Use of Basic Digital Applications

Outline:

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

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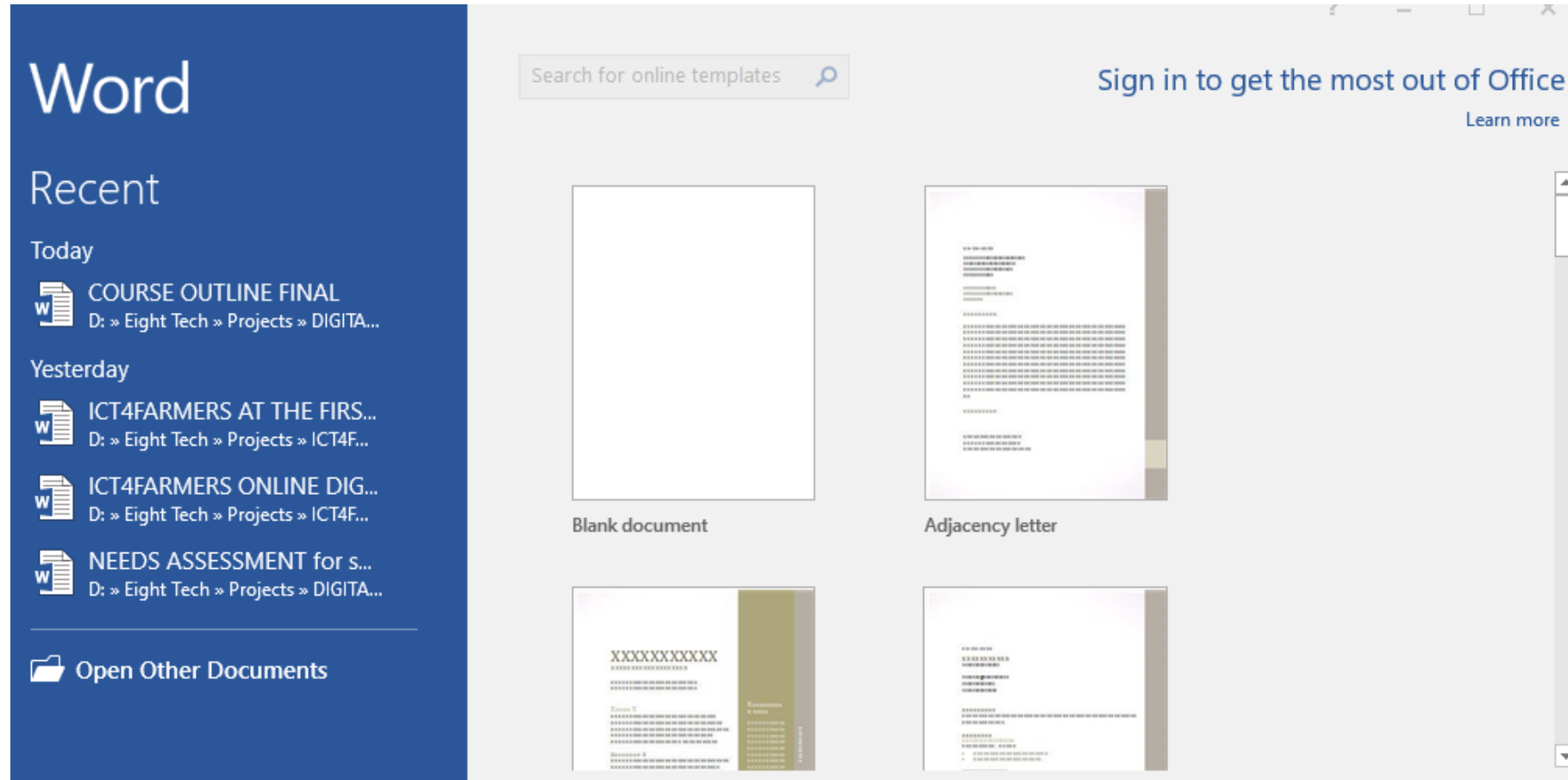
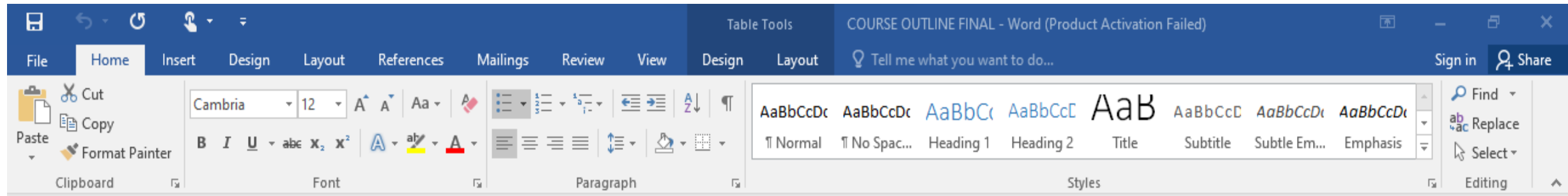- Allows for the creation of both simple and complex documents.

