



MY NEW DIGITAL FAMILY

DIGI-RECIPES COLLECTION

PRACTICAL DIGITAL SKILLS FOR FAMILIES

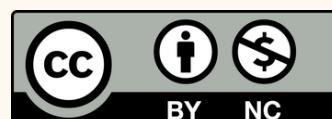


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Digital technologies play an increasingly important role in everyday family life. Communication, online services, learning, shopping and managing daily tasks often require basic digital skills. At the same time, many family members—especially parents or older relatives—may feel uncertain when using digital tools independently.

The “My New Digital Family” initiative promotes intergenerational learning by encouraging students to support their family members in developing practical digital competences at home. To support this process, the project introduces DIGI-RECIPES—short, clear step-by-step guides explaining how to perform specific digital tasks using commonly available tools and applications.

Each DIGI-RECIPE focuses on a simple real-life activity, such as using Gmail or Google Docs, organising events with digital calendars, exploring online learning opportunities, managing small digital tasks like recording expenses, or improving online safety through actions such as enabling two-factor authentication or recognising phishing messages.

All recipes follow the same simple structure including ingredients (what is needed), short step-by-step instructions, visual icons, practical tips, common mistakes and a final check confirming that the task has been completed successfully.

Through this approach, students and family members learn together, strengthening digital confidence and developing practical skills that support everyday participation in the digital world.





How to use this DIGI-RECIPE Collection

The DIGI-RECIPE collection is designed as a practical learning tool that helps families develop basic digital competences through simple, everyday activities. Each recipe focuses on one specific digital task and explains how to complete it in a clear and structured way.

DIGI-RECIPES are intended to be used together by students and their family members. The student acts as a guide who supports the learning process, while the family member performs the actions independently using their own device. This approach encourages confidence, patience and cooperation between generations.

Step 1 – Choose a DIGI-RECIPE

Select one recipe that is relevant or useful for everyday family life. The recipes cover different areas such as communication tools, online learning, everyday digital tasks and digital safety.

Step 2 – Prepare the “Ingredients”

At the beginning of each DIGI-RECIPE you will find a short list of ingredients. These indicate what is needed to complete the activity, for example a smartphone, internet connection, an application or an email account.

Step 3 – Follow the steps together

Each recipe includes short step-by-step instructions supported by simple icons. The student reads the steps and explains them if needed, while the family member performs the actions on their own device.





Step 4 – Use tips and avoid common mistakes

DIGI-RECIPES also include tips and common mistakes to help users avoid typical problems and complete the activity more easily.

Step 5 – Complete the final check

At the end of each recipe there is a Final Check. This short checklist helps confirm that the task has been completed successfully.

Learning at your own pace

Each DIGI-RECIPE usually takes 10–15 minutes to complete and can be repeated whenever needed. Families may choose any order of recipes depending on their interests and needs.

By following the DIGI-RECIPES together, students and family members gradually build digital confidence and practical skills that support everyday participation in the digital world.



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HOW TO USE CANVA STEP BY STEP



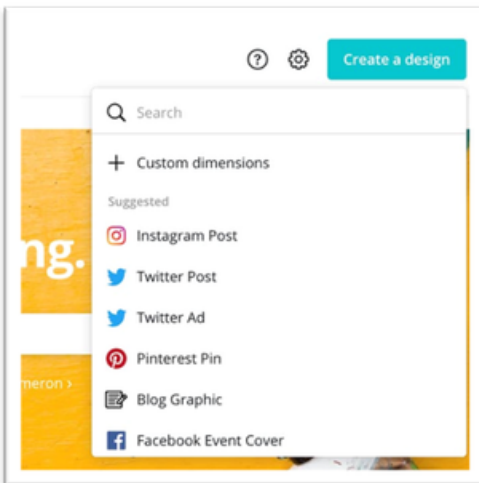
INGREDIENTS (WHAT YOU NEED)

- Computer or tablet
- Internet connection
- A Canva account (email, Google, or Facebook)
- Creativity and ideas for your design
- Own Images (Optional)
- Estimated Time: 30-40 minutes
- Difficulty: Easy-Medium



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1 SELECT SIZE AND SHAPE

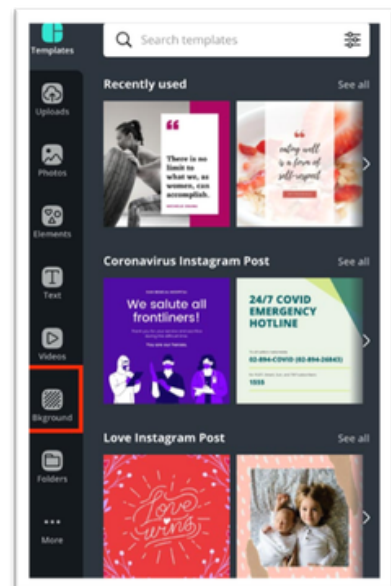


Create your design and be creative

1. Go to Canva.com or click on the app on your computer or mobile if you have downloaded already.
2. Then click the 'create a design' button in the top right corner.
3. You can pick from 'custom dimensions or a range of pre-selected sizes. Canva makes it easy to start your design by including templates for the optimal sizes on many social media platforms.
4. For this example, we will create an Instagram post. You can also select things like a Pinterest image, a Twitter post, a Facebook post, or more.

2 SET YOUR BACKGROUND

5. Select your background.
6. With the blank canvas in front of us, let's choose a background.
7. You can pick a plain colour or pattern. There are abstract images and even photos to choose from.
8. You could also select a photo and add this to the background. This includes photos you upload.



Select your background

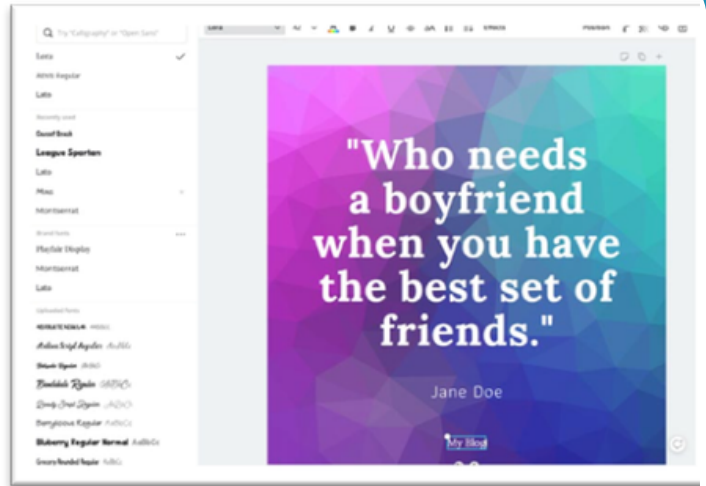
HOW TO USE CANVA STEP BY STEP



PREPARATION STEPS (STEP – BY – STEP GUIDE)

3 ADD YOUR TEXT

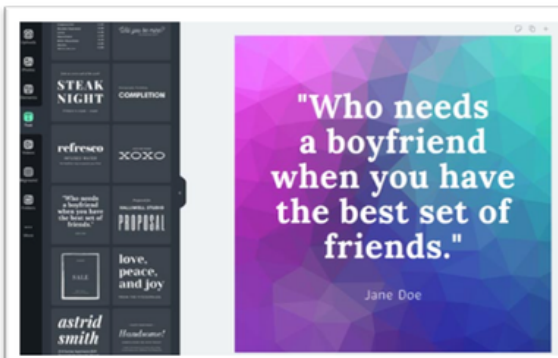
9. Go to 'text' on the left-hand menu and there are options to choose a simple text box. Or some font combinations and effects.
10. Choose a font combination idea to start with. Type in the quote you want to use.
11. Select the one you want and then use the round dots in each corner to make it bigger. Little purple lines will appear to help you get it in the centre.



Add the text to your design.

4 ADD YOUR NAME OR URL

12. To add your URL or blog name to the graphic, select a text box and move it to the bottom.
13. You can change the size and also match up the fonts with the ones used. Just select the font menu or the size menu along the top.



You can also add your name or URL.



TIPS & COMMON MISTAKES

- Use templates to get started faster
- Keep your colors and fonts consistent
- Avoid filling the design with too many elements
- Make sure your text is easy to read
- Avoid using too many different text styles



FINAL CHECK (Did You Do It?)

