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# Use of Basic Digital Applications

# Outline:

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1. Microsoft Packages
2. How to Use the Observatory
3. Web Browsers
4. Collaborative communication tools

# Office Application

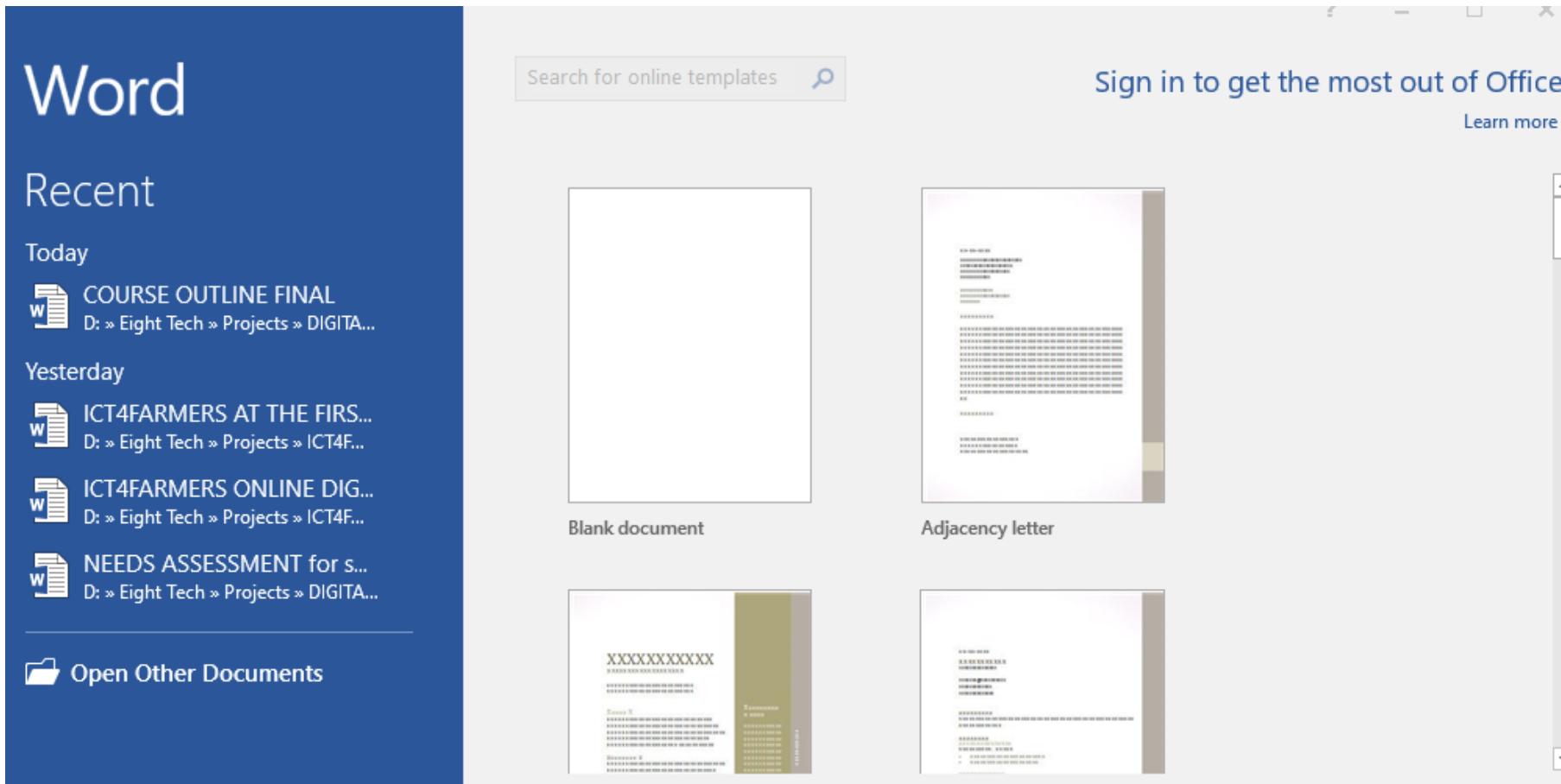
## Microsoft word

- Allows for the creation of both simple and complex documents.