Creating a word doc

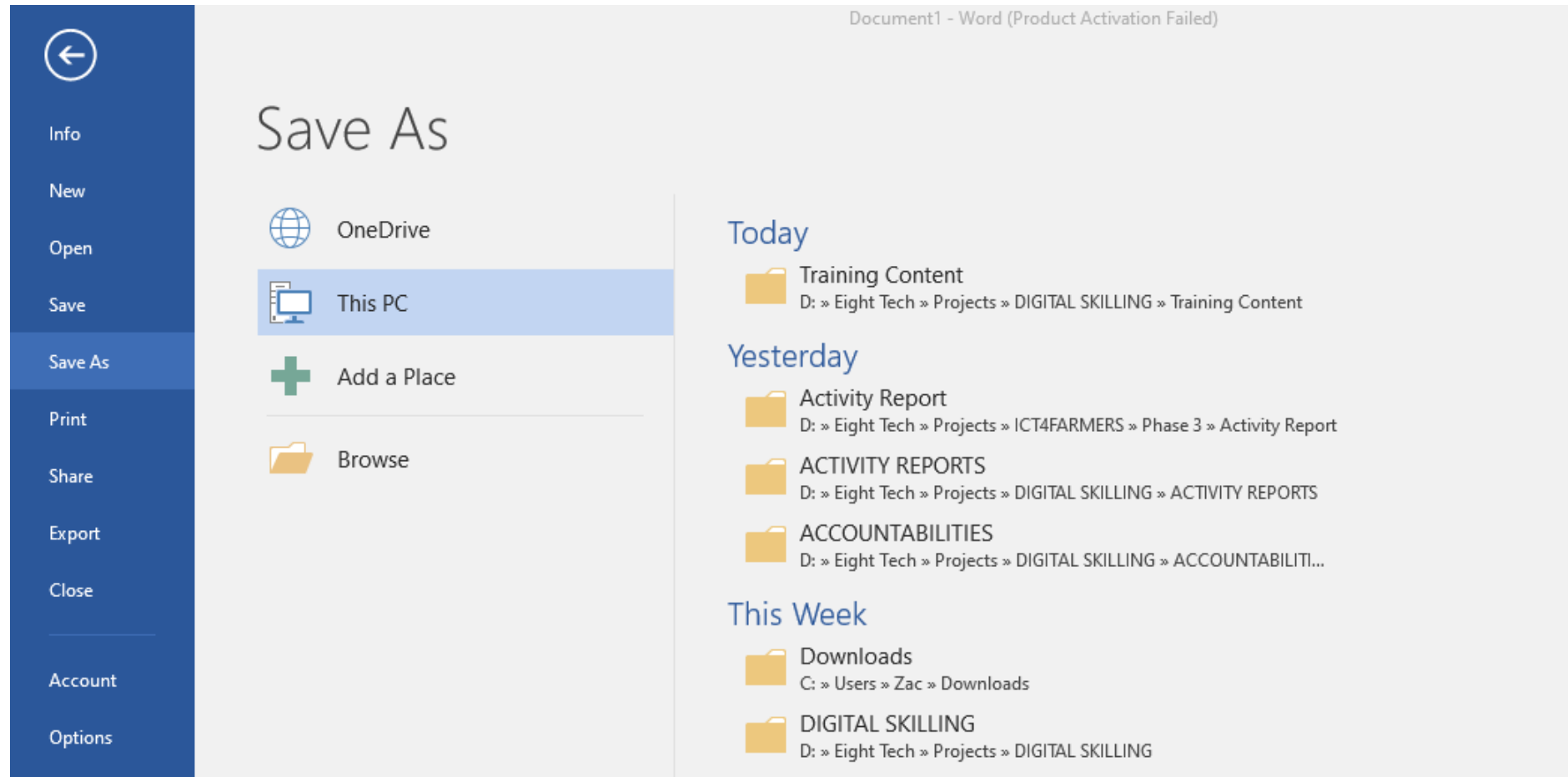# Office Application

Word doc Menu
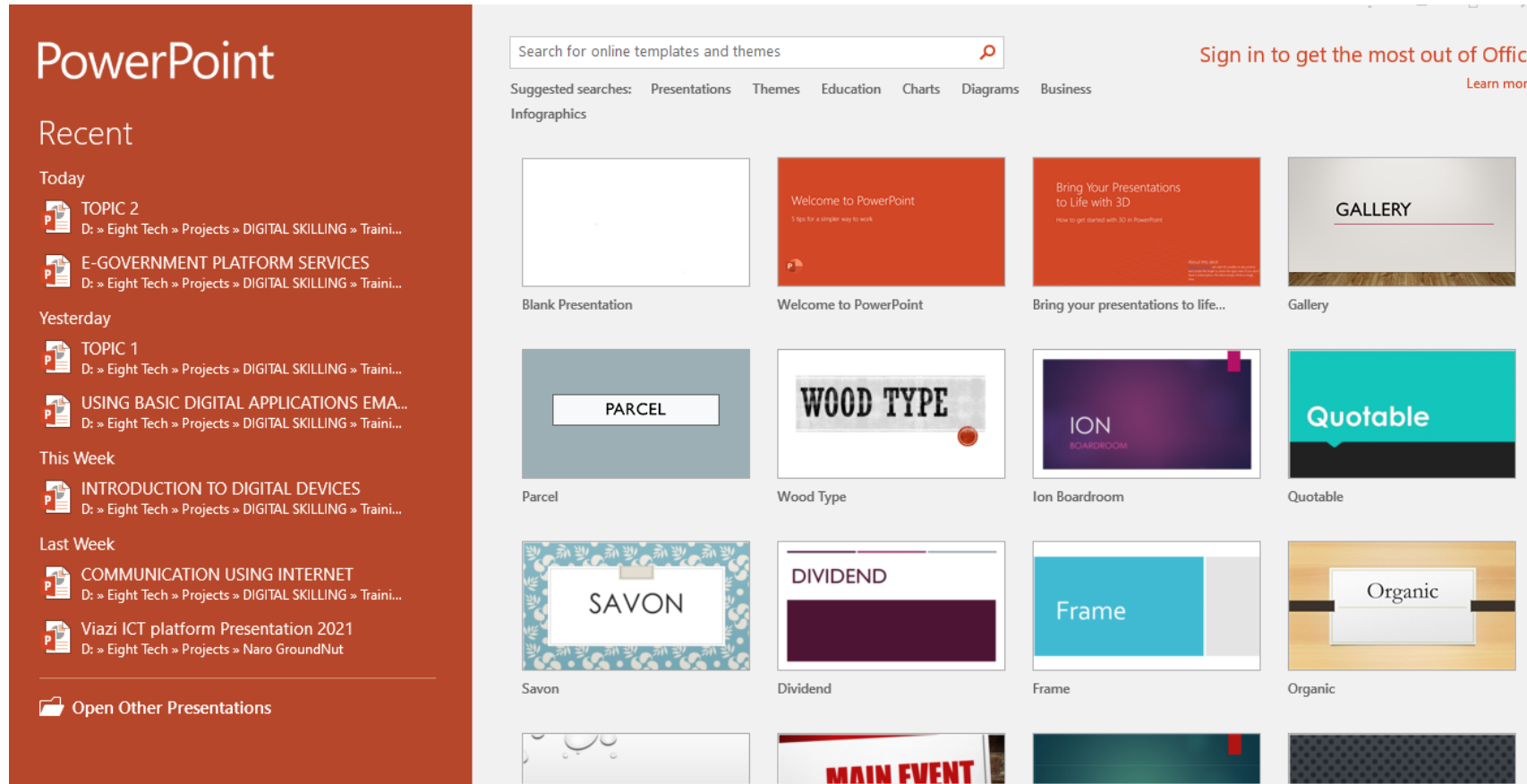
Office Application

Save doc

Microsoft PowerPoint

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

Office Application

Creating a PPT

Office Application

PowerPoint Menu

Office Application

Save doc

Microsoft excel

- Spreadsheets to organize numbers and data with formulas and functions

Creating an excel

Office Application

Exel Menu

Save doc

