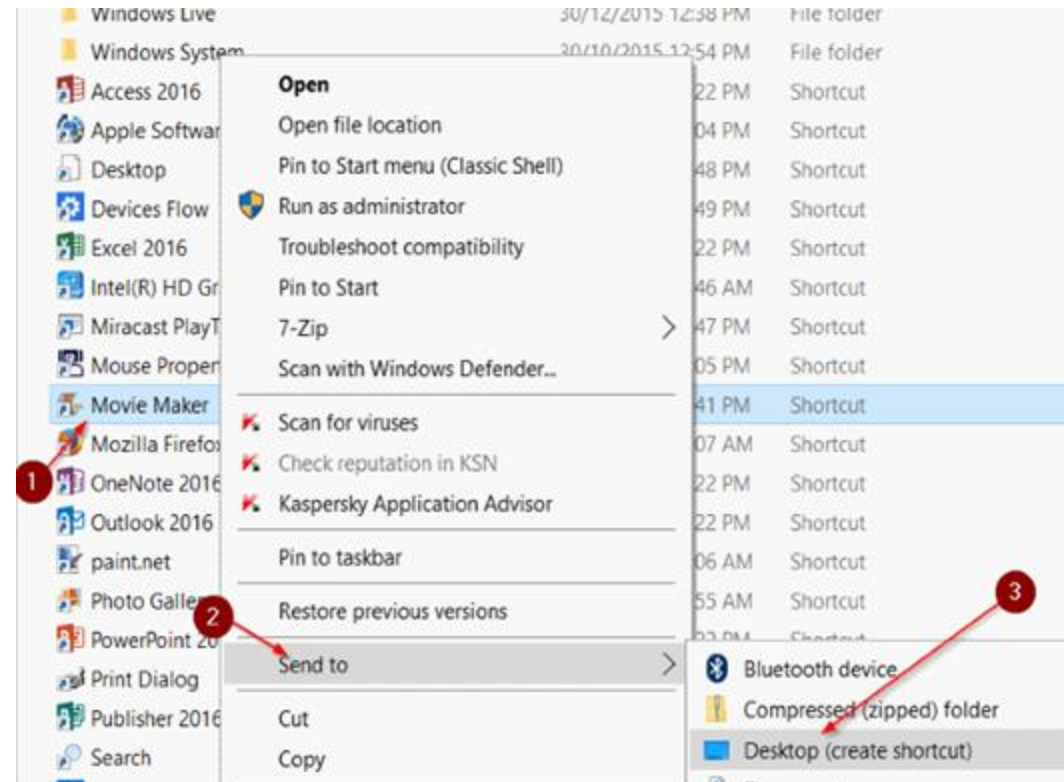
Activity 2.2 Organizing Icons:

Through in-class

demonstrations, the instructor

will show learner how to:

- Create Shortcut Icons
- Rearranging Icons



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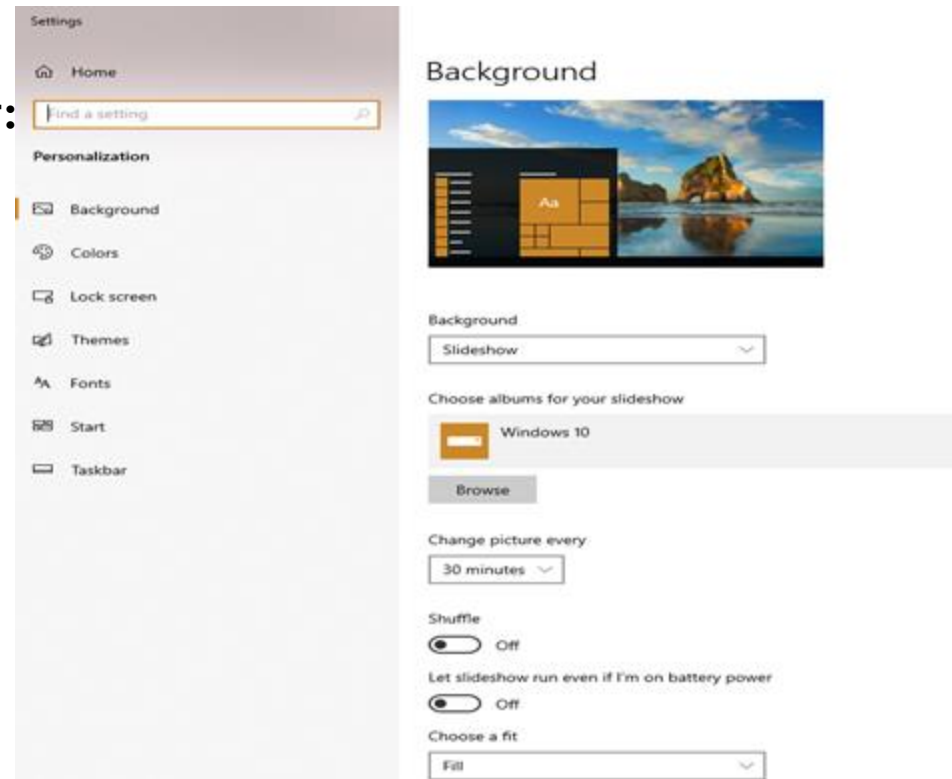