- You chose the correct size
- You added a suitable background
- You included clear and readable text
- You used visual elements
- You added your name or URL
- You saved or downloaded your design

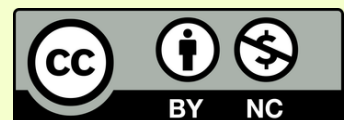


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HOW TO USE GOOGLE DOCS STEP BY STEP



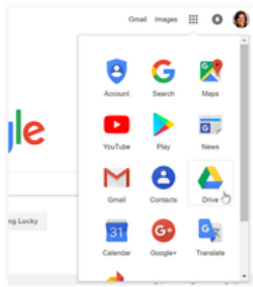
INGREDIENTS (WHAT YOU NEED)

- Computer or tablet
- Internet connection
- A Google account
- Desire to write and work as a team
- Estimated Time: 30-40 minutes
- Difficulty: Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

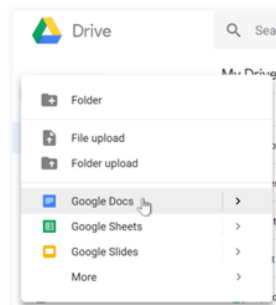
1 ACCES GOOGLE DOCS



1. Go to docs.google.com
2. Sign in with your Google account (or create one if you don't have it).
3. Click on the + Blank option to create a new document.

Google Drive interface

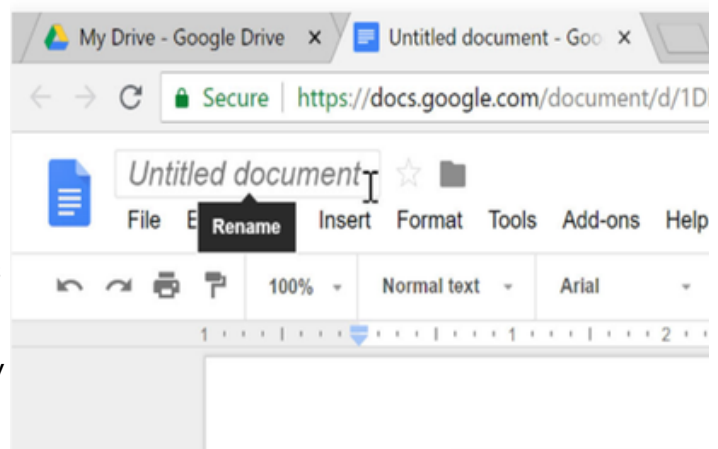
2 STAR WRITTING



4. From Google Drive, locate and select the New button, then choose the type of file you want to create. In our example, we'll select Google Drive to create a new document.

3 CREATE YOUR DOCUMENT

5. Your new file will appear in a new tab on your browser. Locate and select Untitled document in the upper-left corner.
6. The Rename dialog box will appear. Type a name for your file, then click OK.
7. Your file will be renamed. You can access the file at any time from your Google Drive, where it will be saved automatically. Simply double-click to open the file again.



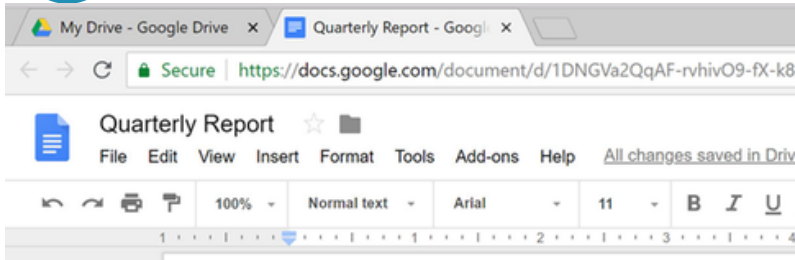
Rename your document.

HOW TO USE GOOGLE DOCS STEP BY STEP



PREPARATION STEPS (STEP – BY – STEP GUIDE)

4 EDIT YOUR DOCUMENT



8. Start typing in the white space.

9. Use the toolbar at the top to:

- Change the font, size, and color.
- Add bold, italic, or underline styles.
- Create bullet or numbered lists.
- Align your text (left, center, right).

5 SHARE AND COLLABORATE

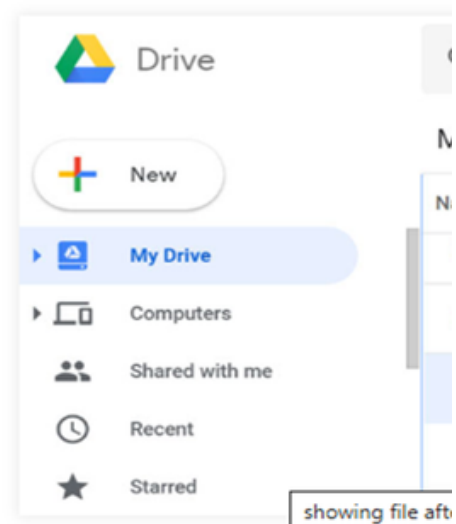
10. Click the Share button (top-right corner).

11. Enter the email addresses of your classmates or teacher.

12. Choose what they can do:

- Viewer: Just look.
- Commenter: Add comment
- Editor: Make changes.

You can all work on the document at the same time!



TIPS & COMMON MISTAKES

Name the document from the outset

Use headings and subheadings to organise

Share with the correct permissions

Use comments to work as a team

Do not edit without reviewing other people's changes



FINAL CHECK (Did You Do It?)

- | | |
|---|--|
| <input type="checkbox"/> You accessed Google Docs | <input type="checkbox"/> You formatted the text |
| <input type="checkbox"/> You wrote your document | <input type="checkbox"/> You shared it with others |
| <input type="checkbox"/> You named your file | <input type="checkbox"/> Your work saved automatically |

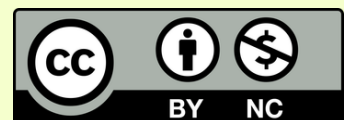


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HOW TO USE GMAIL FIRST STEP



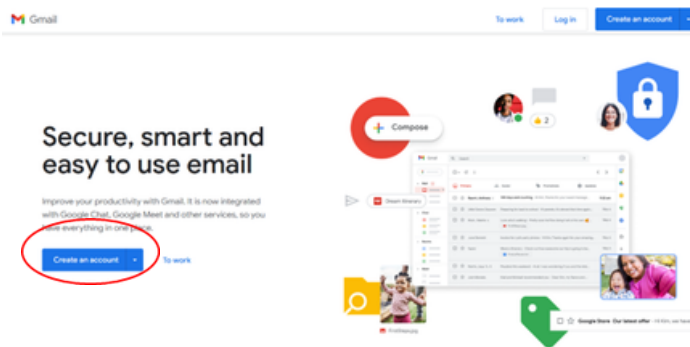
INGREDIENTS (WHAT YOU NEED)

- Computer or tablet
- Internet connection
- Gmail account
- Recipient email address
- Estimated Time: 10-15 minutes
- Difficulty: Easy



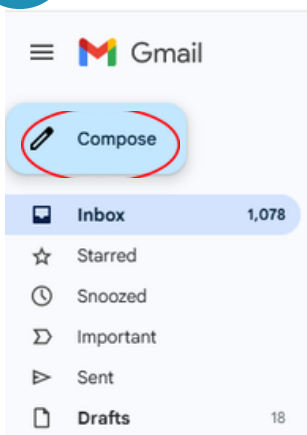
PREPARATION STEPS (STEP - BY - STEP GUIDE)

1 CREATE A GMAIL ACCOUNT



1. Go to Gmail
2. Log into Gmail at gmail.com using your email and password.(or create one if you don't have it).
3. Access your Gmail Account (name and password)

2 ACCESS YOUR GMAIL ACCOUNT

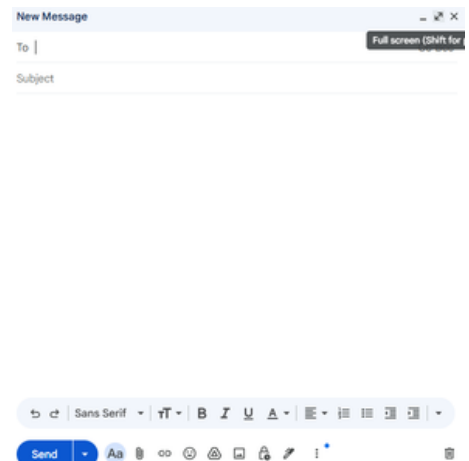


Gmail menu

4. Access the Gmail menu where you will see:

- 1) Inbox
- 2) Sent mail

5. Next, click on the 'compose' section and a dialogue box will open on the left-hand side, which you can maximise.



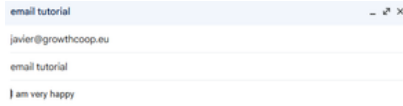
HOW TO USE GMAIL FIRST STEP



PREPARATION STEPS (STEP – BY – STEP GUIDE)