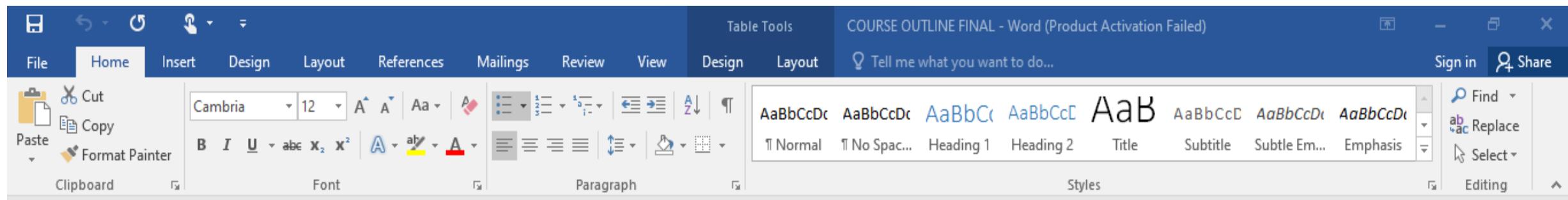
# Office Application

## Creating a word doc



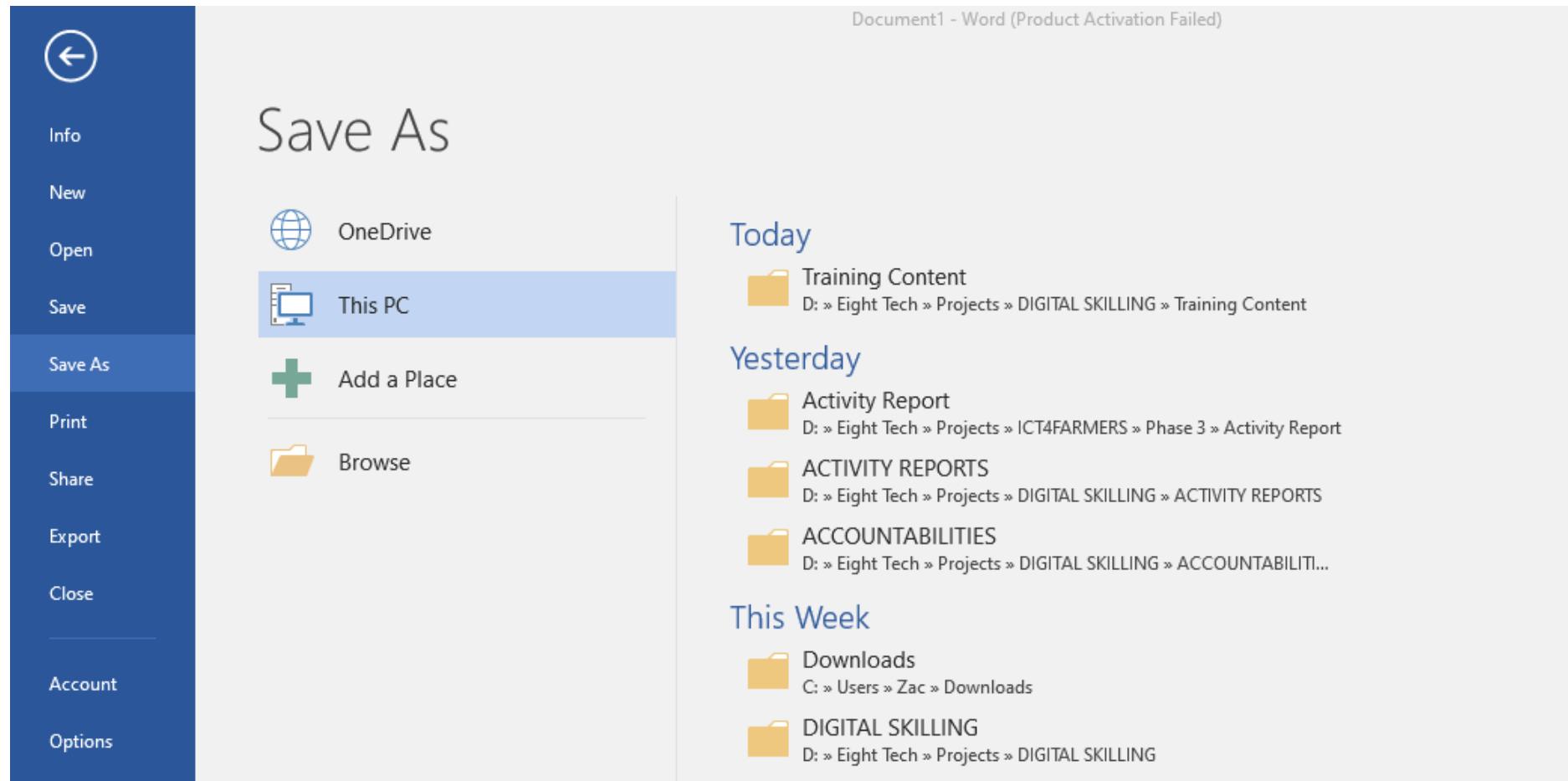
# Office Application

## Word doc Menu



# Office Application

## Save doc



Document1 - Word (Product Activation Failed)

### Save As

- OneDrive
- This PC**
- Add a Place
- Browse

#### Today

- Training Content  
D: » Eight Tech » Projects » DIGITAL SKILLING » Training Content

#### Yesterday

- Activity Report  
D: » Eight Tech » Projects » ICT4FARMERS » Phase 3 » Activity Report
- ACTIVITY REPORTS  
D: » Eight Tech » Projects » DIGITAL SKILLING » ACTIVITY REPORTS
- ACCOUNTABILITIES  
D: » Eight Tech » Projects » DIGITAL SKILLING » ACCOUNTABILITIES

#### This Week

- Downloads  
C: » Users » Zac » Downloads
- DIGITAL SKILLING  
D: » Eight Tech » Projects » DIGITAL SKILLING

# Office Application

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## Microsoft PowerPoint

- Designed to make graphical presentations in the form of individual pages also known as slides.



# Office Application

## Creating a PPT

### PowerPoint

Recent

Today

- TOPIC 2  
D: » Eight Tech » Projects » DIGITAL SKILLING » Traini...
- E-GOVERNMENT PLATFORM SERVICES  
D: » Eight Tech » Projects » DIGITAL SKILLING » Traini...

Yesterday

- TOPIC 1  
D: » Eight Tech » Projects » DIGITAL SKILLING » Traini...
- USING BASIC DIGITAL APPLICATIONS EMA...  
D: » Eight Tech » Projects » DIGITAL SKILLING » Traini...

This Week

- INTRODUCTION TO DIGITAL DEVICES  
D: » Eight Tech » Projects » DIGITAL SKILLING » Traini...

Last Week

- COMMUNICATION USING INTERNET  
D: » Eight Tech » Projects » DIGITAL SKILLING » Traini...
- Vizzi ICT platform Presentation 2021  
D: » Eight Tech » Projects » Naro GroundNut

Open Other Presentations

Search for online templates and themes

Suggested searches: Presentations Themes Education Charts Diagrams Business Infographics

Blank Presentation Welcome to PowerPoint Bring Your Presentations to Life with 3D Sign in to get the most out of Office Learn more

PARCEL WOOD TYPE ION BOARDROOM Quotable

Parcel Wood Type Ion Boardroom Quotable

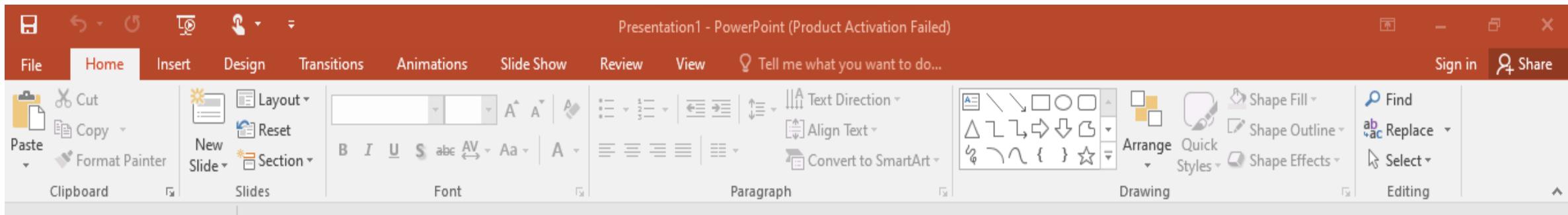
SAVON DIVIDEND Frame Organic

Savon Dividend Frame Organic

MAIN EVENT

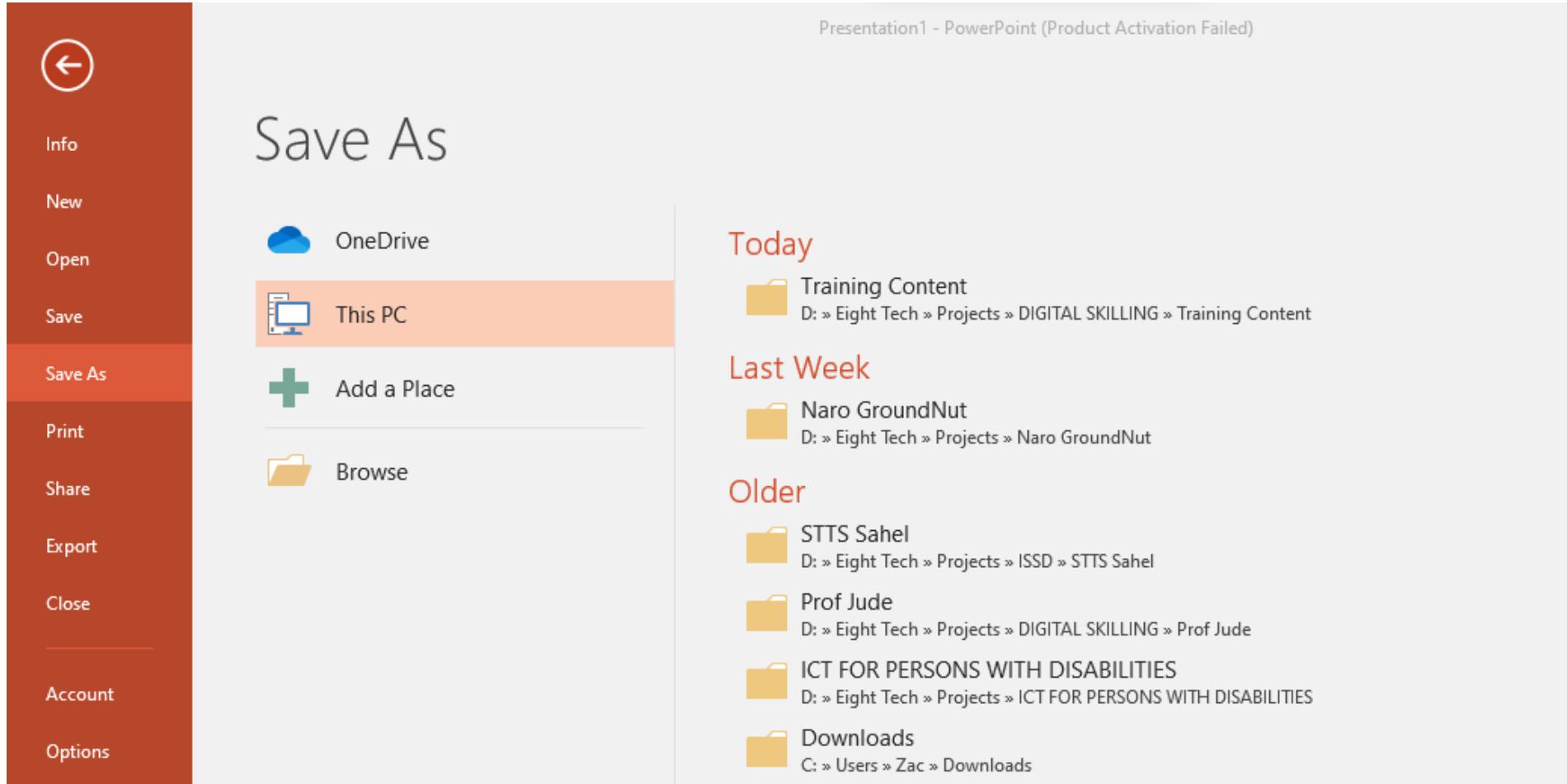
# Office Application

## PowerPoint Menu



# Office Application

## Save doc



Presentation1 - PowerPoint (Product Activation Failed)