Managing and Customizing the Windows Desktop

Activity 2.3 Customizing the Wallpaper:

Through in-class demonstrations, the instructor will show learner how to:

- Change the Desktop Background:
- Wallpaper Slideshow:



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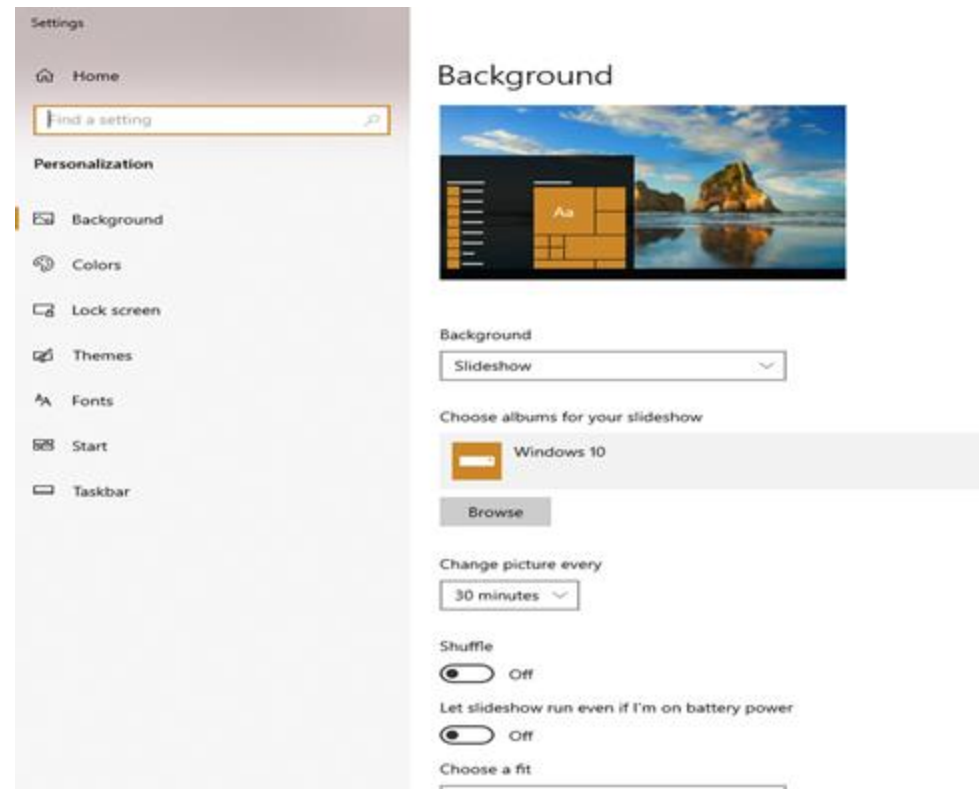


Managing and Customizing the Windows Desktop

Activity 2.4 Themes and Visual Effects:

Through in-class demonstrations, the instructor will show learner how to:

- Personalization Options
- Visual Effects
- *Adjust Screen Resolution*



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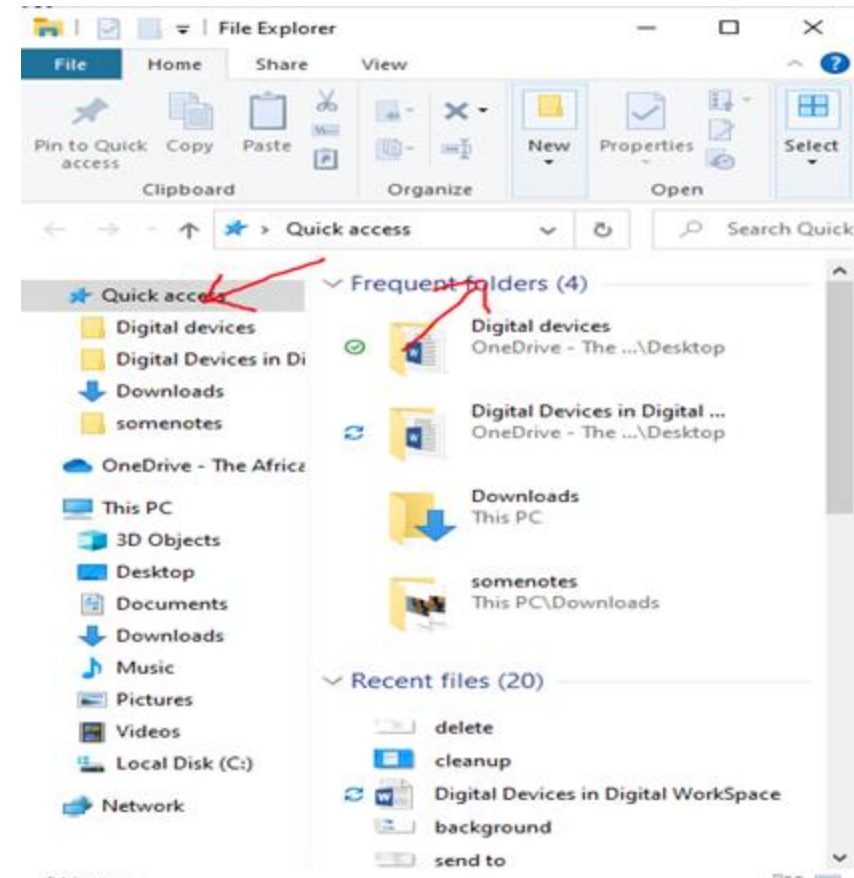