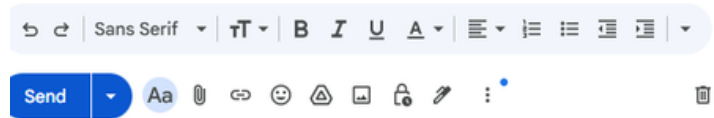
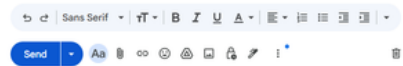
3

WRITE AN EMAIL



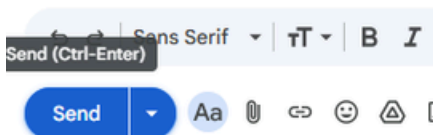
6. As we can see in this box, we have to fill in several fields:

- 1) To (who we are sending the email to)
- 2) Subject (the subject or purpose of the email)
- 3) Dialogue box in which we will explain our email



4

SEND THE EMAIL



7. At the bottom of the box (see illustration above), you can see different options for customising your email. These include: Font type (Aa), Text formatting options (bold, italic, underline, colour, Insert link, Insert image, Attach files

8. Finally, when you have it set up, press the send button! And that's it!



TIPS & COMMON MISTAKES

- Use clear subject lines
- Check spelling before sending
- Don't share your password



FINAL CHECK (Did You Do It?)

- You Logged into Gmail
- You wrote an email
- You added a subject
- You attached a file (if needed)
- You sent the email

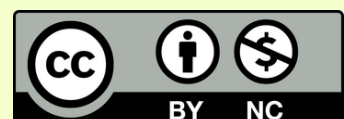


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HOW TO USE GOOGLE CALENDAR



INGREDIENTS (WHAT YOU NEED)

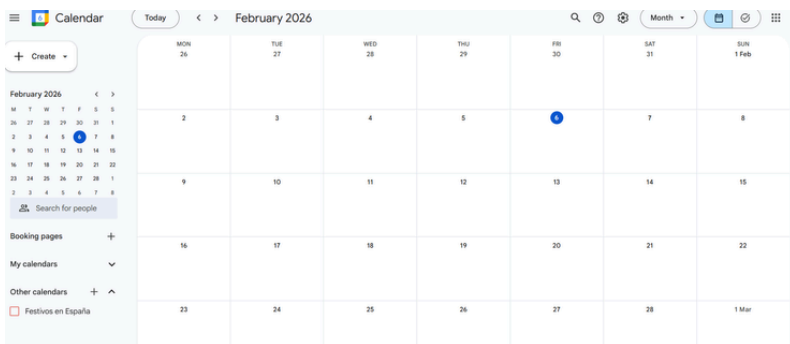
- Computer or tablet
- Internet connection
- Gmail account
- Appointments, tasks, or events you want to organise
- Estimated Time: 20-30 minutes
- Difficulty: Medium



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1

CREATE A GOOGLE ACCOUNT AND OPEN GOOGLE CALENDAR

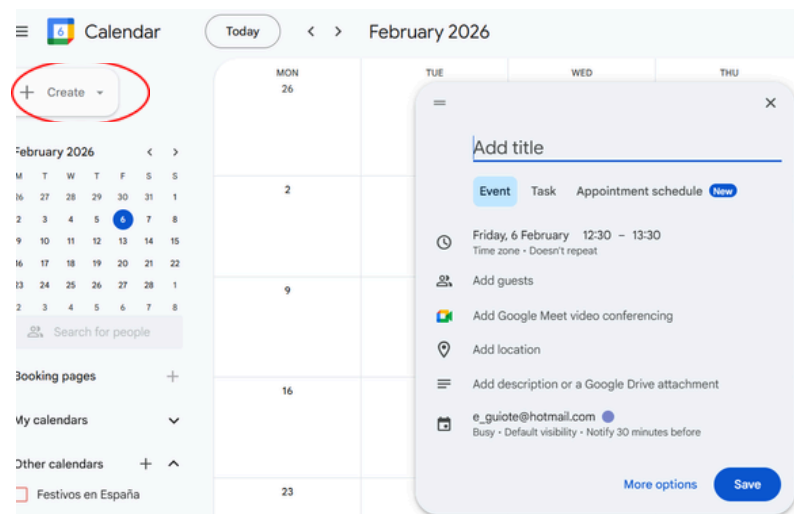


1. Go to google.com/calendar. Sign in with your Google account (or create one if you don't have it).
2. View Your Calendar. You'll see the current month.
3. Use the sidebar to switch views: Day, Week, Month, Year

2

CREATE AN EVENT

4. Click on a day and time in the calendar
5. Type the event title
6. Set the start and end time

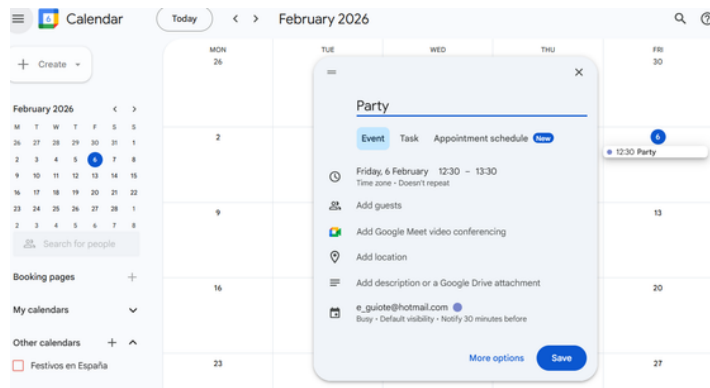


Google calendar menu



PREPARATION STEPS (STEP – BY – STEP GUIDE)

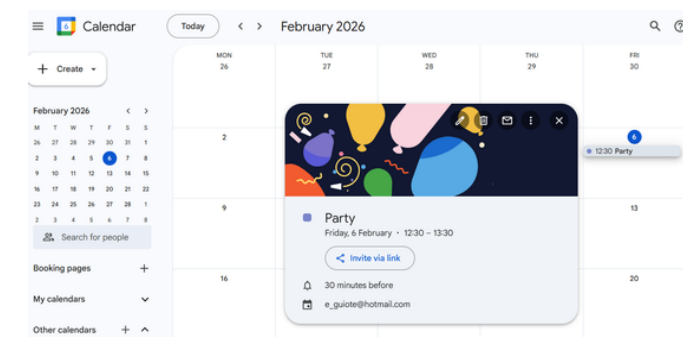
3 CUSTOMISE THE EVENT



7. You have now created your event in your calendar! . Add Event Details

- Click More options
- Use different color for different events
- Add a location, description, or guests
- Turn on reminders

4 SEND A REMINDER BY SHARING THE LINK.



8. Finally, click on the event.

You can obtain a link to send by email to all the invited guests!

Now it's your turn... try creating events and organising your schedule!



TIPS & COMMON MISTAKES

Use different colors for different types of activities

Turn on reminders so you don't forget events

Double-check the date and time before saving

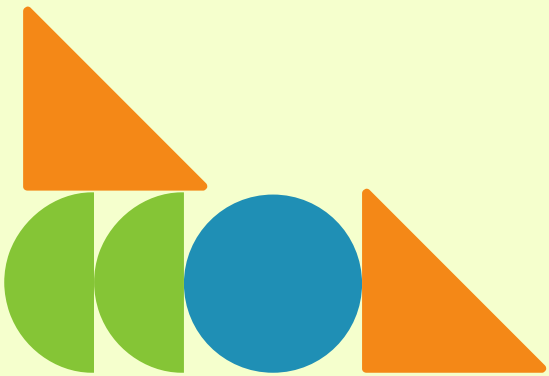
Share your calendar when working with others

Don't use the same color for everything



FINAL CHECK (Did You Do It?)