### Save As

- OneDrive
- This PC**
- Add a Place
- Browse

#### Today

- Training Content  
D: » Eight Tech » Projects » DIGITAL SKILLING » Training Content

#### Last Week

- Naro GroundNut  
D: » Eight Tech » Projects » Naro GroundNut

#### Older

- STTS Sahel  
D: » Eight Tech » Projects » ISSD » STTS Sahel
- Prof Jude  
D: » Eight Tech » Projects » DIGITAL SKILLING » Prof Jude
- ICT FOR PERSONS WITH DISABILITIES  
D: » Eight Tech » Projects » ICT FOR PERSONS WITH DISABILITIES
- Downloads  
C: » Users » Zac » Downloads

# Office Application

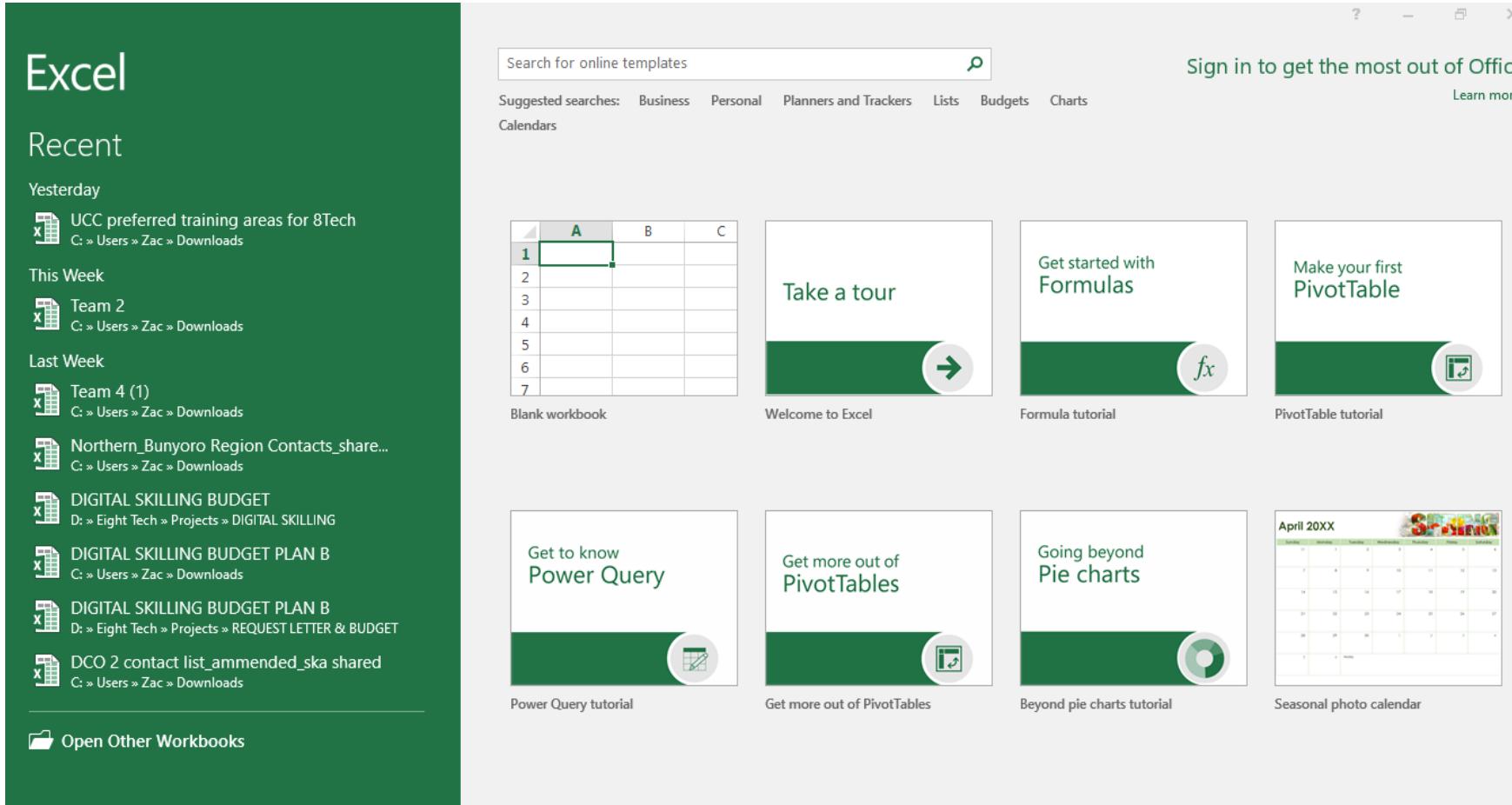
## Microsoft excel

- Spreadsheets to organize numbers and data with formulas and functions



# Office Application

## Creating an excel



Excel

Recent

Yesterday

- UCC preferred training areas for 8Tech  
C: » Users » Zac » Downloads

This Week

- Team 2  
C: » Users » Zac » Downloads

Last Week

- Team 4 (1)  
C: » Users » Zac » Downloads
- Northern Bunyoro Region Contacts\_share...  
C: » Users » Zac » Downloads
- DIGITAL SKILLING BUDGET  
D: » Eight Tech » Projects » DIGITAL SKILLING
- DIGITAL SKILLING BUDGET PLAN B  
C: » Users » Zac » Downloads
- DIGITAL SKILLING BUDGET PLAN B  
D: » Eight Tech » Projects » REQUEST LETTER & BUDGET
- DCO 2 contact list\_amended\_ska shared  
C: » Users » Zac » Downloads

Open Other Workbooks

Search for online templates

Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars

Sign in to get the most out of Office

Learn more

Blank workbook

Welcome to Excel

Formula tutorial

PivotTable tutorial

Power Query tutorial

Get more out of PivotTables

Beyond pie charts tutorial

Seasonal photo calendar

# Office Application

# Exel Menu

# Office Application

## Save doc

Book1 - Excel (Product Activation Failed)

Save As

OneDrive

This PC

Add a Place

Browse

Yesterday

Downloads  
C: » Users » Zac » Downloads

Last Week

DIGITAL SKILLING  
D: » Eight Tech » Projects » DIGITAL SKILLING

REQUEST LETTER & BUDGET  
D: » Eight Tech » Projects » REQUEST LETTER & BUDGET

Older

Desktop

FINAL DATA  
D: » Eight Tech » Projects » Wildlife Conservation Society Project » DATA MIGRATION » FINAL DATA

DATA MIGRATION  
D: » Eight Tech » Projects » Wildlife Conservation Society Project » DATA MIGRATION

DATA  
E: » DATA

## Web Browsers

- Web browsers are the software used on smartphones and computers to search the internet



Google Chrome  
**3.22 Million users**  
**Recommendable**



Mozilla Firefox  
**362 Million users**



Microsoft edge  
**285 Million users**



Opera Mini  
**261 Million users**

# The digital observatory



ICT FOR PERSONS WITH DISABILITIES

Digital Inclusion for persons with Disabilities

HOME ABOUT PROGRAM SERVICES NEWS & EVENTS

EXPLORE OBSERVATORY

Light  Dark

Search icon



Welcome!