Navigating the File System, Managing Files, and Folders in Windows

Activity 2.5 Navigating the File System

Through in-class demonstrations, the instructor will show learner how to navigate:

- *The file Explorer*
- *Navigation Pane:*
- *Quick Access*
- *Breadcrumbs*

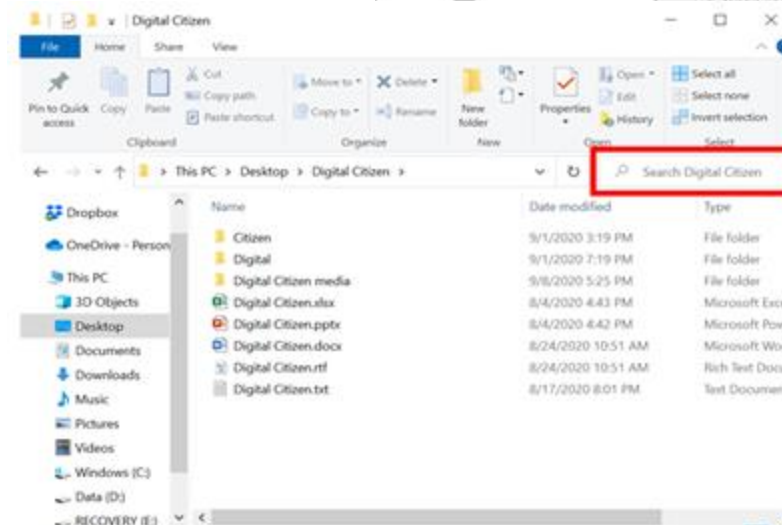
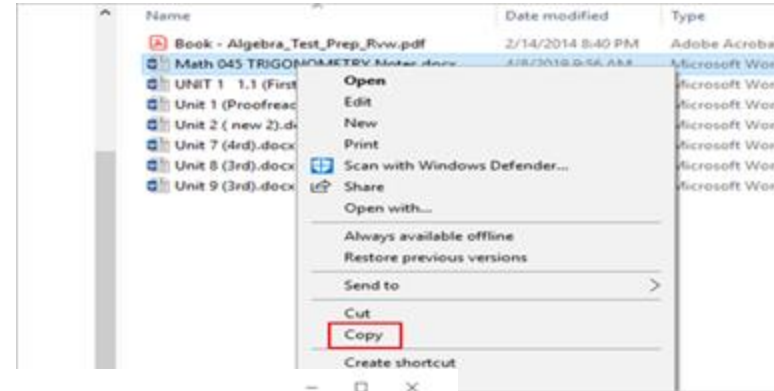


Navigating the File System, Managing Files, and Folders in Windows

Activity 2.6 Managing Files and Folders

Through in-class demonstrations, the instructor will show learner how to perform the following to files and folders:

- Selecting Files.
- Copying and Moving.
- Creating New Folders and Files.
- Renaming Files and Folders.
- Deleting Files and Folders.
- *Searching.*



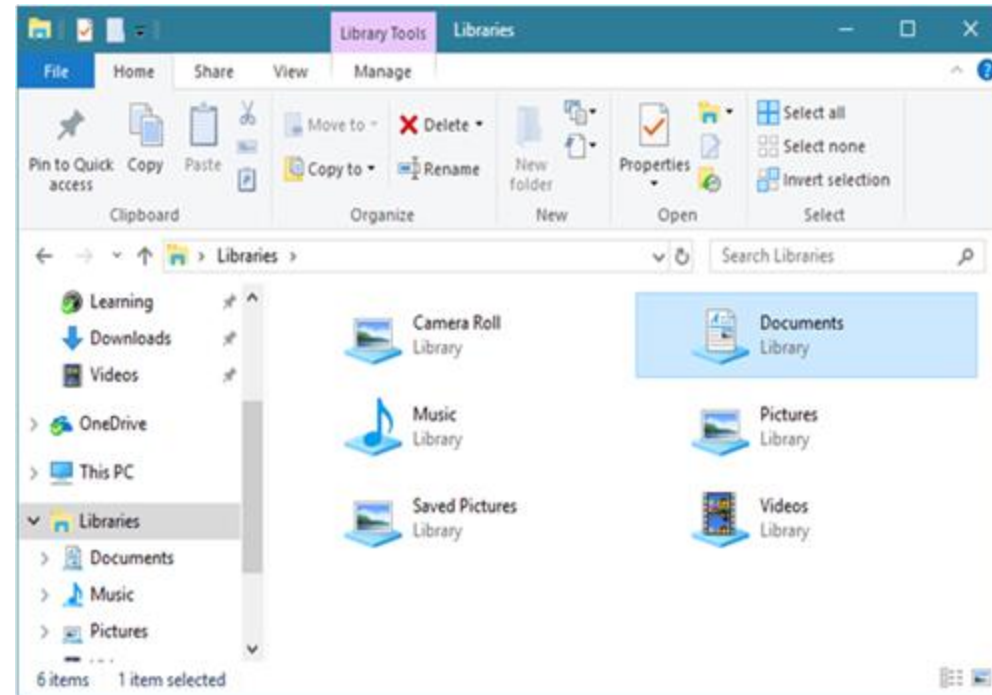
Navigating the File System, Managing Files, and Folders in Windows