- You opened Google Calendar
- You created an event
- You added a reminder
- You used colors
- You saved the event
- You edited or deleted an event
- You shared your calendar

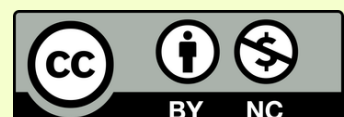


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HOW TO USE GOOGLE SEARCH



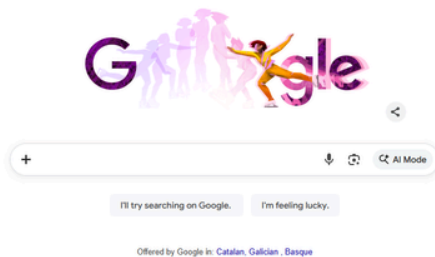
INGREDIENTS (WHAT YOU NEED)

- Computer, tablet or smartphone
- Internet connection
- A web browser (Chrome, Edge, Firefox...)
- something you want to search for in the browser, a doubt or question
- Estimated Time: 10-15 minutes
- Difficulty: Very Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

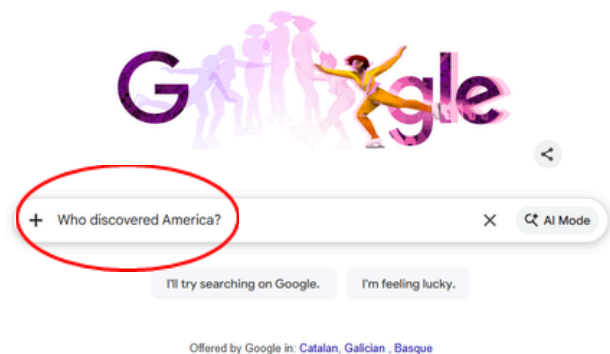
1 OPEN GOOGLE SEARCH



1. Go to google.com (You can also open any other browser (Yahoo, Microsoft Bing)).
2. We will do it using Google, but you can do the same thing on any search engine. It's easy!
3. Go to the search bar and enter any question or location you need.

2 START A SEARCH

4. In this example, we asked Google who discovered America. But we could have searched for a business or shop in our area or any other question.
5. Once you have typed what you want to find in our search engine, press the enter key.



[Google menu](#)

DIGI – RECIPE

HOW TO USE GOOGLE SEARCH



PREPARATION STEPS (STEP – BY – STEP GUIDE)

3

DISPLAYS THE SEARCH RESULTS

6. Below is the information with a series of search menus, such as:

- AI Mode (the AI will give us an answer)
- All (all types of information)
- Images
- News
- Etc...

7. We usually stay in the 'ALL' area, but depending on the focus of our search, we can select one or the other.

Who discovered America?

AI Mode All Images News Videos Short videos Products More Tools

AI Overview

While **Christopher Columbus** is traditionally credited with "discovering" America in 1492, he was actually the first European to initiate lasting contact, not the first person to arrive. Indigenous peoples had lived there for thousands of years, and Vikings, led by Leif Erikson, reached North America around 1000 AD.

Key Points on the Discovery of America:

- **Indigenous Peoples (First Inhabitants):** Ancestors of modern Native Americans arrived from Asia at least 15,000 years ago via a land bridge.
- **The Vikings (First Europeans):** Around 1000 AD, Icelandic explorer Leif Erikson

Show more

Wikipedia

https://en.wikipedia.org/wiki/Christopher_Columbus

Christopher Columbus

Christopher Columbus was an Italian explorer and navigator from the Republic of Genoa who completed four Spanish-based voyages across the Atlantic Ocean ... [Read more](#)

People also ask

Who discovered America? - All About History

The conventional wisdom is that Christopher Columbus was the first person to discover the...

All About History

The Real Story: Who Discovered America - VOA

Christopher Columbus is credited with

4

ENTER ONE OF THE RESULTS

8. If we click on any of the results, we will be taken to that website where we can find more information.



Who discovered America?

Wikipedia

https://en.wikipedia.org/wiki/Christopher_Columbus

Christopher Columbus was an Italian explorer and navigator from the Republic of Genoa who completed four Spanish-based voyages across the Atlantic Ocean ... [Read more](#)

People also ask

Who is the person who discovered America?

Who introduced America to the world?

Is Columbus Spanish or Italian?

Did Christopher Columbus know he discovered America?

The Discovery of America

Book trilogies



The Discovery of America is a trilogy written by the German author and educator Joachim Heinrich Campe.

Source: Wikipedia

Author: Joachim Heinrich Campe

VOA

USA

The Real Story: Who Discovered America

By Harris Beachler

October 20, 2016 2:00 PM



Christopher Columbus is credited with "discovering" the Americas in 1492.



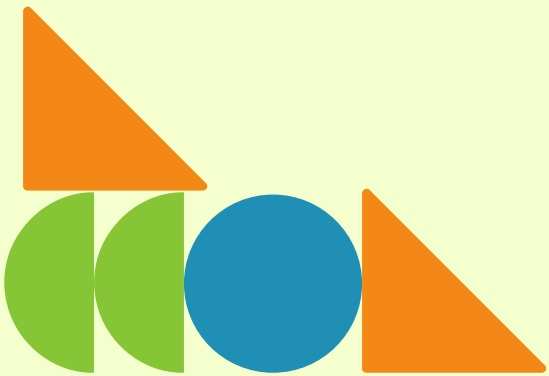
TIPS & COMMON MISTAKES

- Use few words, but make them clear
- Try synonyms if it doesn't work the first time
- Open several pages to compare information
- Don't believe everything that appears first
- Don't write questions that are too long



FINAL CHECK (Did You Do It?)

- You opened Google
- You used clear keywords
- You tried quotation marks for exact phrases
- You removed unwanted words
- You checked the results before clicking
- You tried different search words

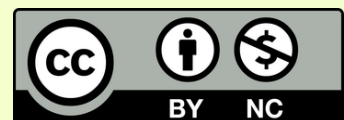


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HOW TO CHANGE THE DEFAULT WIFI PASSWORD OF THE HOUSEHOLD



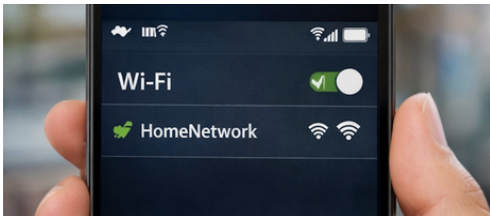
INGREDIENTS (WHAT YOU NEED)

- A device connected to your home Wi-Fi (phone, tablet, laptop, or PC)
- The router (the Wi-Fi box at home)
- Router login details (usually the default: “admin/password”)
- Your new Wi-Fi name and password
- 5 minutes when it’s OK if Wi-Fi disconnects briefly
- Difficulty:



PREPARATION STEPS (STEP – BY – STEP GUIDE)

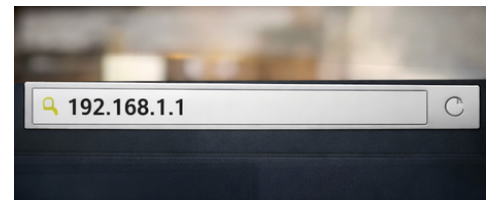
1 CONNECT TO THE ROUTER



Make sure your device is connected to your home Wi-Fi network (not mobile data).

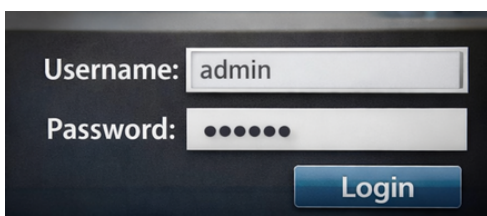
2 OPEN THE ROUTER SETTINGS PAGE

- Open a web browser.
- In the address bar, try one of these common router addresses:
 - 192.168.1.1 or 192.168.0.1 or 192.168.1.254



If none work:

- *On the Wi-Fi network details, look for “Router / Gateway / Default Gateway” and use that number.*



3 LOGIN

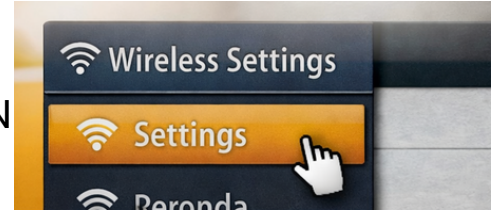
Enter the router admin username and password (read the instructions of your router).