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

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

Click the link Register here.

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

Registered district unions can register their individual members. It is the responsibility of NUDIPU to register DUs. The training team takes responsivity of registering districts.
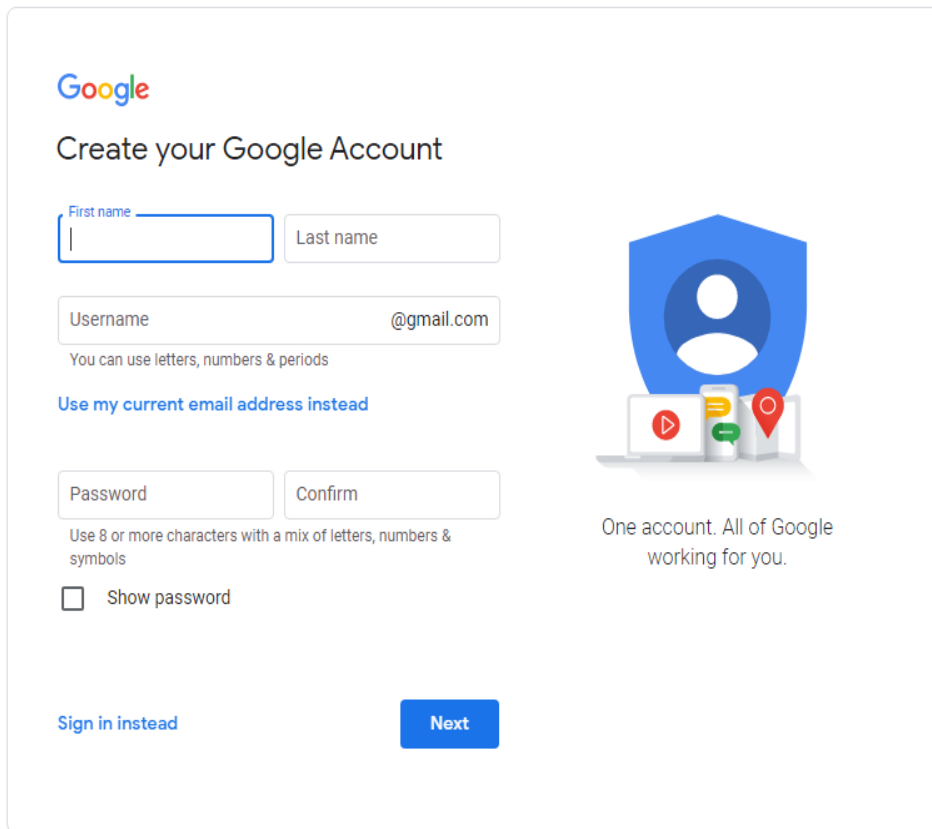
STEP 1: Creating email addresses for districts without email addresses.