Activity 2.7 Working with Libraries

Through in-class demonstrations, the instructor will show learner how work with Libraries:

Common libraries include

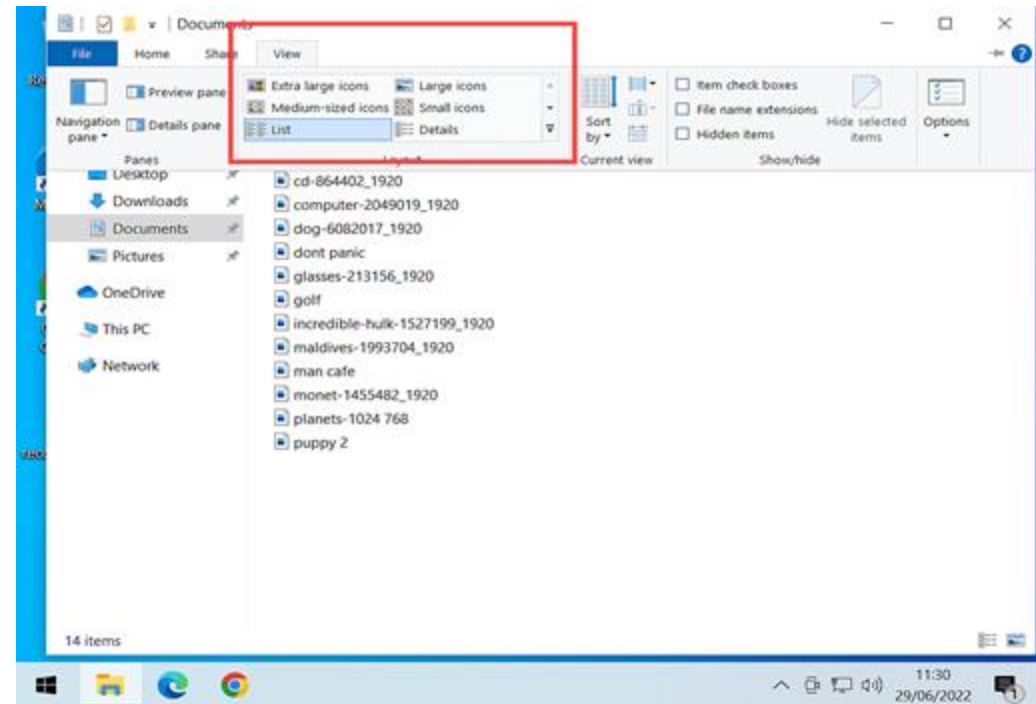
- Documents
- Music
- Pictures
- Videos



Navigating the File System, Managing Files, and Folders in Windows

Activity 2.8 View Options

Through in-class demonstrations, the instructor will show learner how Use the View Option tool :



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Navigating the User Interface in Linux: GNOME

Linux offers various desktop environments, such as GNOME, KDE, Xfce, and more. The desktop environment defines the look, feel, and functionality of the user interface. Here's how to navigate the user interface in Linux, focusing on GNOME.



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Navigating the User Interface in Linux: GNOME

Activity 2.9 Navigating the GNOME Desktop Environment:

Through in-class demonstrations, the instructor will show learner how navigate the following on GNOME :

- Activities Overview:
- Dash:
- Workspaces

Activity Overview 



 Workspaces



Dash 



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Navigating the User Interface in Linux: GNOME

More Activities

1. Using the GNOME File Manager:
2. Navigating the Linux Terminal for Advanced Users:



```
twkriege@penguin:~/code/example/css_zen_garden$ cd ..
twkriege@penguin:~/code/example$ ls
bikeProject  css_zen_garden  HireTodd
twkriege@penguin:~/code/example$ cd HireTodd/
twkriege@penguin:~/code/example/HireTodd$ ls
twkriege@penguin:~/code/example/HireTodd$ mkdir frontEnd
twkriege@penguin:~/code/example/HireTodd$ mkdir backEnd
twkriege@penguin:~/code/example/HireTodd$ ls
backEnd  frontEnd
twkriege@penguin:~/code/example/HireTodd$ cd frontEnd/
twkriege@penguin:~/code/example/HireTodd/frontEnd$ touch index.html
twkriege@penguin:~/code/example/HireTodd/frontEnd$ touch styles.css
twkriege@penguin:~/code/example/HireTodd/frontEnd$ touch index.js
twkriege@penguin:~/code/example/HireTodd/frontEnd$ ls
index.html  index.js  styles.css
twkriege@penguin:~/code/example/HireTodd/frontEnd$
```