PREPARATION STEPS (STEP – BY – STEP GUIDE)

4 FIND THE WIFI PASSWORD SETTING

- Look for a menu like: Wireless, Wi-Fi, WLAN
- Then choose: Security or Password



5 CHANGE THE WI-FI PASSWORD

- Find the field called Wi-Fi Password, Pre-Shared Key, or WPA Key
- Replace the default password with your new strong password.

6 SAVE / APPLY

- Click Save, Apply, or Update
- The router may reboot (Wi-Fi drops for 30–90 seconds).

7 RECONNECT DEVICES



TIPS & COMMON MISTAKES

- Use WPA2 or WPA3 security if you can (avoid “Open” networks).
- Use a passphrase that’s long but memorable.
- Don’t forget to Save/Apply.
- Don’t lock yourself out by changing settings without writing the new password down safely.



FINAL CHECK (Did You Do It?)

- Your phone can connect to Wi-Fi using the new password
- The old password no longer works
- At least one other device reconnects successfully
- Router Wi-Fi is set to WPA2/WPA3, not “Open”



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HOW TO TURN ON TWO-FACTOR AUTHENTICATION (2FA) FOR AN EMAIL ACCOUNT



INGREDIENTS (WHAT YOU NEED)

- A parent's email account (Gmail, Outlook, Yahoo, etc.)
- The email password (you must know it to change security settings)
- A smartphone belonging to the parent
- Internet connection
- 5-10 minutes
- Optional (recommended):
 - Google Authenticator,
 - Microsoft Authenticator etc.
- Difficulty:



PREPARATION STEPS (STEP - BY - STEP GUIDE)

FIRST EXPLAIN WHAT 2FA IS (IN ONE SENTENCE)

"2FA means: even if someone steals your password, they still can't log in without your phone."

1 LOG INTO THE EMAIL ACCOUNT

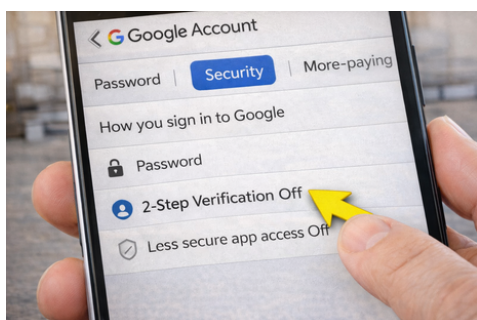
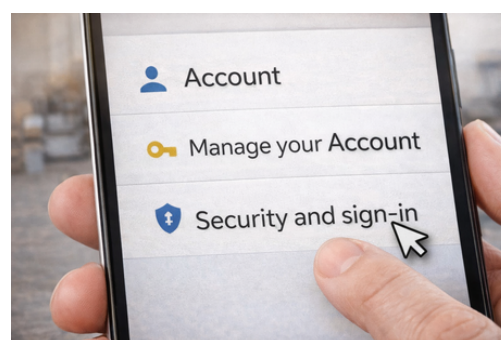


Open the email app or website and make sure you can login normally

2 GO TO SECURITY SETTINGS

Look for:

- Account
- Manage your Account
- Security and Sign-in



3 FIND "2-STEP VERIFICATION"

It may also be called:

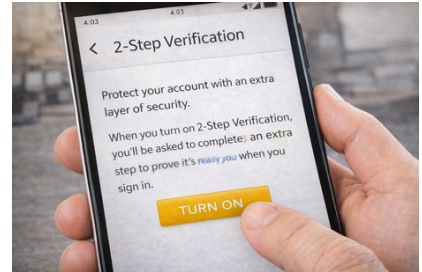
- 2FA / Two-step login / Multi-factor authentication (MFA)



PREPARATION STEPS (STEP - BY - STEP GUIDE)

4 TURN THE 2FA ON

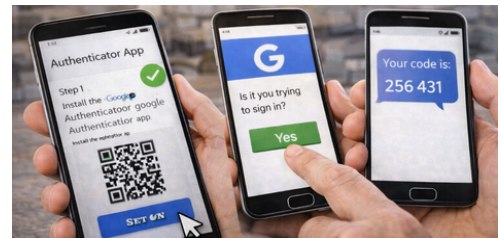
- Press Enable / Turn on / Get started



5 CHOOSE THE VERIFICATION METHOD

Best options (in this order):

- Authenticator app (most secure)
- Phone prompt
- SMS code (still good, but less secure)



6 CONFIRM THE SETUP

- The email service will send a code or notification
- Parent approves it
- The system confirms: 2FA enabled



TIPS & COMMON MISTAKES

- Turn on 2FA first for the most important accounts: email / Banking / Social media
- Keep the parent's phone locked with PIN/fingerprint
- Don't think "I don't need 2FA because I'm not famous"
- Don't use a child's phone instead of the parent's phone



FINAL CHECK (Did You Do It?)

- The account security page shows 2FA: ON
- The parent can log out and log in again successfully
- During login, the system asks for: a phone prompt, or a code from SMS/authenticator app



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HOW TO CHECK AND REDUCE APP PERMISSIONS ON A SMARTPHONE



INGREDIENTS (WHAT YOU NEED)

- A smartphone
- Internet connection (optional, not always needed)
- 5–10 minutes
- A list of 5–10 installed apps, for example:
 - Social media (Facebook, Instagram)
 - Games
- Difficulty:



PREPARATION STEPS (STEP – BY – STEP GUIDE)

1 OPEN THE PHONE SETTINGS



Open Settings on the phone.

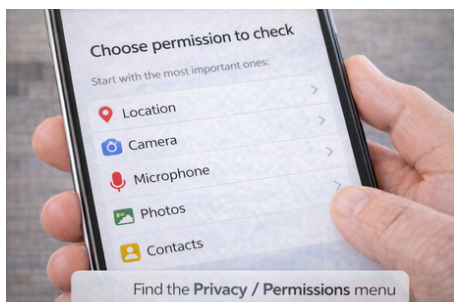
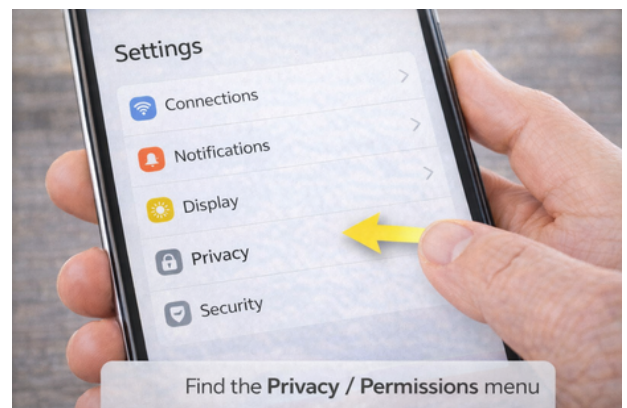
2 FIND THE PRIVACY / PERMISSIONS MENU

Android

- Settings → Security & Privacy OR
- Settings → Apps → Permissions

iPhone

- Settings → Privacy & Security



3 CHOOSE ONE PERMISSION TO CHECK

Start with the most important ones: e.g. **Location, Camera, Microphone, Photos, Contacts**



PREPARATION STEPS (STEP – BY – STEP GUIDE)

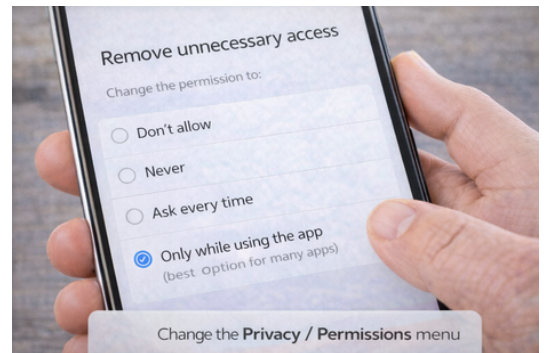
4 REVIEW WHICH APPS HAVE ACCESS

Look at the list of apps. Ask this question for each app: “Does this app REALLY need this permission?”

5 REMOVE UNNECESSARY ACCESS

Change the permission to:

- Don't allow / Never / Ask every time / Only while using the app (best option for many apps)



6 REPEAT FOR 2 MORE PERMISSIONS

Do the same check for:

- Location
- Microphone
- Photos

7

(OPTIONAL) DELETE SUSPICIOUS APPS



TIPS & COMMON MISTAKES

- Best settings for most families: **Location: “Only while using”, Microphone: “Ask every time” or “Never”, Photos: “Selected photos only”, Contacts: “Never” unless it’s a messaging app**
- Don't click “Allow all” automatically without reading
- If you can't explain why the app needs it → turn it OFF



FINAL CHECK (Did You Do It?)