Structure: 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
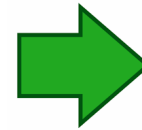
How DU/OPD register their members

STEP 1: Type https://ict4personswithdisabilities.org/ in a web browsers and click enter.
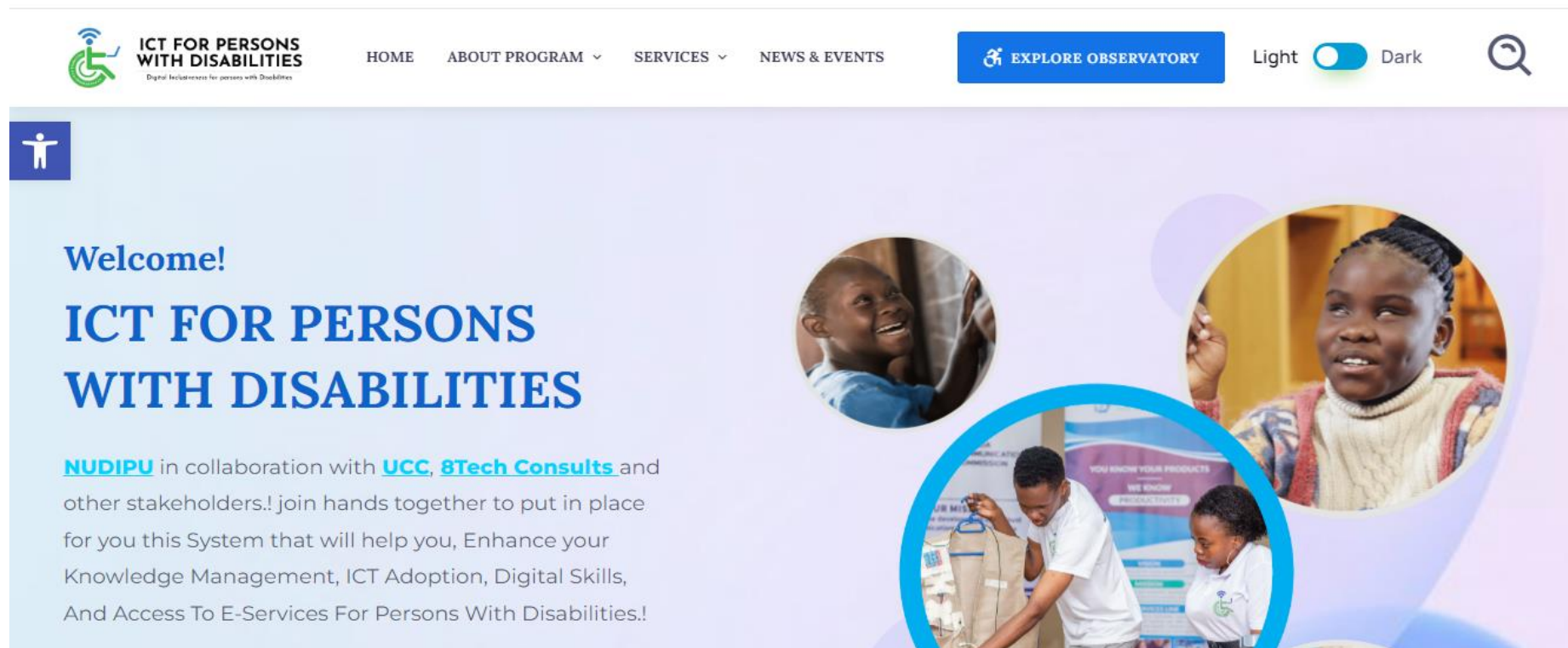
STEP 2: Enter Email and Password.

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
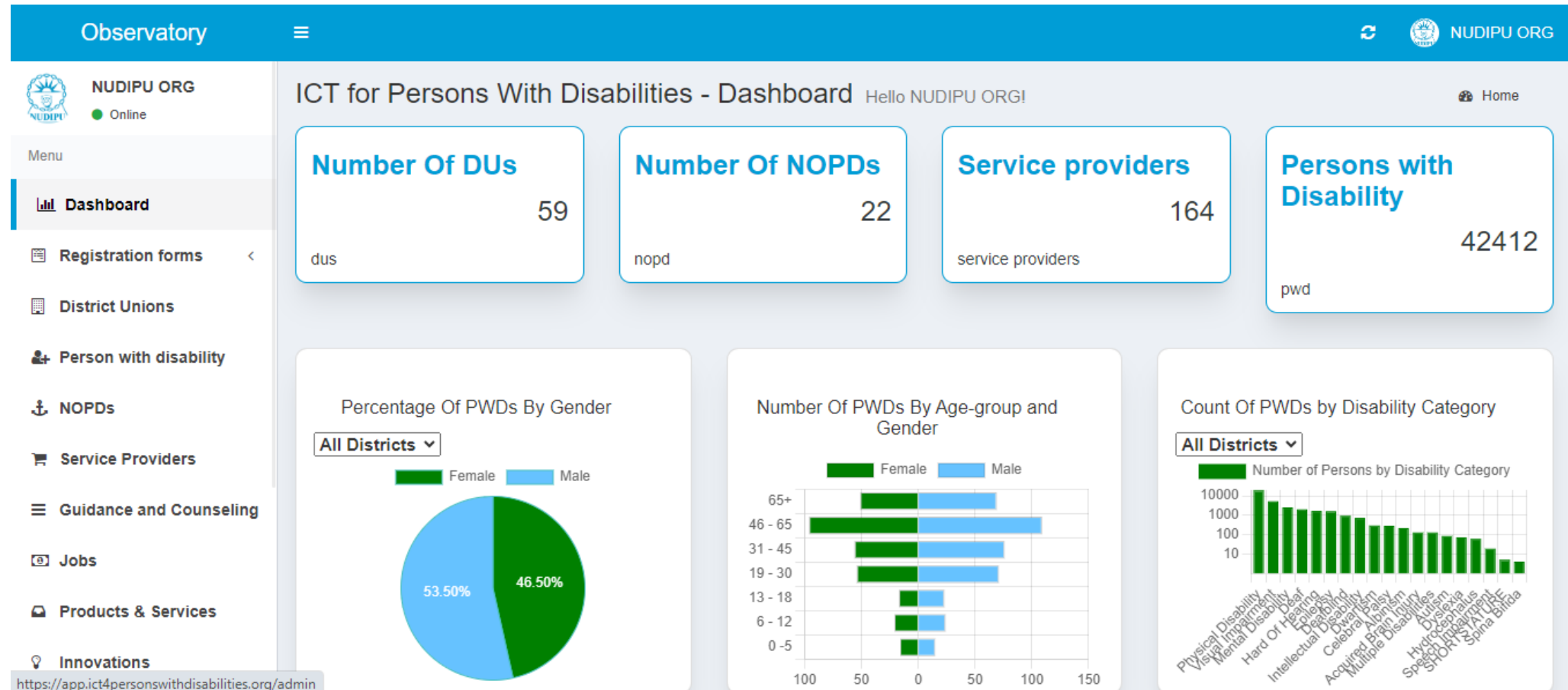
STEP 1: Click Registration form and chose person with disabilities