## ICT FOR PERSONS WITH DISABILITIES

NUDIPU in collaboration with [UCC](#), [8Tech Consults](#) and other stakeholders. join hands together to put in place for you this System that will help you, Enhance your Knowledge Management, ICT Adoption, Digital Skills, And Access To E-Services For Persons With Disabilities.!



<http://ict4personswithdisabilities.org>

# The digital observatory

- One can register in the observatory as an individual person with disabilities or through an OPD or District Union.
- For proper view of the web system please turn your phone orientation to landscape.



# The digital observatory

- To click explore observatory button

 EXPLORE OBSERVATORY

Hello, Welcome!

Don't have an account yet? [Register here.](#)

Email

Password

Remember me

**SIGN IN**



# The digital observatory

Click the link [Register here.](#)

Full name

Email address

Password

Confirm password

**SIGN UP**

# The digital observatory



©DESIGNALIKIE

- **NOTE:**
- This Registration is to create a users account not registration for persons with disabilities.
- District Unions are registered by NUDIPU and then they can have access to the system to register their individual members or OPDs

# The digital observatory

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Registered district unions can register their individual members. It is the responsibility of NUDIPU to register DUs. The training team takes responsibility of registering districts.

**STEP 1:** Creating email addresses for districts without email addresses.

Structure: [district.du@gmail.com](mailto:district.du@gmail.com)

Example: arua.du@gmail.com

# How to create your account.

- To create an account as a user you need to have an email address, if you don't have an email address let's create one.
- <https://accounts.google.com/signup>

Google

Create your Google Account

First name  Last name

Username  @gmail.com  
You can use letters, numbers & periods

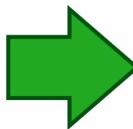
[Use my current email address instead](#)

Password  Confirm   
Use 8 or more characters with a mix of letters, numbers & symbols

Show password

Sign in instead [Next](#)

One account. All of Google working for you.



Phone number (optional)   
We'll use your number for account security. It won't be visible to others.

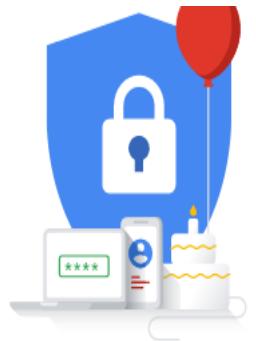
Recovery email address (optional)   
We'll use it to keep your account secure

Month  Day  Year   
Your birthday

Gender

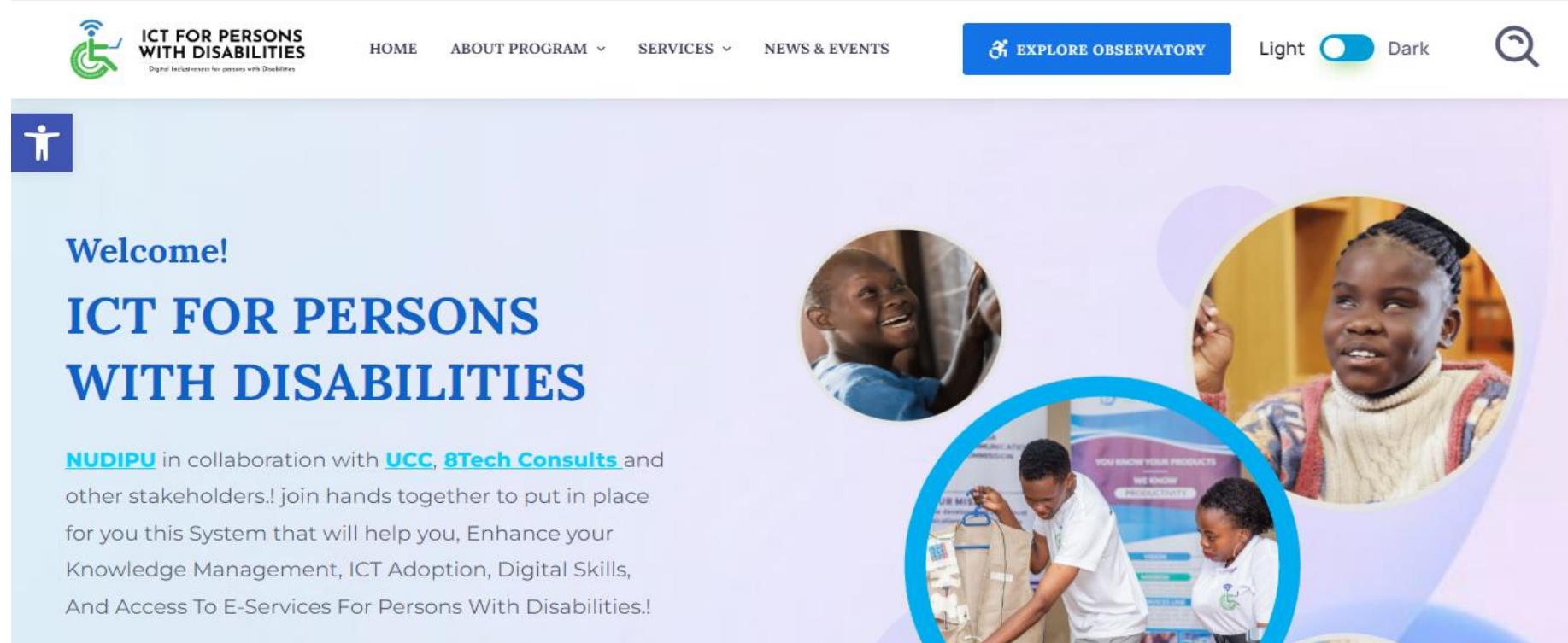
Why we ask for this information

[Back](#) [Next](#)

 Your personal info is private & safe

# How DU/OPD register their members

**STEP 1:** Type <https://ict4personswithdisabilities.org/> in a web browsers and click enter.



ICT FOR PERSONS WITH DISABILITIES  
Digital Inclusiveness for persons with Disabilities

HOME ABOUT PROGRAM SERVICES NEWS & EVENTS

EXPLORE OBSERVATORY

Light  Dark

Welcome!

## ICT FOR PERSONS WITH DISABILITIES

NUDIPU in collaboration with [UCC](#), [8Tech Consults](#) and other stakeholders! join hands together to put in place for you this System that will help you, Enhance your Knowledge Management, ICT Adoption, Digital Skills, And Access To E-Services For Persons With Disabilities!.

# The digital observatory

## STEP 2: Enter Email and Password.

### Hello, Welcome!

Don't have an account yet? [Register here.](#)

Email

Password

Remember me

**SIGN IN**



# The digital observatory

## STEP 3: The system will display the dashboard

Observatory

NUDIPU ORG

Online

Menu

Dashboard

Registration forms

District Unions

Person with disability

NOPDs

Service Providers

Guidance and Counseling

Jobs

Products & Services

Innovations

<https://app.ict4personsdisabilities.org/admin>

ICT for Persons With Disabilities - Dashboard Hello NUDIPU ORG!