- You checked at least 3 permissions (Location, Camera, Mic)
- You removed access from at least 2 apps
- The parent understands the question: “Does this app really need it?”



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HOW TO SPOT AND DELETE A PHISHING EMAIL OR SMS



INGREDIENTS (WHAT YOU NEED)

- A smartphone or computer
- Access to Email (Gmail, Outlook, Yahoo) and/or SMS
- One suspicious message
- 5–10 minutes
- Difficulty:



PREPARATION STEPS (STEP – BY – STEP GUIDE)

1 OPEN THE MESSAGE (BUT DO NOT CLICK ANYTHING)

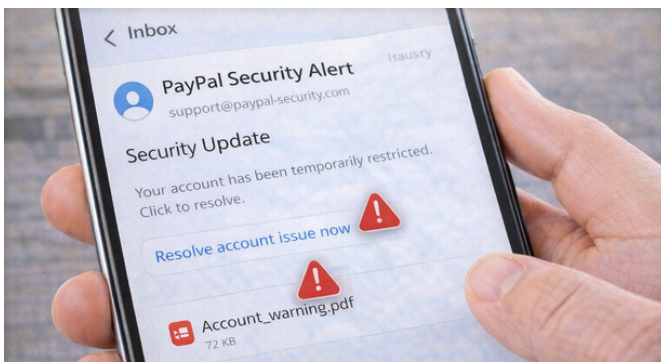
- Open the email or SMS.
- Don't click links, don't open attachments.

2 CHECK THE SENDER CAREFULLY

Email: Look at the full email address (not just the name).

- Example of a suspicious email: support@paypai-security.com (fake "i" looks like "l")

SMS: Check if it comes from: a random number, a strange sender name, a foreign country code



3 LOOK FOR WARNING SIGNS

Common phishing signs:

“URGENT! Your account will be locked!”
“You won a prize!”
“Confirm your bank details now”
Strange spelling, bad grammar



PREPARATION STEPS (STEP – BY – STEP GUIDE)

4 CHECK THE LINK SAFELY (WITHOUT CLICKING)

- On a computer: hover over the link and read the real address.
- On a phone: press and hold the link to preview it (do not open).

Red flags: long links, Strange domains, Misspelled company names

5 DECIDE: REAL OR FAKE?

Ask this simple question: “Would my bank / school / delivery company ask for this by message?” If the answer is “no” → treat it as phishing.

6 DELETE IT

7 GOLDEN RULE

“If you are not 100% sure, do not click. Ask someone.”



TIPS & COMMON MISTAKES

- Don't click the link “just to see”
- Don't believe that seeing an original logo means it's real
- Don't think “it won't happen to me”
- Don't reply to the SMS to “stop messages” (sometimes this confirms your number is active)



FINAL CHECK (Did You Do It?)

- You identified at least 3 warning signs
- You did not click any link or open attachments
- You deleted the message
- The parent understands the rule: “Stop, check, delete.”



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HOW TO CHECK IF A WEBSITE IS SECURE BEFORE ENTERING PERSONAL INFORMATION



INGREDIENTS (WHAT YOU NEED)

- A smartphone or computer
- Internet connection
- A website that asks for: login details (email + password), or personal data (name, address)
- 5–10 minutes
- Difficulty:



PREPARATION STEPS (STEP – BY – STEP GUIDE)

1 LOOK AT THE WEBSITE ADDRESS (URL)

- Check the top of the screen (address bar).
- Read the website name slowly.

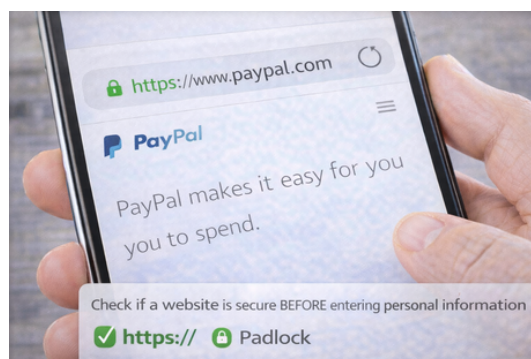
Example:

- Real: amazon.com / Fake: amaz0n-support.com

2 CHECK FOR HTTPS AND THE PADLOCK

A secure website should show:

- https://
- and usually a padlock symbol



3 CHECK FOR SPELLING TRICKS IN THE DOMAIN NAME

Phishing websites often use:

- extra letters / numbers / strange endings

Examples:

- paypai.com (fake, i instead of l) / paypal-security-login.com (fake) / netflix.help-login.com (fake)



PREPARATION STEPS (STEP – BY – STEP GUIDE)

4 LOOK FOR WARNING SIGNS ON THE PAGE

Red flags:

- Too many pop-ups
- Strange design / broken images
- Bad grammar
- “Your device is infected!” messages
- countdown timer (pressure)

5 IF UNSURE, DO NOT LOG IN

Do this instead: Open a new tab, Type the official website manually

6 FINAL DECISION: SAFE OR SUSPICIOUS?

Use the family rule: Safe website = correct name + https + normal
Suspicious website = strange name + pressure + asks for login or money



TIPS & COMMON MISTAKES

- Always check the website name
- Don't only check for the padlock and ignore the domain name
- Don't click “login” from ads or pop-ups
- Don't trust the logo (logos are easy to copy)
- Don't enter information when feeling rushed



FINAL CHECK (Did You Do It?)

- You checked the URL (website name)
- You checked for https / padlock
- You spotted at least 2 warning signs
- You avoided logging in when unsure



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HOW TO CREATE A SIMPLE FAMILY BUSINESS POST WITH CANVA



INGREDIENTS (WHAT YOU NEED)

- Smartphone, tablet or komputer
- Internet access
- Email address or phone number
- Photos of your product or service (optional)
- Estimated Time: 15-20 minutes
- Difficulty: Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1 OPEN CANVA

- Go to www.canva.com or download the Canva app
- "Sign up" if you don't have an account or Sign in



2 CHOOSE A TEMPLATE



- In the search bar, type "social media post" or "business post"
- Choose a free template that fits your business style

3 ADD YOUR TEXT

- In the text boxes, write about your product, service, or special offer
- Keep the text short and clear



4 CUSTOMIZE YOUR DESIGN

- Upload product photos (click "Uploads")
- Fit photos onto design





PREPARATION STEPS (STEP – BY – STEP GUIDE)

5 DOWNLOAD YOUR POST



- Click "Share" button (top right)
- Select "Download"
- Choose "PNG" format

6 SAVE TO YOUR DEVICE



- Image saves to your device
- Find it in Downloads folder
- Ready to post on social media!

7 FINAL REVIEW



- ✓ Check spelling
- ✓ Photos are clear
- ✓ Design looks professional
- ✓ Ready to share!



TIPS & COMMON MISTAKES

- Ensure photos are clear and well-lit
- Don't use too many colors (Maximum 2-3 colors)
- Avoid blurry photos
- Use simple, short sentences



FINAL CHECK (Did You Do It?)

- | | |
|--|--|
| <input type="checkbox"/> I created a Canva account | <input type="checkbox"/> I added photos |
| <input type="checkbox"/> I selected a template | <input type="checkbox"/> I customized the design |
| <input type="checkbox"/> I added my own text | <input type="checkbox"/> I downloaded the post |



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HOW TO MAKE A SHORT VIDEO WITH YOUR PHONE



INGREDIENTS (WHAT YOU NEED)

- Smartphone (iOS or Android)
- Good lighting (natural light is the best)
- Quiet place or simple background
- Product or service to show
- Estimated Time: 10-15 minutes
- Difficulty: Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1

PLAN YOUR VIDEO CONTENT



- Decide what to show (product/service)
- Simple message (max 30 seconds)
- Write 2-3 key points
- Keep it natural

2

FIND GOOD LIGHTING



- Use natural daylight when possible
- Face a window or go outside
- Avoid harsh shadows
- Test with a photo first

3

SET UP YOUR PHONE



- Hold phone horizontally
- Or portrait mode for social media
- Clean camera lens
- Use stable surface if possible

4

OPEN CAMERA APP



- Open camera app
- Switch to VIDEO mode
- Frame subject in center
- Check everything fits in frame



PREPARATION STEPS (STEP – BY – STEP GUIDE)

5 RECORD YOUR VIDEO



- Press RECORD button
- Speak clearly and smile
- Show your product/service
- STOP when done

6 WATCH YOUR VIDEO



- Play video to review
- Check if sound is clear
- Make sure it's not shaky
- Re-record if needed

7 SAVE TO YOUR PHONE



- ✓ Auto-saved in Gallery
- ✓ Find it in Photos app
- ✓ Ready to share online
- ✓ Done!