STEP 2: Click academic tab to add **academic information.**

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

The digital observatory

Create

| 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

Institution   🖉   Input Institution

Qualification   🖉   Input Qualification

Year Of Completion 🖉   Input Year Of Completion

🗑 **Remove**

💾 **New**

STEP 3: Click skills tab to add **skills information.**

STEP 4: Click employment tab to add **employment information.**
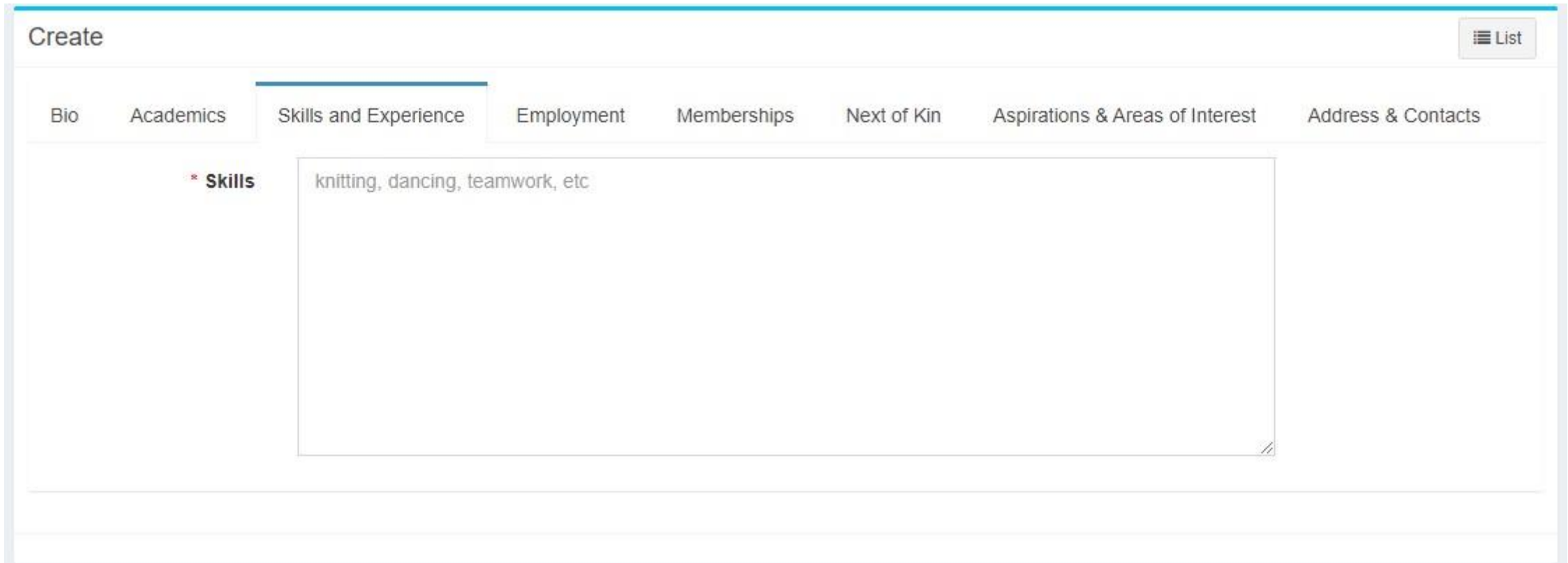
Persons with disabilities Create

🏠 Home > People > Create

Create   ☰ List

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

* 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?

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

The digital observatory

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

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

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

The digital observatory

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

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

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 ✏ Input Address

Phone Number ☎ Input Phone Numbe

Other Phone Number ☎ Input Other Phone N

Email ✏ Input Email

Submit

NOTE: If the **Address & Contacts** information is the same as the one for the next of kin, click yes and do have to enter them again.