Home

**Number Of DUs** 59 dus

**Number Of NOPDs** 22 nopol

**Service providers** 164 service providers

**Persons with Disability** 42412 pwd

Percentage Of PWDs By Gender

All Districts ▾

Female Male

53.50% 46.50%

Number Of PWDs By Age-group and Gender

All Districts ▾

Female Male

Age-group	Female	Male
65+	~50	~60
46 - 65	~120	~100
31 - 45	~50	~60
19 - 30	~50	~60
13 - 18	~10	~15
6 - 12	~10	~15
0 - 5	~5	~10

Count Of PWDs by Disability Category

All Districts ▾

Number of Persons by Disability Category

Disability Category	Count
Physical Disability	~10000
Visual Impairment	~1500
Mental Disability	~1200
Hard Of Hearing	~1000
Deafness	~800
Intellectual Disability	~1000
Cerebral Palsy	~800
Developmental Delay	~600
Acquired Brain Injury	~400
Multiple Disabilities	~300
Autism	~200
Hydrocephalus	~150
Spina Biida	~100
Spina Biida	~50
Spina Biida	~30
Spina Biida	~20
Spina Biida	~10

# The digital observatory

## STEP 1: Click Registration form and chose person with disabilities

Menu

- Dashboard
- Registration forms
  - Person with disability
- Organisations
- Service provider
- Organisations
- District Unions
- Person with disability
- Organisations Of PWDs
- Service Providers
- Products & Services
- Events

Create

Photo

	Bio	Academics	Skills and Experience	Employment	Memberships	Next of Kin	Aspirations & Areas of Interest	Address & Contacts
* Surname	<input type="button" value="Edit"/> <input type="text" value="Input Surname"/>							
* Other Names	<input type="button" value="Edit"/> <input type="text" value="Input Other Names"/>							
* ID Number	<input type="button" value="Edit"/> <input type="text" value="Input ID Number"/>							
Date of Birth	<input type="button" value="Edit"/> <input type="text" value="Input Date of"/>							
* Gender	<input type="radio"/> Male <input type="radio"/> Female							
* Marital Status	<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Divorced <input type="radio"/> Widowed							
* Ethnicity	<input type="button" value="Edit"/> <input type="text" value="Input Ethnicity"/>							

# The digital observatory

STEP 2: Click academic tab to add academic information.

Persons with disabilities [Create](#)

[Home](#) > [People](#) > [Create](#)

Create

[List](#)

[Bio](#) [Academics](#) [Skills and Experience](#) [Employment](#) [Memberships](#) [Next of Kin](#) [Aspirations & Areas of Interest](#) [Address & Contacts](#)

**\* Attended Formal Education**  Yes  No

Start with highest Qualification

[New](#)

**NOTE:** Click the New green button to add academic information.

# The digital observatory

Create List

Bio Academics Skills and Experience Employment Memberships Next of Kin Aspirations & Areas of Interest Address & Contacts

**\* Attended Formal Education**  Yes  No

Start with highest Qualification

<b>Institution</b>	 Input Institution
<b>Qualification</b>	 Input Qualification
<b>Year Of Completion</b>	 Input Year Of Completion

 Remove

 New

# The digital observatory

STEP 3: Click skills tab to add skills information.

Create List

Bio Academics Skills and Experience Employment Memberships Next of Kin Aspirations & Areas of Interest Address & Contacts

**\* Skills** knitting, dancing, teamwork, etc

# The digital observatory

## STEP 4: Click employment tab to add employment information.

Persons with disabilities [Create](#)

[Home](#) > [People](#) > [Create](#)

[List](#)

[Create](#)

[Bio](#) [Academics](#) [Skills and Experience](#) [Employment](#) [Memberships](#) [Next of Kin](#) [Aspirations & Areas of Interest](#) [Address & Contacts](#)

**\* Employment**  Yes  No

Are you currently employed? or have you ever been employed?

**\* Current Employer Name**  Input Current Employer Name

**Current Position**  Manager

**Current Period of service**  2022 - 2023

**\* Employment History**  Yes  No

Are you formerly employed anywhere?

# The digital observatory

**NOTE:** To add your employment history yes, else click no. This is optional. If Yes click the new button.

\* Employment History  Yes  No  
 Are you formerly employed anywhere?

## Previous Employment

\* Employer Name  Input Employer Name

\* Position  Manager

\* Period of service  2022 - 2023

 Remove

 New

# The digital observatory

STEP 5: Click employment tab to add **employment information**

Create List

[Bio](#) [Academics](#) [Skills and Experience](#) [Employment](#) [Memberships](#) [Next of Kin](#) [Aspirations & Areas of Interest](#) [Address & Contacts](#)

**\* Membership**  Yes  No

i Are you currently a member of any association? or have you ever been a member of any association?

# The digital observatory

**NOTE:** To add membership record click yes, else click no. If Yes select whether you belong to an OPD or DU.

Create List

Bio Academics Skills Employment Memberships Next of Kin Aspirations Address & Contacts

**\* Membership**  Yes  No  
 ⓘ Are you currently a member of any association? or have you ever been a member of any association?

**Select**  OPD  DU  
 ⓘ Are you a member of an OPD or DU?

**\* Select District**  X  
 ⓘ Select the District where your DU is located

# The digital observatory

## STEP 7: Click Next of kin tab to add their information

Create List

Bio Academics Skills and Experience Employment Memberships **Next of Kin** Aspirations & Areas of Interest Address & Contacts

\* **Surname**  \* **Other Names**  \* **Gender**  Male  Female \* **Phone Number**  \* **Alternative Phone Number**  \* **Email**  \* **Relationship**  \* **Address**

# The digital observatory

## STEP 8: Click Aspiration tab to add information on aspirations

# The digital observatory

## STEP 8: Click Aspiration tab to add information on aspirations

# The digital observatory

## STEP 9: Click Address & Contacts tab to add the information

Create List

[Bio](#) [Academics](#) [Skills and Experience](#) [Employment](#) [Memberships](#) [Next of Kin](#) [Aspirations & Areas of Interest](#) Address & Contacts

**\* Is the same as next of kin?**  Yes  No

**Address** 

**Phone Number** 

**Other Phone Number** 

**Email** 

**Submit**

# The digital observatory

**NOTE:** If the **Address & Contacts** information is the same as the one for the next of kin, click yes and do not have to enter them again.

Create List

[Bio](#) [Academics](#) [Skills and Experience](#) [Employment](#) [Memberships](#) [Next of Kin](#) [Aspirations & Areas of Interest](#) **Address & Contacts**

\* Is the same as next of kin?  Yes  No

**Submit**

**NB:** Click submit button to submit the data.

# The digital observatory

Click Persons with Disabilities tab to see registered persons

Observatory

NUDIPU ORG Online

Menu

- Dashboard
- Registration forms
- District Unions
- Person with disability**
- NOPDs
- Service Providers
- Guidance and Counseling
- Jobs
- Products & Services
- Innovations

Persons with disabilities List

Home > People

Filter Search by name

+ New

Registered	Name	Other Names	Gender	Attached District	Profiler	Disabilities	Approval	Action
27 Jun, 2024	Kaboto	John	Male	Kapchorwa	Naigaga justine	Physical Disability	<input type="button" value="Yes"/>	<input type="button" value=""/>
27 Jun, 2024	Abdulazil	Abu samson	Male	Kapchorwa	Edwine okothi	Mental Disability,Physical Disability,Speech Impairment	<input type="button" value="Yes"/>	<input type="button" value=""/>
27 Jun, 2024	Soyekwo	Badru	Male	Kapchorwa	Naigaga justine	Physical Disability	<input type="button" value="Yes"/>	<input type="button" value=""/>
27 Jun, 2024	Mworyem	Siya	Male	Kapchorwa	Edwine okothi	Physical Disability	<input type="button" value="Yes"/>	<input type="button" value=""/>
27 Jun, 2024	Chemagat	Isara	Male	Kapchorwa	Naigaga justine	Epilepsy	<input type="button" value="Yes"/>	<input type="button" value=""/>
27 Jun, 2024	Kissa	Clinton	Male	Kapchorwa	Edwine okothi	Physical Disability,Speech Impairment	<input type="button" value="Yes"/>	<input type="button" value=""/>
27 Jun, 2024	Patrick	Odira	Male	Kapchorwa	Edwine okothi	Visual Impairment	<input type="button" value="Yes"/>	<input type="button" value=""/>
27 Jun, 2024	Chebet	Khadija	Female	Kapchorwa	Iga fred	Physical Disability,Visual Impairment	<input type="button" value="Yes"/>	<input type="button" value=""/>

# The digital observatory

## Exporting data from the system

Observatory

NUDIPU ORG

Online

Menu

- Dashboard
- Registration forms
- District Unions
- Person with disability**
- NOPDs
- Service Providers
- Guidance and Counseling
- Jobs
- Products & Services
- Innovations