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Navigating the User Interface in macOS: Dock, Finder, Launchpad, and Mission Control

Activity 2.10 Navigating the macOS Desktop Environment:

Through in-class demonstrations, the instructor will show learner how navigate the following on macOS :

- The macOS Dock
- The Finder
- Launchpad
- Customizing the Desktop and Managing Files



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Basic Troubleshooting and System Maintenance

- **Troubleshooting** - Is the process of diagnosing and solving computer errors or technical problems.
- **System Maintenance** – Is the process of keeping a company's technology infrastructure, equipment and software running smoothly and efficiently.



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Basic Troubleshooting and System Maintenance

Common troubleshooting steps include:

1. Identify the Problem:
2. Establish a Theory of Probable Cause:
3. Test the Theory to Determine the Cause:
4. Establish a Plan of Action to Resolve the Problem:
5. Verify System Functionality and, if Applicable, Implement Preventive Measures.
6. Document Findings, Actions, and Outcomes

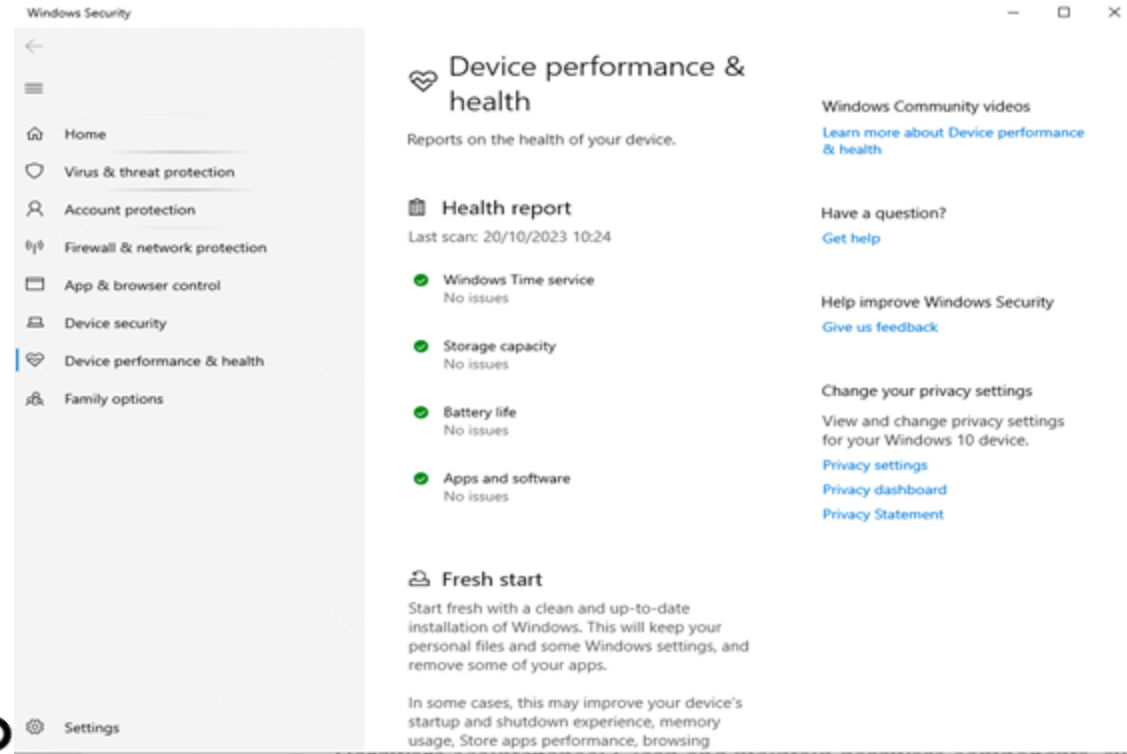
System Maintenance

Activity 2.7 Routine system maintenance tasks include:

Through in-class demonstrations, the instructor will show learner how to carry :

- Regular Backups
- Antivirus and Security Updates
- Disk Cleanup:

- Check Hardware Health



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Summary

Operating system proficiency encompasses the ability to effectively navigate and utilize operating systems such as Windows, macOS, or Linux. This includes fundamental skills like file management, software installation, and system customization. Additionally, individuals should possess basic troubleshooting and system maintenance skills to address common issues and ensure the smooth operation of their chosen operating system. These skills enable users to efficiently manage their computing environments and troubleshoot problems when they arise, ultimately enhancing their overall digital experience.



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Topic 3.0 Software Installation and Management

Proficiency in software installation and management is essential for maintaining an efficient and secure digital workspace.