NB: Click submit button to submit the data.

The digital observatory

Click **Persons with Disabilities** tab to see registered persons

The digital observatory

Exporting data from the system

The digital observatory

Working with filters.

- **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
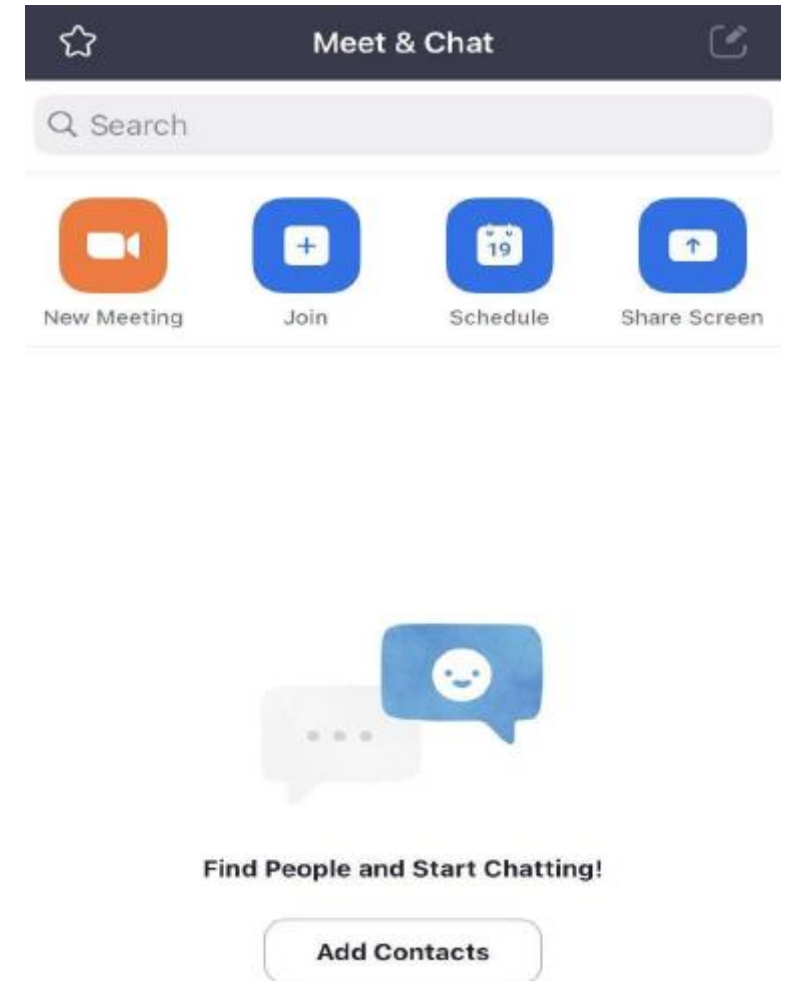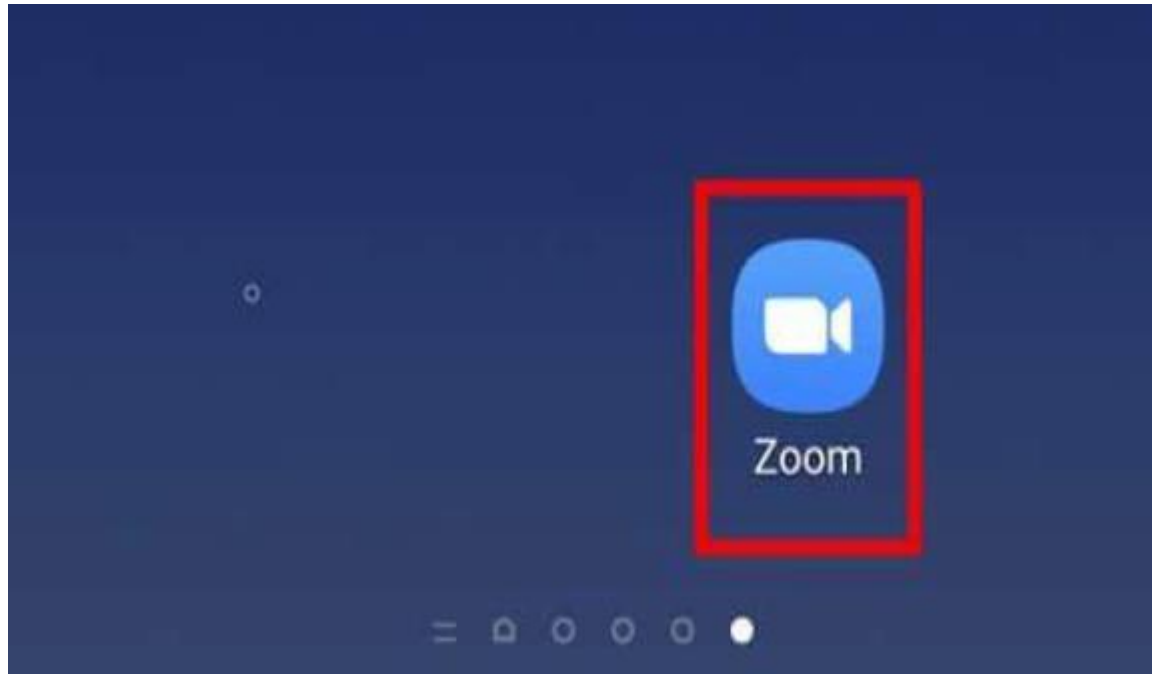
Zoom Video Conferencing