Persons with disabilities List

Home > People

Filter Search by name  Q

+ New Export

Approval Action

Registered	Name	Other Names	Gender	Attached District	Profiler	Disabilities	Approval	Action
27 Jun, 2024	Kaboto	John	Male	Kapchorwa	Naigaga justine	Physical Disability	Yes	⋮
27 Jun, 2024	Abdulazil	Abu samson	Male	Kapchorwa	Edwine okothi	Mental Disability,Physical Disability,Speech Impairment	Yes	⋮
27 Jun, 2024	Soyekwo	Badru	Male	Kapchorwa	Naigaga justine	Physical Disability	Yes	⋮
27 Jun, 2024	Mworyem	Siya	Male	Kapchorwa	Edwine okothi	Physical Disability	Yes	⋮
27 Jun, 2024	Chemagat	Isara	Male	Kapchorwa	Naigaga justine	Epilepsy	Yes	⋮
27 Jun, 2024	Kissa	Clinton	Male	Kapchorwa	Edwine okothi	Physical Disability,Speech Impairment	Yes	⋮
27 Jun, 2024	Patrick	Odira	Male	Kapchorwa	Edwine okothi	Visual Impairment	Yes	⋮
27 Jun, 2024	Chebet	Khadija	Female	Kapchorwa	Iga fred	Physical Disability,Visual Impairment	Yes	⋮

# The digital observatory

## Working with filters.

Filter  

[+ New](#) [Export](#)  

**Filter by registered**  Filter by registered  Filter by registered

**Filter by Disability**  Filter by Disability

**Filter by Gender** Choose 

**Filter by date of birth range**  1980-01-01  1990-01-01

 [Search](#)  [Reset](#)

Registered	Name	Other Names	Gender	D.O.B	Disabilities	Action
20 May, 2023	Ava Sauda		Female	1989		
20 May, 2023	Afisa Anderu		Female	1987		
20 May, 2023	Ondo Maimuna		Female	1988		

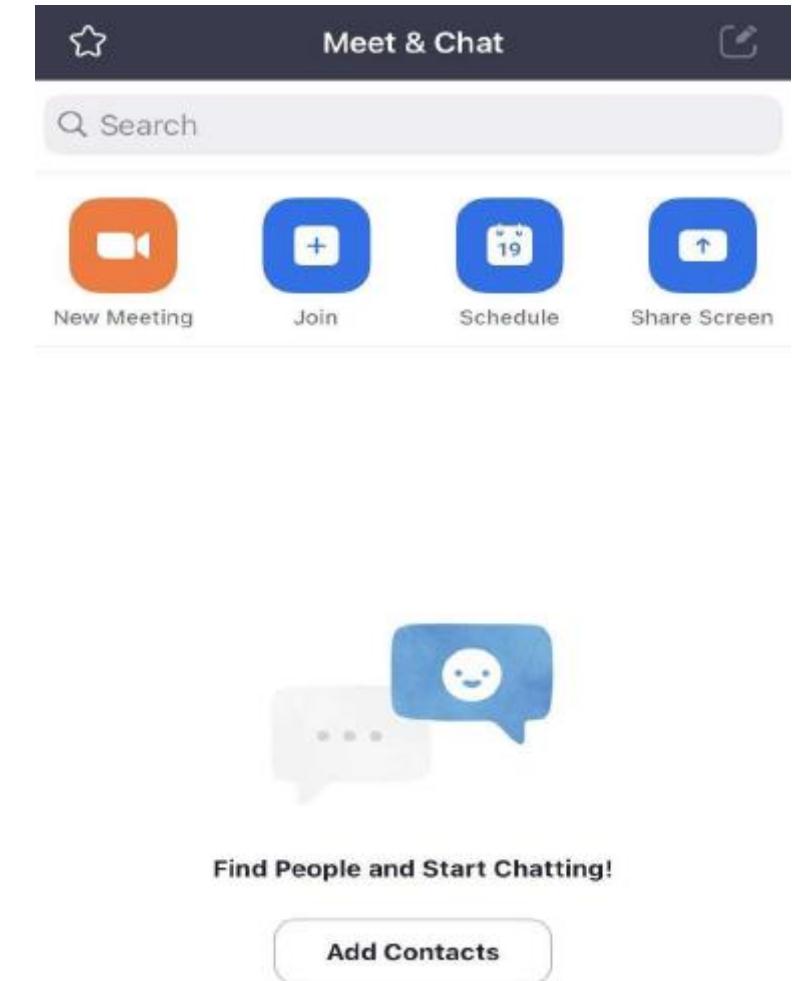
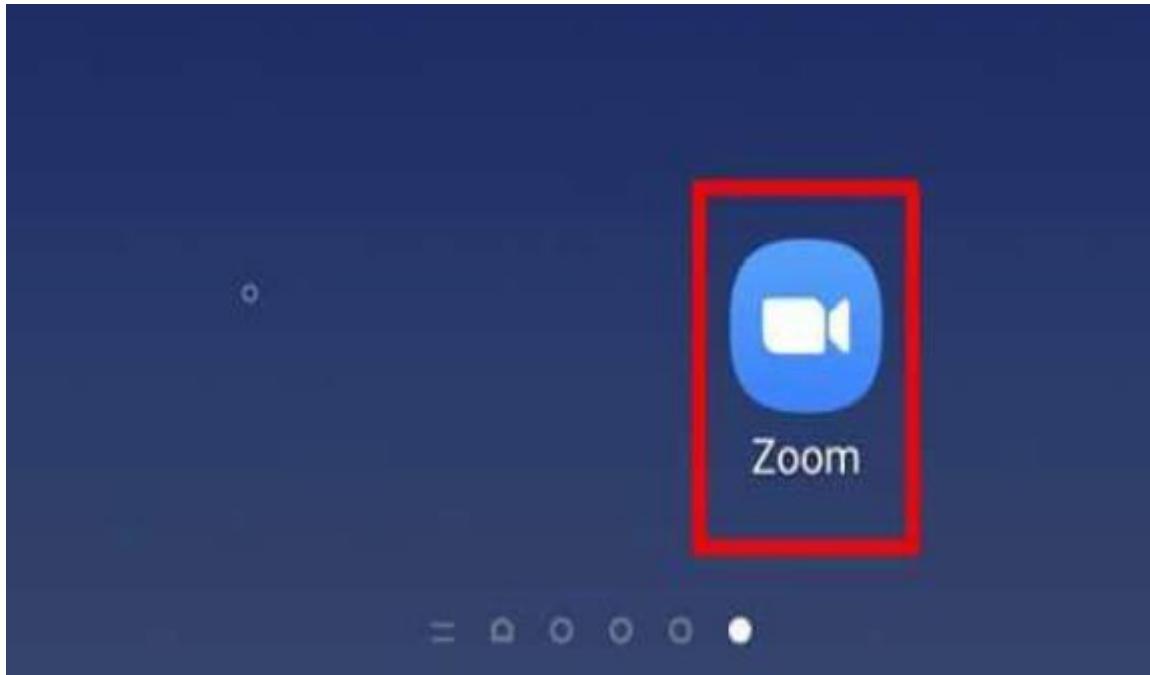
- **Zoom**
- Is a popular cloud-based video conferencing and collaboration platform that allows people to communicate, collaborate, and meet virtually through video, audio, chat, and screen sharing.