TIPS & COMMON MISTAKES

- Shoot multiple takes – choose best
- Keep video under 45 seconds
- Avoid recording in dark places
- Avoid shaking the phone and talking too fast



FINAL CHECK (Did You Do It?)

- I planned what to say
- I found good lighting
- I recorded 15-45 sec video
- I checked video quality
- Video saved on my phone



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HOW TO REPLY POLITELY TO COMMENTS AND MESSAGES - DIGITAL ETIQUETTE



INGREDIENTS (WHAT YOU NEED)

- Smartphone, tablet or computer
- Social media or messaging app
- Comments/messages to respond to
- Estimated Time: 3-5 min/reply
- Difficulty: Very Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1 READ MESSAGE CAREFULLY



- Read entire comment/message
- Understand what they're asking
- Check if they need help
- Take moment before responding

2 START WITH A GREETING



- Begin with "Hello", "Hi", or "Thank you"
- Use person's name if you know it
- Example: "Hi Maria, thank you!"
- Shows respect and friendliness

3 BUILD YOUR ANSWER



- Give clear, helpful answer
- Be specific and direct, aim to solve
- Use a friendly professional tone
- Keep reply simple

4 USE POLITE LANGUAGE



- Say "please", "thank you"
- Avoid CAPITAL LETTERS (looks angry)
- Never use rude words
- Be respectful always



PREPARATION STEPS (STEP – BY – STEP GUIDE)

5 ADD A FRIENDLY EMOJI



- Use simple emoji like
or
- Makes message warmer
- Skip for professional messages

6 END WITH A CLOSING



- Finish with "Best regards"
- Or "Thank you" or "Have a nice day"
- Makes message complete
- Shows good manners

7 CHECK BEFORE SENDING



- ✓ Read message again
- ✓ Check spelling
- ✓ Tone is friendly
- ✓ Tap SEND



TIPS & COMMON MISTAKES

- Always be kind to negative comments
- Reply within 24 hours and Keep replies short and clear
- Stay calm if someone is rude and avoid using CAPITAL LETTERS
- Always use and friendly and professional tone



FINAL CHECK (Did You Do It?)

- I read message carefully
- I started with greeting
- I gave clear answer
- I used polite language
- I checked before sending



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HOW TO CREATE A FACEBOOK ACCOUNT TO SELL ONLINE



INGREDIENTS (WHAT YOU NEED)

- Smartphone, tablet or computer
- Internet connection
- Email or phone number
- Photo of product/business
- Estimated Time: 10-15 minutes
- Difficulty: Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1 GO TO FACEBOOK



- Open www.facebook.com
- Or download Facebook app from App Store or Google Play
- Tap "Create New Account"



2 ADD YOUR INFORMATION

- Fill in first and last name
- Use your real name
- Enter email or phone number
- Create strong password
- Enter birth date

3 VERIFY YOUR ACCOUNT



- Facebook sends code to email/phone
- Check your messages/inbox
- Enter verification code and Click "Confirm"

4 ADD A PROFILE PHOTO



- Click "Add Profile Photo"
- Choose clear photo or logo
- Helps customers recognize you
- Click "Save"



PREPARATION STEPS (STEP - BY - STEP GUIDE)

5 EXPLORE FACEBOOK MARKETPLACE



- Click Marketplace icon (shop symbol)
- Where you sell products locally
- Tap "Create New Listing"
- Add photos, description, price

7 SET PRIVACY SETTINGS



- ✓ Go to Settings & Privacy
- ✓ Choose who sees posts
- ✓ Enable 2 factor authentication
- ✓ Protect your account

6 CREATE A BUSINESS PAGE (OPTIONAL)



- Click menu (three lines)
- Select "Pages" → "Create New Page"
- Choose "Business or Brand"
- Enter business name and category
- Add description and photos



TIPS & COMMON MISTAKES

- Use real name for customer trust
- Post regularly to engage and Respond quickly to messages
- Never share your password
- Don't ignore privacy settings



FINAL CHECK (Did You Do It?)

- | | |
|---|---|
| <input type="checkbox"/> I created Facebook account | <input type="checkbox"/> I explored Marketplace |
| <input type="checkbox"/> I verified email/phone | <input type="checkbox"/> I can log in successfully |
| <input type="checkbox"/> I added profile photo | <input type="checkbox"/> I know how to create business page |



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HOW TO USE AI TO HELP WRITE A POST (SIMPLE & SAFE)



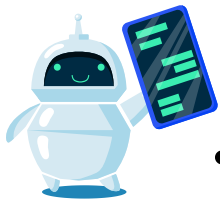
INGREDIENTS (WHAT YOU NEED)

- Smartphone, tablet or computer
- Internet connection
- Topic idea for your post
- Free AI tool (ChatGPT/Claude/other)
- Estimated Time: 5-10 minutes
- Difficulty: Very Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1 CHOOSE A FREE AI TOOL



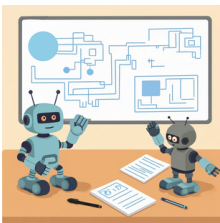
- Go to chat.openai.com (ChatGPT) or claude.ai (Claude)
- Click "Sign Up" or "Try for Free"
- Create account with email

2 CHOOSE POST TOPIC



- Decide what to write about
- Example: post about your product
- Or: thank you message to customers
- Keep it simple and clear

3 WRITE A SIMPLE REQUEST



- In chat box, type what you need
- Example: "Write post about my soap business"
- Or: "Help write thank you post"

4 PRESS ENTER AND WAIT



- Hit Enter or click Send
- AI writes draft in seconds
- Read suggested text carefully



PREPARATION STEPS (STEP – BY – STEP GUIDE)

5 ASK FOR CHANGES IF NEEDED



- Don't like it? Ask AI to change it
- Example: "Make it shorter/friendlier"
- AI gives you new version
- Keep asking until happy

6 EDIT THE TEXT TO MAKE IT YOURS



- Change words to match your style
- Add your personal touch
- Make it sound like YOU
- Never copy exactly – personalize!

7 COPY YOUR FINAL TEXT



- ✓ Select text you like
- ✓ Copy it (Ctrl+C)
- ✓ Paste to social media
- ✓ Add emojis/photos if wanted



TIPS & COMMON MISTAKES

- Use AI for ideas, not replacement
- Always edit AI text – make it YOU and keep personal touch
- Double-check AI facts/numbers and Review before posting
- Don't share private info with AI



FINAL CHECK (Did You Do It?)

- | | |
|--|---|
| <input type="checkbox"/> I created AI account | <input type="checkbox"/> I edited to make it personal |
| <input type="checkbox"/> I wrote clear request | <input type="checkbox"/> I reviewed before posting |
| <input type="checkbox"/> I received AI text | <input type="checkbox"/> I know AI is a helper only |



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HOW TO CREATE A REVOLUT ACCOUNT



INGREDIENTS (WHAT YOU NEED)

- Smartphone (iOS or Android)
- Internet connection
- Email address or phone number
- Valid ID document (passport, ID card, driving licence)
- Estimated Time 5-10 minutes
- Difficulty: Easy



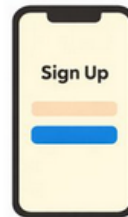
PREPARATION STEPS (STEP - BY - STEP GUIDE)

1 DOWNLOAD THE APP



- Open the App Store or Google Play Store and search for **Revolut**.
- Tap **Download/Install**.

2 START REGISTRATION



- Open the app and tap **Sign Up**.
- Enter your **phone number** and confirm it with the code you receive.

3 PROVIDE BASIC INFORMATION



- Fill in your **name, surname, date of birth, and address**.
- Use your real data – Revolut must verify your identity.

4 IDENTITY VERIFICATION



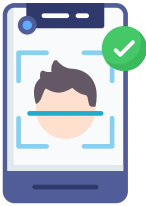
- Take a photo of your **ID document**.
- Then take a quick **selfie** so the system can match your ID.