- Launch the zoom app on your device
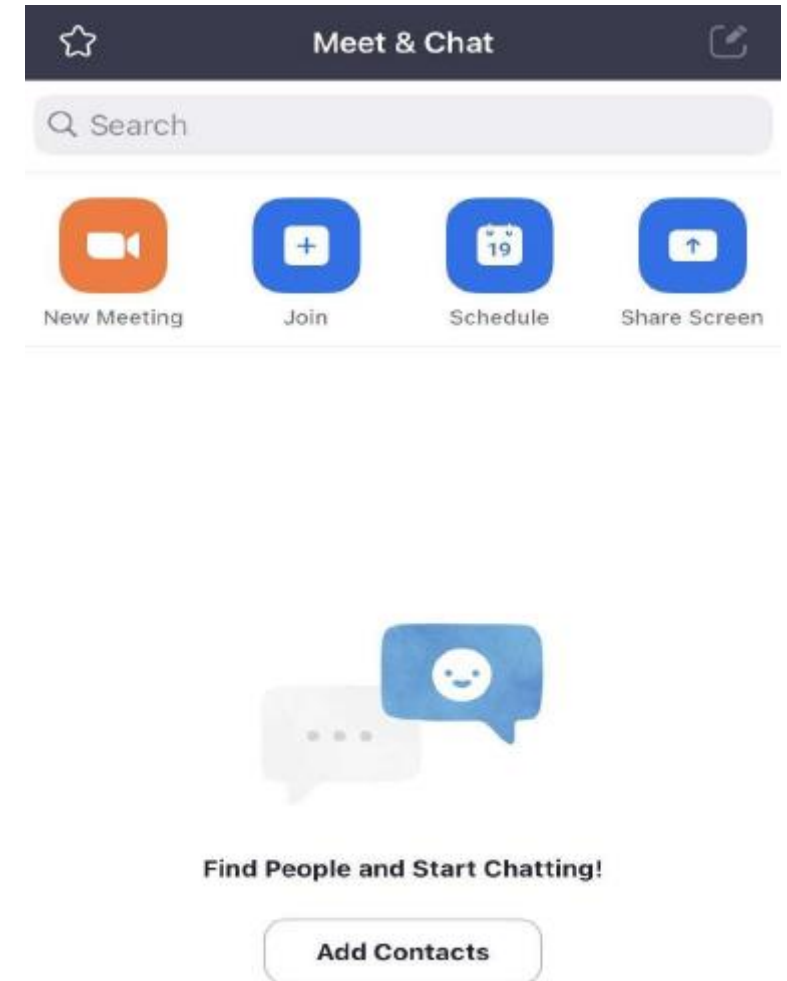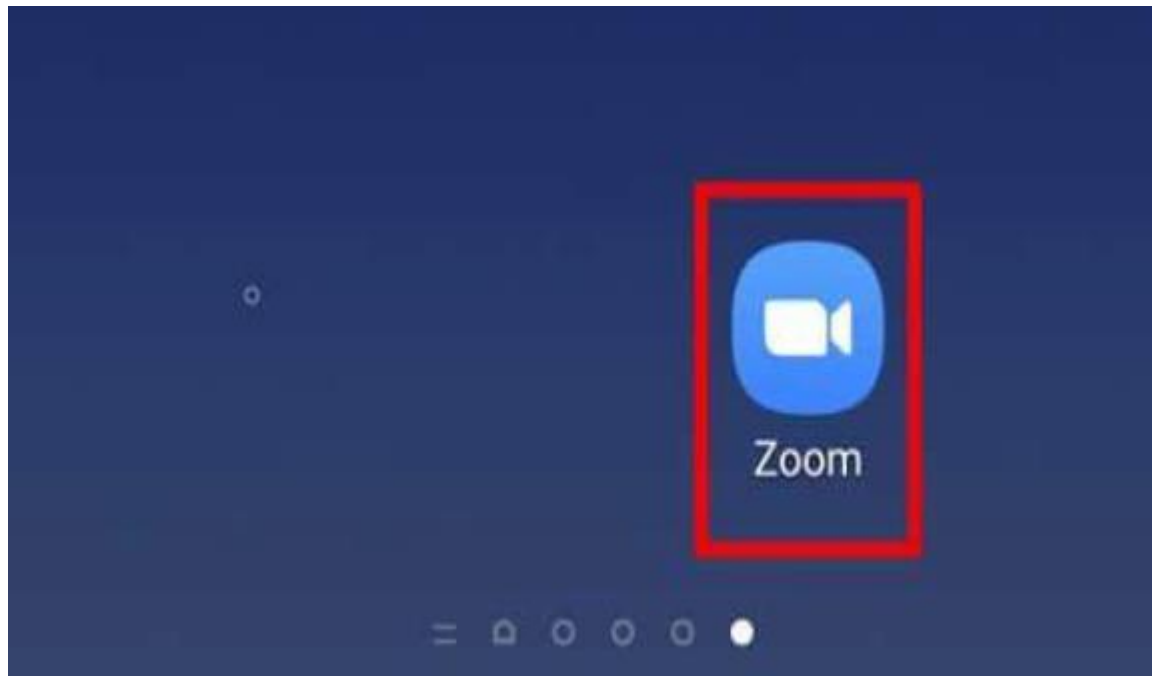
Zoom Video Conferencing