- **Zoom Meeting Setup**
- Go to <https://zoom.us> or open the Zoom app
- On the Zoom dashboard, click “Schedule a Meeting” (web) or tap “Schedule” (in the app)
- Fill in the meeting information
- After filling the details, click “Save”.
- Click “Copy Invitation” and send it via email or social media

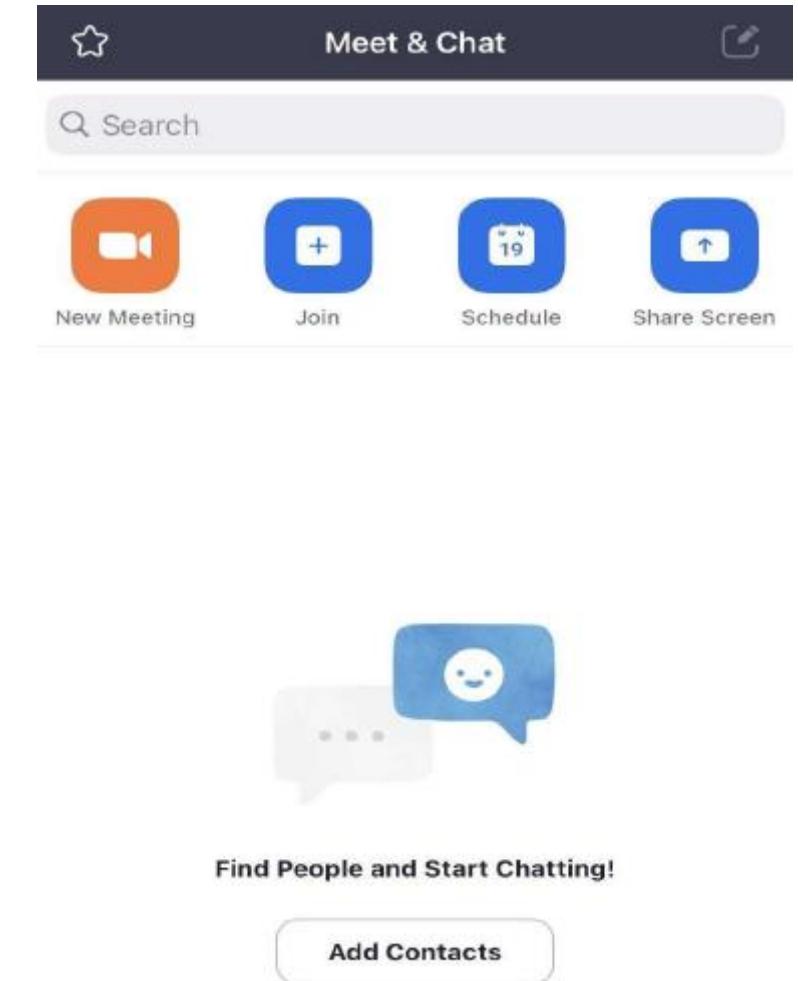
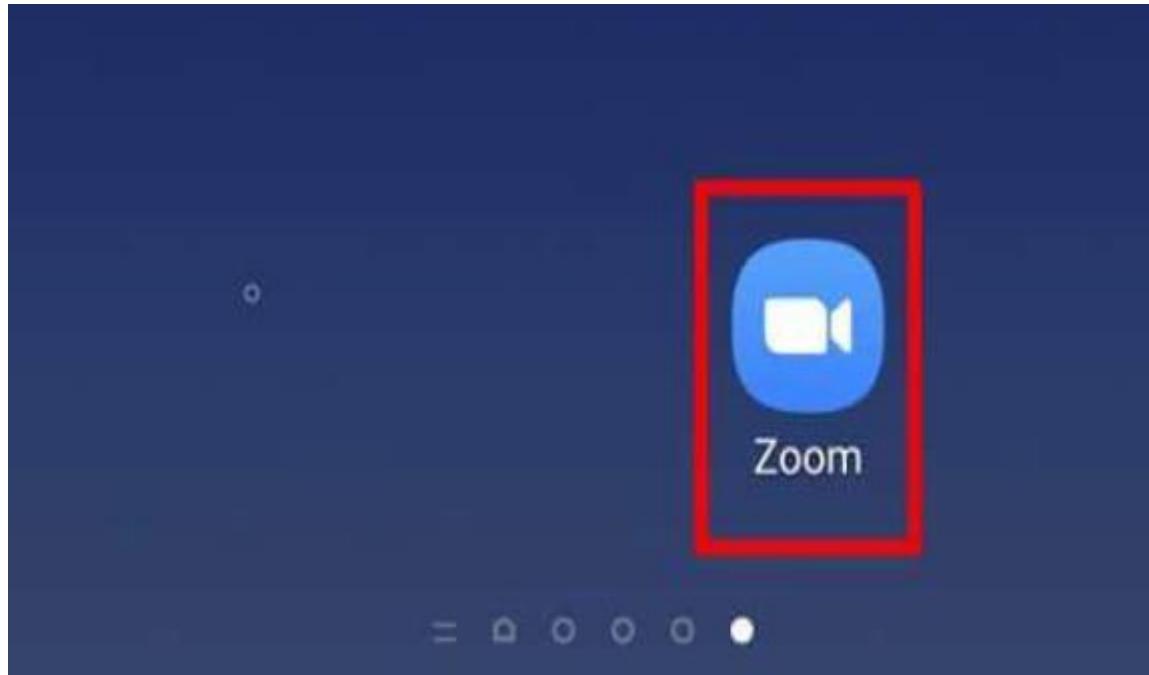
# Zoom Video Conferencing

- Launch the zoom app on your device



# Zoom Video Conferencing

- Launch the zoom app on your device



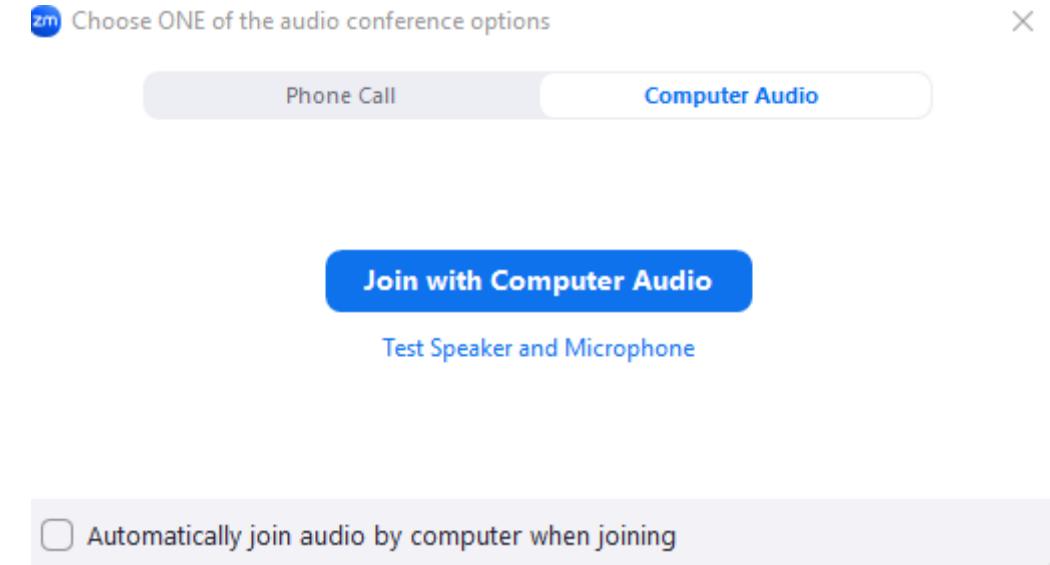
# Zoom Video Conferencing

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- To join a zoom meeting click on the shared zoom link
- Join Zoom  
[Meetinghttps://us02web.zoom.us/j/87893840758?pwd=W11RdndoSWZkVVR5Y1FENEswUTZXUT09Meeting](https://us02web.zoom.us/j/87893840758?pwd=W11RdndoSWZkVVR5Y1FENEswUTZXUT09Meeting)
- ID: 878 9384 0758
- Passcode: 677543
- Alternatively click the join button  on the app and enter the zoom ID and Password

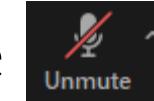
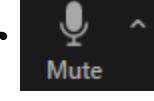
# Zoom Video Conferencing

- When joining a zoom meeting you need to join with computer audio, this will allow you to hear from other participants.
- Click Join with Computer audio button to able audio



# Zoom Video Conferencing

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- **Mute and Unmute your Mic.**
- When your Mic has a red line it means it's Mute 
- To Unmute your Mic click on it and the line will disappear 
- NOTE: Always have your mic mute whenever you are not speaking to avoid noise.