PREPARATION STEPS (STEP – BY – STEP GUIDE)

5

SECURE YOUR ACCOUNT



- Set a **passcode** or enable **biometric login** (fingerprint/ Face ID).

6

ADD MONEY TO ACTIVATE THE ACCOUNT



- Top up a small amount using:
 - bank card
 - bank transfer
- Your Revolut account becomes active immediately.

7

SECURITY TIPS



- Never share verification codes
- Enable biometric login
- Lock your card in the app if needed
- Use disposable virtual cards for safety



TIPS & COMMON MISTAKES

- Make sure your ID photo is clear and not blurred.
- Use the same personal details as on your ID.
- If SMS verification fails, retry with a stable internet connection.
- You do not need to order a physical card immediately.



FINAL CHECK (Did You Do It?)

- | | |
|---|--|
| <input type="checkbox"/> I downloaded the Revolut app | <input type="checkbox"/> I topped up my balance |
| <input type="checkbox"/> I created my account | <input type="checkbox"/> I can log in successfully |
| <input type="checkbox"/> I verified my identity | |



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DIGI – RECIPE

HOW TO BROWSE AND COMPARE COURSES ON COURSERA



INGREDIENTS (WHAT YOU NEED)

- Smartphone, tablet or computer
- Internet access
- Access to the online learning platform
- A topic you want to learn
- Estimated Time 10-15 minutes
- Difficulty: Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1 OPEN THE PLATFORM



- Go to the website www.coursera.org or app of Coursera.

2 SEARCH FOR A TOPIC



- Type the topic you are interested in into the search bar (e.g. digital skills, languages, finance).

3 USE FILTERS



- Use the filters on the left side (or tap Filter on mobile).
- Select Language, Level or Duration.

4 OPEN COURSE PAGES



- Click on several courses to view their details.
- Compare the course content and learning outcomes.



PREPARATION STEPS (STEP – BY – STEP GUIDE)

5

CHECK PRACTICAL DETAILS



- Check the **course level, time required per week, language, subtitles and cost** (free access or paid certificate).

6

CHOOSE THE BEST COURSE



- Select the course that best fits your needs and learning goals.

7

CREATE A COURSERA ACCOUNT



- Create a free Coursera account using your e-mail address to enrol in the course.



TIPS & COMMON MISTAKES

- Check if the course offers free access before enrolling.
- Make sure the course language and level are suitable.
- Use the same e-mail to log in.
- If the page does not load correctly, refresh and try again.



FINAL CHECK (Did You Do It?)

- | | |
|---|---|
| <input type="checkbox"/> I searched for courses | <input type="checkbox"/> I checked level, time and cost |
| <input type="checkbox"/> I used filters to narrow results | <input type="checkbox"/> I chose the best course for me |
| <input type="checkbox"/> I compared at least two courses | <input type="checkbox"/> I created an account |

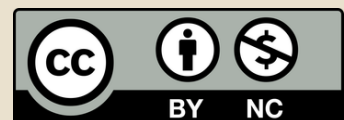


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HOW TO ADD A FAMILY EVENT AND SET A REMINDER



INGREDIENTS (WHAT YOU NEED)

- Smartphone
- Internet access
- Any.do app
- Estimated Time 5-10 minutes
- Difficulty: Very Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1 OPEN ANY.DO



- Download **Any.do** from the Google Play.
- **Open it** and **sign in** using email, Facebook, or Google

2 SKIP THE SUBSCRIPTION SCREEN



- **Tap X** to continue with the **free version**

3 GO TO CALENDAR AND ADD NEW EVENT



- Go to the **calendar view**
- Tap the **“+” button** to create a new calendar event.

4 NAME THE EVENT, DATE AND TIME



- Enter a short **event name** (e.g. family or doctor appointment)
- Set the correct **date and time.**



PREPARATION STEPS (STEP – BY – STEP GUIDE)

5

ADD A REMINDER



- Select when you want to be reminded (e.g. 30 minutes before).

6

SAVE THE EVENT



- Tap **Save**.
- The event now appears in your calendar.

7

CHECK THE CALENDAR VIEW



- Switch to daily or weekly view.
- Find the event in the calendar.
- Check that the reminder is turned on



TIPS & COMMON MISTAKES

- Make sure you select the correct date and time for the event.
- Use reminders to avoid forgetting important events.
- If the event does not appear, refresh the app and check again.
- You can edit or delete the event at any time.



FINAL CHECK (Did You Do It?)

- | | |
|--|--|
| <input type="checkbox"/> I downloaded the Any.do app | <input type="checkbox"/> I added a reminder |
| <input type="checkbox"/> I added a new calendar event | <input type="checkbox"/> I can see the event in the calendar |
| <input type="checkbox"/> I set the correct date and time | |



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HOW TO RECORD A HOUSEHOLD EXPENSE



INGREDIENTS (WHAT YOU NEED)

- Smartphone or computer
- Internet access
- Wallet app
- Estimated Time 5-10 minutes
- Difficulty: Very Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1

OPEN THE WALLET

- Download **the Wallet app** from the **App Store** or **Google Play**
- Open it
- **Sign in** or create a free account.



2

ADD NEW TRANSACTION

- On the main screen, **tap the "+" button** to add a new transaction.



3

CHOOSE "EXPENSE"

- Select Expense to record money you have spent.



4

ENTER THE AMOUNT

- Type the amount you paid.
- Check that the number is correct.





PREPARATION STEPS (STEP – BY – STEP GUIDE)

5 SELECT A CATEGORY



- Choose a category (e.g. Food, Transport, Home).

6 SELECT PAYMENT METHOD (WALLET / ACCOUNT)



- Choose how the money was spent: cash, bank transfer, or card payment.

7 SAVE AND CHECK



Tap Save to record the expense.

Return to the main screen.

Check that the expense appears in the list.



TIPS & COMMON MISTAKES

- Make sure you enter the correct amount.
- Choose the correct payment method (cash, transfer or card).
- If the expense does not appear, refresh the app and check again.
- You can edit or delete the expense later if you make a mistake.



FINAL CHECK (Did You Do It?)

- | | |
|---|--|
| <input type="checkbox"/> I downloaded and opened the Wallet app | <input type="checkbox"/> I selected the payment method |
| <input type="checkbox"/> I added a new expense | <input type="checkbox"/> I can see the expense in the list |
| <input type="checkbox"/> I entered the correct amount | |



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HOW TO FOCUS WITHOUT DISTRACTIONS



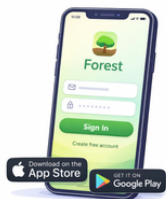
INGREDIENTS (WHAT YOU NEED)

- Smartphone (iOS or Android)
- Internet connection
- A task to focus on (e.g. homework, reading, work task)
- Estimated Time 5-10 minutes
- Difficulty: Easy



PREPARATION STEPS (STEP - BY - STEP GUIDE)

1 OPEN FOREST



- Download the **Forest app** from the App Store or Google Play and **open it** and **sign in** or create a free account.

2 SET FOCUS TIME



- **Tap the timer** and select how long you want to focus (e.g. 25 minutes).

3 START FOCUS MODE



- **Tap "Plant a tree"** to begin the focus session
- You may **choose a tree.**

4 PUT YOUR PHONE DOWN



- Place your phone aside and avoid using it during the focus time.



PREPARATION STEPS (STEP - BY - STEP GUIDE)

5 DO YOUR TASK



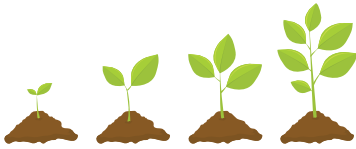
- Work on your task without opening other apps or checking notifications.

6 WAIT UNTIL THE TIMER ENDS



- Stay focused until the timer finishes.

7 CHECK YOUR TREE



Take a moment to notice that you successfully completed the focus time.
Look at the Forest screen.
Check that your tree has grown.



TIPS & COMMON MISTAKES

- Choose a realistic focus time.
- Do not leave the app during the session.
- If the session stops, start again.
- You can repeat focus sessions anytime.



FINAL CHECK (Did You Do It?)

- | | |
|--|---|
| <input type="checkbox"/> I signed in to the Forest app | <input type="checkbox"/> The timer ended successfully |
| <input type="checkbox"/> I set a focus time | <input type="checkbox"/> My tree has grown |
| <input type="checkbox"/> I stayed focused without using other apps | |



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