This skill involves not only installing new applications but also ensuring that existing software is up to date. Here's how to effectively handle software installation and management:



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Traditional Software Installation

Activity 3.1

Software Installation, uninstallation and Updates:

- A demonstration on windows, Android Phones, macOS and Linux Operating System installation through CD or Thumb-drive.
- A demonstration on how to Update different operating systems (Windows, macOS , Linux and Android OS)
- Demonstration on Uninstalling software from windows, macOS, Linux and Android OS.



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Summary

Software installation and management involve the processes of installing and updating software applications on a computer or device. This includes the installation of new applications to fulfill specific needs and the timely updating of existing software for enhanced functionality and security. Moreover, efficient software management encompasses the removal of unnecessary or redundant applications to optimize system performance and free up valuable storage space. These practices help users maintain a well-organized and efficient software environment, ensuring their devices run smoothly and securely while meeting their software needs.



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Topic 4.0 Device Health Monitoring and Diagnostics

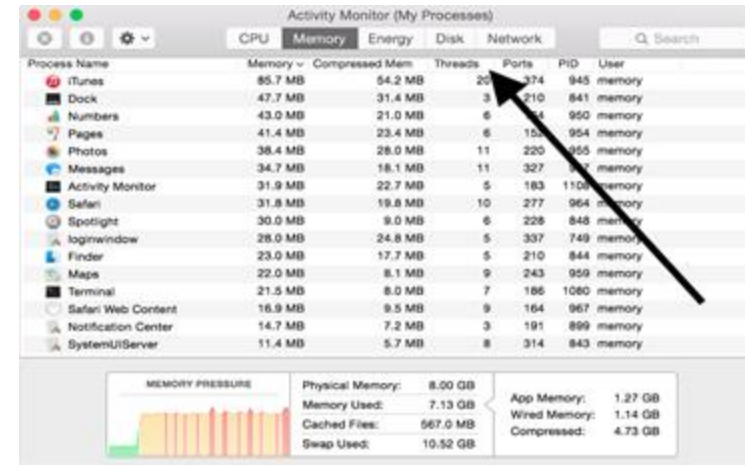
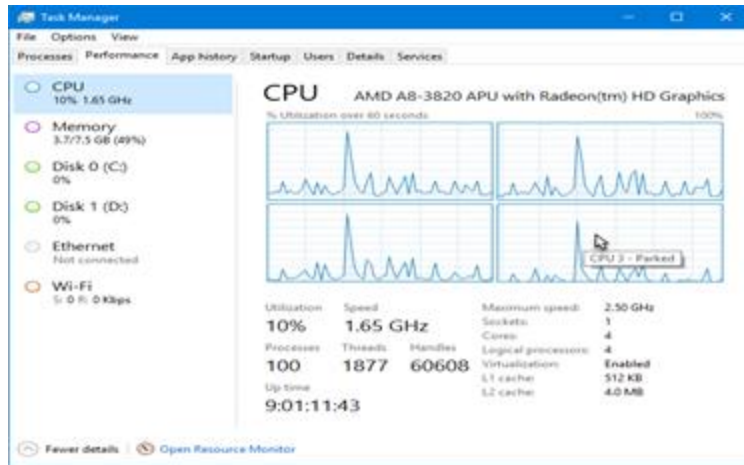
Monitoring the health and performance of your devices is crucial to ensure they operate efficiently and reliably. By using diagnostic tools and proactive monitoring, you can identify and address potential issues before they escalate into serious problems.



Topic 4.0 Device Health Monitoring and Diagnostics

Activity 4.1

- Demonstrate Device Health using Window's Task Manager
- Demonstrate Device Health using Activity Monitor (macOS):
- Demonstrate Device Health using System Monitor (Linux):



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4.2. Using Diagnostic Tools to identify issues proactively.

Diagnostic tools help identify and address specific issues with your device.



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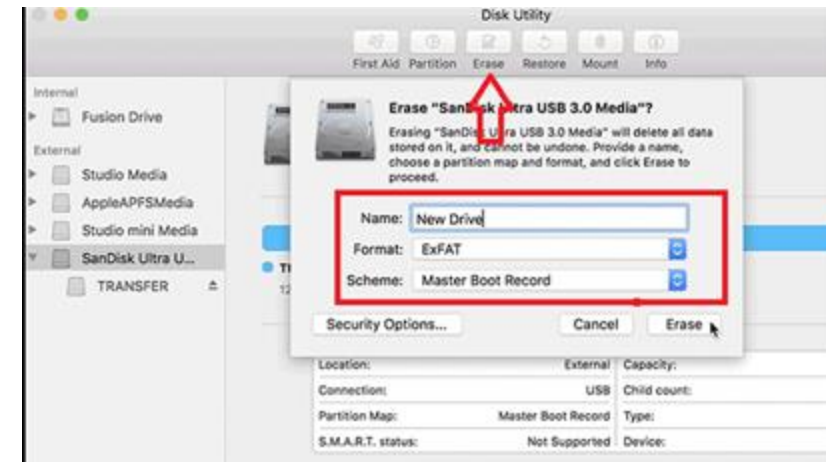
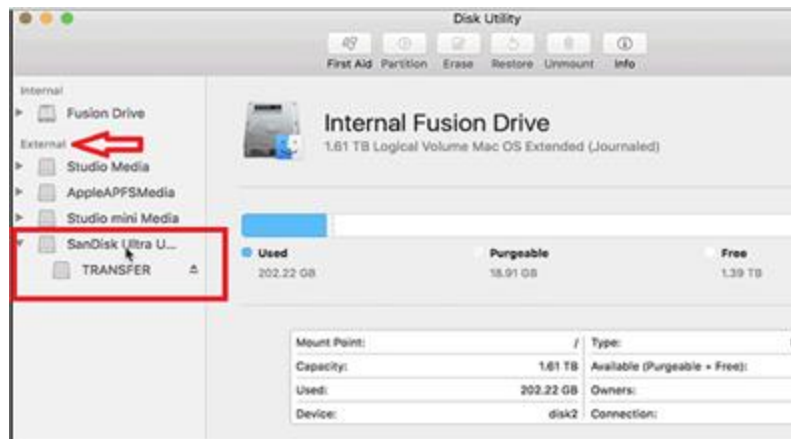
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4.2. Using Diagnostic Tools to identify issues proactively.