# Zoom Video Conferencing

---

- **Turning on video**
- Turning one video allows participants to see each other on a zoom call.
- To turn on video click the start video icon 
- To turn off video click the start video icon and ensure that it has a red line 
- **NOTE:** It's recommended that you allow turn off your video to save your data unless you must have it on.

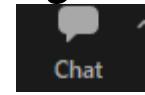
# Zoom Video Conferencing

- **Other features:-**

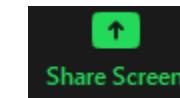
- To view participants click the participants icon



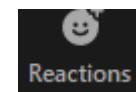
- To chat with all participants or directly to just a particular participant click the chat icon



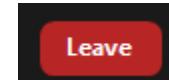
- Share screen helps you to share a presentation or any other content, click share screen icon



- Reaction helps you to raise a hand, applause etc. Click the reaction icon

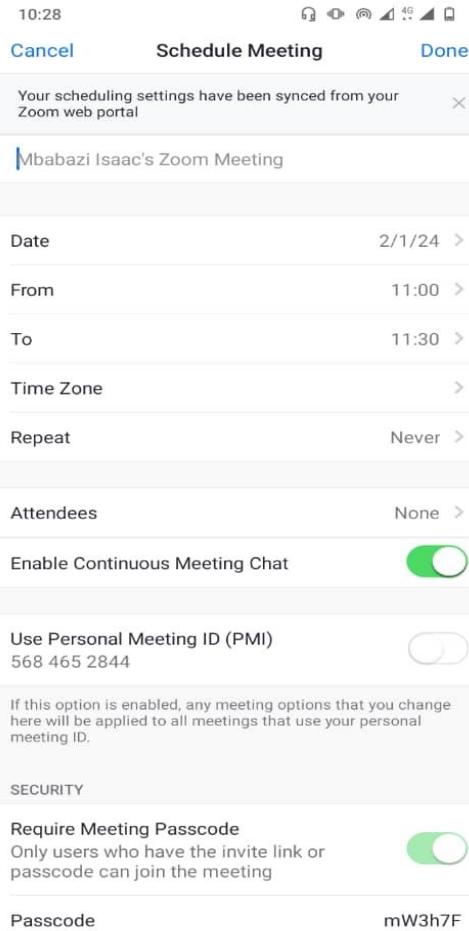


- You can exit a zoom meeting by clicking leave button

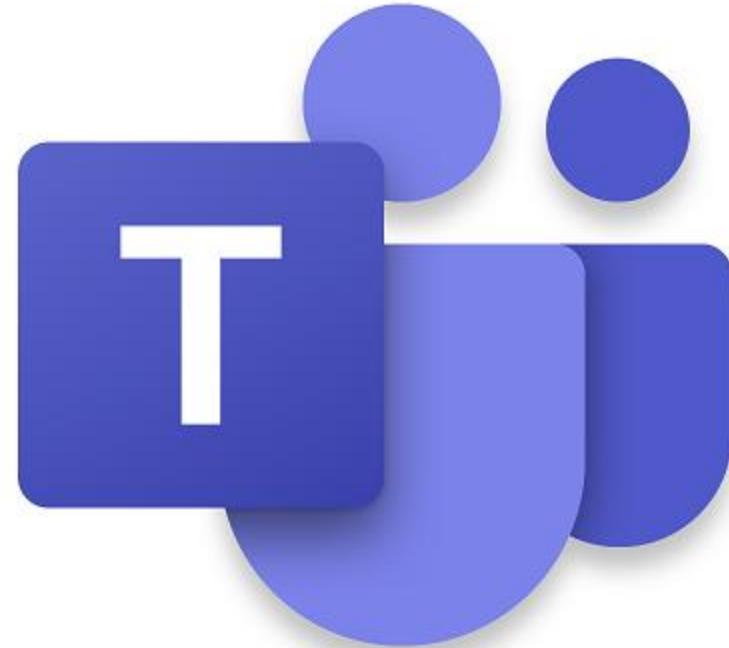


# Zoom Video Conferencing

- To schedule a zoom meeting schedule button a form will be displayed fill the form and click **Done** at the top right corner



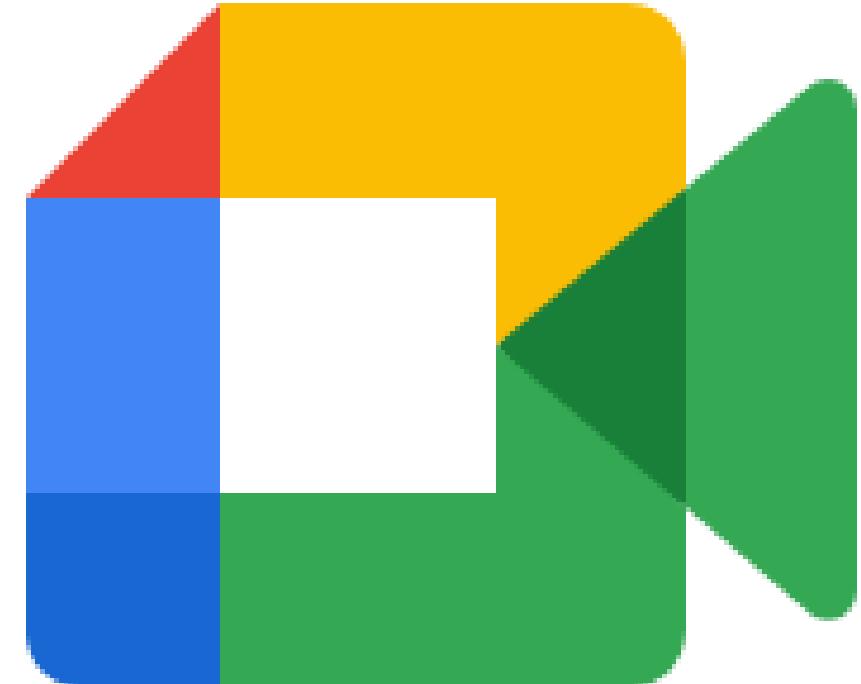
- **Microsoft Teams**
- Microsoft Teams is a collaboration and communication platform developed by Microsoft, designed for chat, meetings, file sharing, and teamwork in both business and educational environments.



# Collaborative Communication Tools

- **Microsoft Teams Setup**
- Sign in at <https://teams.microsoft.com> or open the Teams desktop app
- Click the "Calendar" tab on the left-hand menu
- Click the “New meeting” button (usually in the top-right corner).
- Fill in the Meeting Details
- Click “Save”.

- **Google Meet**
- Google Meet is a video conferencing tool developed by Google, used for virtual meetings, webinars, online classes, and team collaboration. It's easy to use, secure, and accessible across devices.



# Collaborative Communication Tools

- **Google Meet Setup**
- Open your web browser and visit: <https://meet.google.com>
- Click “New Meeting”
- Google Calendar will automatically include the Google Meet link.
- Copy the meeting URL or invite guests directly via email.
- Go to [meet.google.com](https://meet.google.com) → New Meeting → Choose option → Share link → Join at meeting time.

# Advantages

Feature / Benefit	Zoom	Microsoft Teams	Google Meet
Ease of Use	Simple, intuitive interface, quick setup	Integrated with Microsoft 365; may have steeper learning curve	Very straightforward, browser-based, minimal setup
Meeting Capacity (Free Plan)	Up to 100 participants	Up to 100 participants	Up to 100 participants
Meeting Duration (Free Plan)	40 minutes for group meetings	60 minutes for group meetings	60 minutes for group meetings
Pricing	Free plan + paid plans starting lower	Included with Microsoft 365 subscriptions	Free with Google account, more features in Workspace plans

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# Q&A