# Activity 3: Digital skills

## Foundation

* Turn on a device.
* Use the available controls on a device.
* Connect to the internet, open a browser like Internet Explorer or Google Chrome.
* Interact with the main screen on a device.
* Connect a device to a wifi network.
* Update and change your device password or pin code when prompted to do so.
* Change the settings on a device to make it easier to use.

## Communicating

* Communicate with others using email.
* Attach documents and photos to an email.
* Communicate with others using messenger apps or chat tools.
* Communicate with others using video tools, where you can see others on the screen.
* Set up an email account.
* Create Microsoft Word or Google Docs documents.
* Post something on social media.

## Transacting

* Pay for goods or services online.
* Manage your money and transactions online securely.
* Access and use public services online, like vehicle registration, MyMSD.
* Set up an account online to buy goods or services.
* Upload documents and photographs when needed to complete an online transaction.

## Problem solving

* Use the internet to find information to solve problems.
* Use web chat, FAQs and forums to solve problems.

## Handling information and content

* Use Google or other search engines to find information such as shops’ opening hours.
* Use internet to stream or download entertainment.
* Organise your information and content.
* Use bookmarks to save and retrieve websites and information.
* Store information on the cloud and access that content from different devices.

## Staying safe and legal

* Reset a password for an online account when forgetting it.
* Recognise and avoid suspicious links in emails.
* Use different secure passwords for different websites and accounts.
* Set and change the privacy settings on social media and other accounts.
* Update devices regularly to prevent viruses and other risks.
* Know where to get help to stay secure online.
* Use security features, other than passwords.
* Know what the padlock and “https” in the address bar mean.