Activity 4.2

- Demonstrate Diagnosis using Check Disk (Windows) and Event Viewer
- Demonstrate Diagnosis using Disk Utility (macOS) Demonstrate Diagnosis using S.M.A.R.T. Monitoring tools.



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Summary

Device health monitoring and diagnostics involve the ongoing assessment of a device's performance and overall well-being. This includes the regular monitoring of key metrics to ensure the device operates optimally and remains in good health. Additionally, users should be proficient in using diagnostic tools to proactively identify and address potential issues before they become critical. By keeping a close eye on device performance and employing diagnostic tools, individuals can preemptively resolve problems, maintain the longevity of their devices, and ensure a seamless and reliable user experience.



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Topic 5.0 Managing Multiple Devices

In today's digital world, many of us use multiple devices for work, personal use, and entertainment. Managing these devices efficiently and ensuring seamless data synchronization and sharing is crucial for maintaining productivity and a smooth workflow.



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Here's how to effectively manage multiple devices:

Device Management:

- 1. Inventory Your Devices:** Create a list of all the devices you use, including computers, smartphones, tablets, and any other smart devices.
- 2. Assign Purposes:** Determine the primary and secondary purposes of each device. For example, your desktop computer might be for work, while your smartphone is for communication and on-the-go tasks.
- 3. User Profiles:** If multiple people use the same devices, set up user profiles or accounts to keep personal data separate.



Here's how to effectively manage multiple devices:

Activity 4.3

Consistent Setup:

- 1. Operating System and Software:** Try to use the same operating system (e.g., Windows, macOS, or Linux) or software across devices for consistent workflows.
- 2. Sync Settings:** Set up your devices with similar settings for email, Wi-Fi, notifications, and app preferences.
- 3. Cloud Services:** Utilize cloud services like Dropbox, Google Drive, or OneDrive to store and access files across devices.



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Here's how to effectively manage multiple devices:

Activity 3.5

Time Management:

1. **Create a Schedule:** Organize your daily tasks and allocate specific devices for particular tasks.
2. **Limit Distractions:** Set specific time blocks for focused work and minimize notifications on devices that are not currently in use for work.



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5.2 Syncing and Sharing Data Across Devices:

- This practice involves ensuring that data, files, and information are consistently and securely accessible on various devices, such as computers, smartphones, and tablets.
- By harmonizing settings, utilizing cloud services, and configuring cross-platform applications, individuals and teams can efficiently collaborate, seamlessly transition between devices, and maintain data consistency.



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5.2 Syncing and Sharing Data Across Devices:

Activity 3.6

Cloud Services:

- 1. File Syncing:** Use cloud storage services to sync files and documents across devices.
Any changes made on one device are automatically reflected on others.
- 2. Collaboration Tools:** Utilize cloud-based collaboration tools like Google Workspace or Microsoft Office 365 for real-time document collaboration and sharing.

5.2 Syncing and Sharing Data Across Devices

Activity

Data Backup:

1. **Automated Backups:** Ensure that all your devices are set up to perform automated backups to protect your data in case of device failure.
2. **Regular Data Migration:** Periodically review your data and migrate or archive files that you no longer need on your primary devices.



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5.2 Syncing and Sharing Data Across Devices

Activity

Cross-Platform Apps:

- 1. Choose Cross-Platform Apps:** Whenever possible, select apps and services that are available on multiple platforms. For example, use cross-platform note-taking apps like Evernote or OneNote.
- 2. Account Integration:** For social media and email, configure your accounts to be accessible and synchronized across devices.



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5.2 Syncing and Sharing Data Across Devices

Activity

Privacy and Security:

- 1. Security Best Practices:** Implement strong security measures, such as strong passwords, two-factor authentication, and device encryption, to protect your data.
- 2. Privacy Settings:** Adjust privacy settings on each device and application to control data sharing and protect your personal information.