- To join a zoom meeting click on the shared zoom link
- Join Zoom Meetinghttps://us02web.zoom.us/j/87893840758?pwd=Wl lRdndoSWZkVVR5Y1FENEswUTZXUT09Meeting
- ID: 878 9384 0758
- Passcode: 677543
- Altenatively click the join button on the app and enter the zoom ID and Password
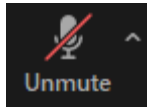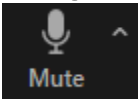
Zoom Video Conferencing
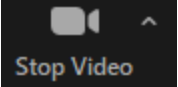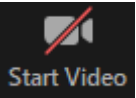
- When joining a zoom meeting you need to join with computer audio, this will allow you to hear from other participants.

- Click Join with Computer audio button to able audio
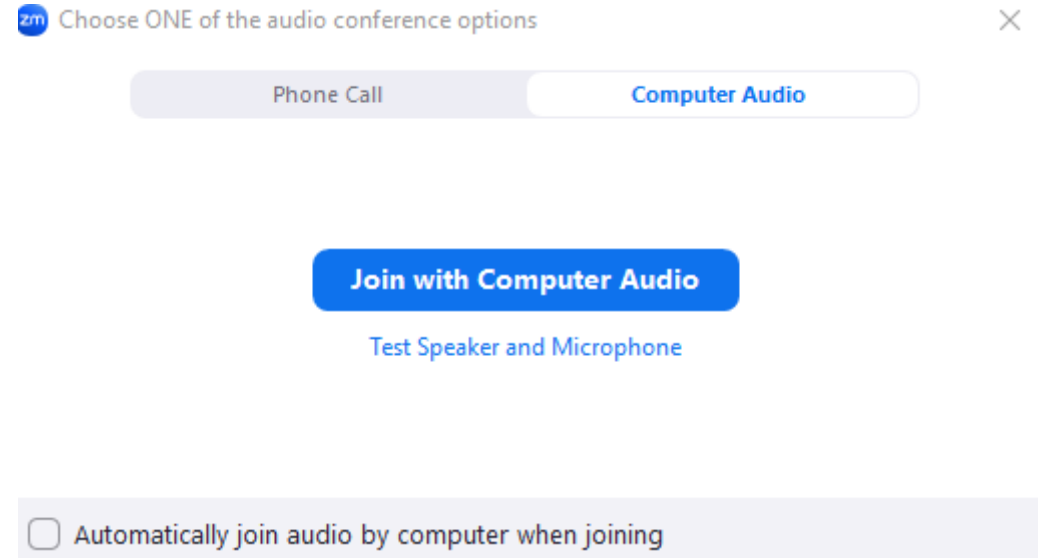
Zoom Video Conferencing

- **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 Stop Video

- To turn off video click the start video icon and ensure that it has a red line Start Video

- **NOTE:** It's recommended that you allows 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
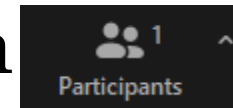
- To chat with all participants or directly to just a particular participant click the chat icon
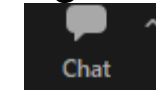
- Share screen helps you to share a presentation or any other content, click share scree icon

- Reaction helps you to raise a hand, applause etc. Click the reaction icon
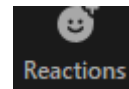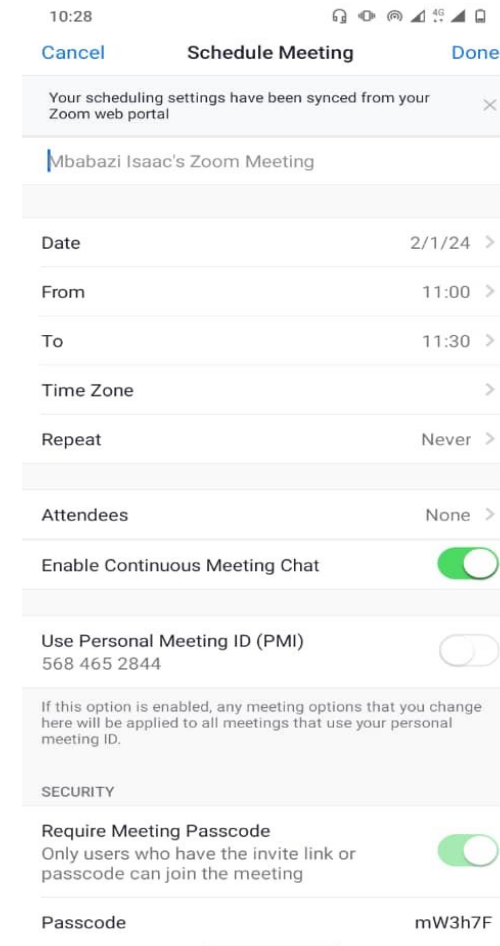
- You can exit a zoom meeting by clicking leave button
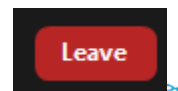
Zoom Video Conferencing

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

Collaborative Communication Tools

- **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.

- **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".

Collaborative Communication Tools

- **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.

- **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 → 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

Q&A