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5.2 Syncing and Sharing Data Across Devices

Activity

Network and Connectivity:

- 1. Use the Same Network:** Whenever possible, connect your devices to the same Wi-Fi network to facilitate data sharing.
- 2. Bluetooth and AirDrop:** Use Bluetooth or similar technologies for sharing data between nearby devices, like sharing photos between a smartphone and a tablet.



Summary

Managing multiple devices involves effectively coordinating the use of various devices, such as computers, smartphones, and tablets, particularly in work settings. This includes ensuring that these devices work in harmony to enhance productivity and efficiency. Additionally, syncing and sharing data across these devices is crucial to maintain consistency and accessibility of information. This synchronization enables seamless transitions between devices and the ability to access essential data from any device, ensuring a cohesive and productive digital experience across a multi-device ecosystem.



Topic 6.0 Digital Workspace Ergonomics

- Creating an ergonomic digital workspace is essential for maintaining your health, comfort, and productivity, especially if you spend significant time working on computers and other digital devices.
- Proper ergonomics can help prevent repetitive strain injuries (RSIs) and promote general well-being.



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Topic 6.0 Digital Workspace Ergonomics

Activity Group Discussion

- Explain how to setup a healthy working environment and let the learners make their contribution to this discussion.
- Mention and discuss the ergonomic devices for people with disabilities (PWDs)



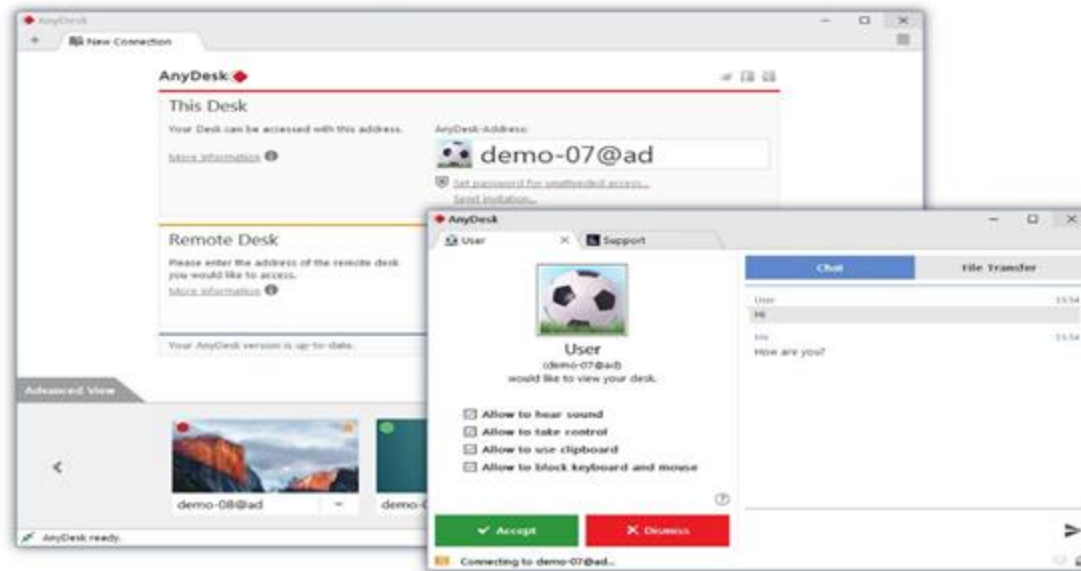
Summary

Digital workspace ergonomics is the practice of creating comfortable and healthy work environments for computer users. This involves setting up ergonomic workspaces to promote well-being and prevent discomfort or strain while working. It includes considerations such as the arrangement of computer equipment, chairs, and desks to ensure proper posture and reduce the risk of repetitive strain injuries. By adhering to these principles, individuals can enhance their overall physical health and work efficiency, reducing the potential negative impacts of extended computer use on their well-being.



Remote Desktop Student Must Activity

- Demonstration on how to setup a Remote Desktop Using AnyDesk



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Device Disposal and Recycling

Proper disposal and recycling of old devices and electronic waste are essential for environmental sustainability and data security.



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Device Disposal and Recycling

Activity Group Discussion

The instructor should guide the discussions around the following areas:

- **How to Dispose Old Devices and Electronic Waste**
- **How to Reduce the Carbon Footprint of Digital Devices**



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Summary

"Student Individual Activities" encompass a range of tasks and responsibilities. First, students should be adept at "Remote Device Access and Control," which involves using remote desktop tools for troubleshooting and providing support, as well as securely accessing work devices from remote locations, ensuring efficient and secure remote work or study. Additionally, they should have knowledge of "Device Disposal and Recycling" practices, which includes safely disposing of old devices and electronic waste in an environmentally responsible manner and performing data wiping before disposal to protect sensitive information. Furthermore, students should be conscious of "Energy Efficiency and Environmental Impact," by optimizing device settings for energy efficiency and minimizing the carbon footprint of digital devices, contributing to a more sustainable and eco-friendly digital ecosystem. These activities and skills empower students to work effectively, protect data, and make environmentally responsible choices.



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END OF MODULE



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