

Use of Basic Digital Applications

Outline:

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

Office Application

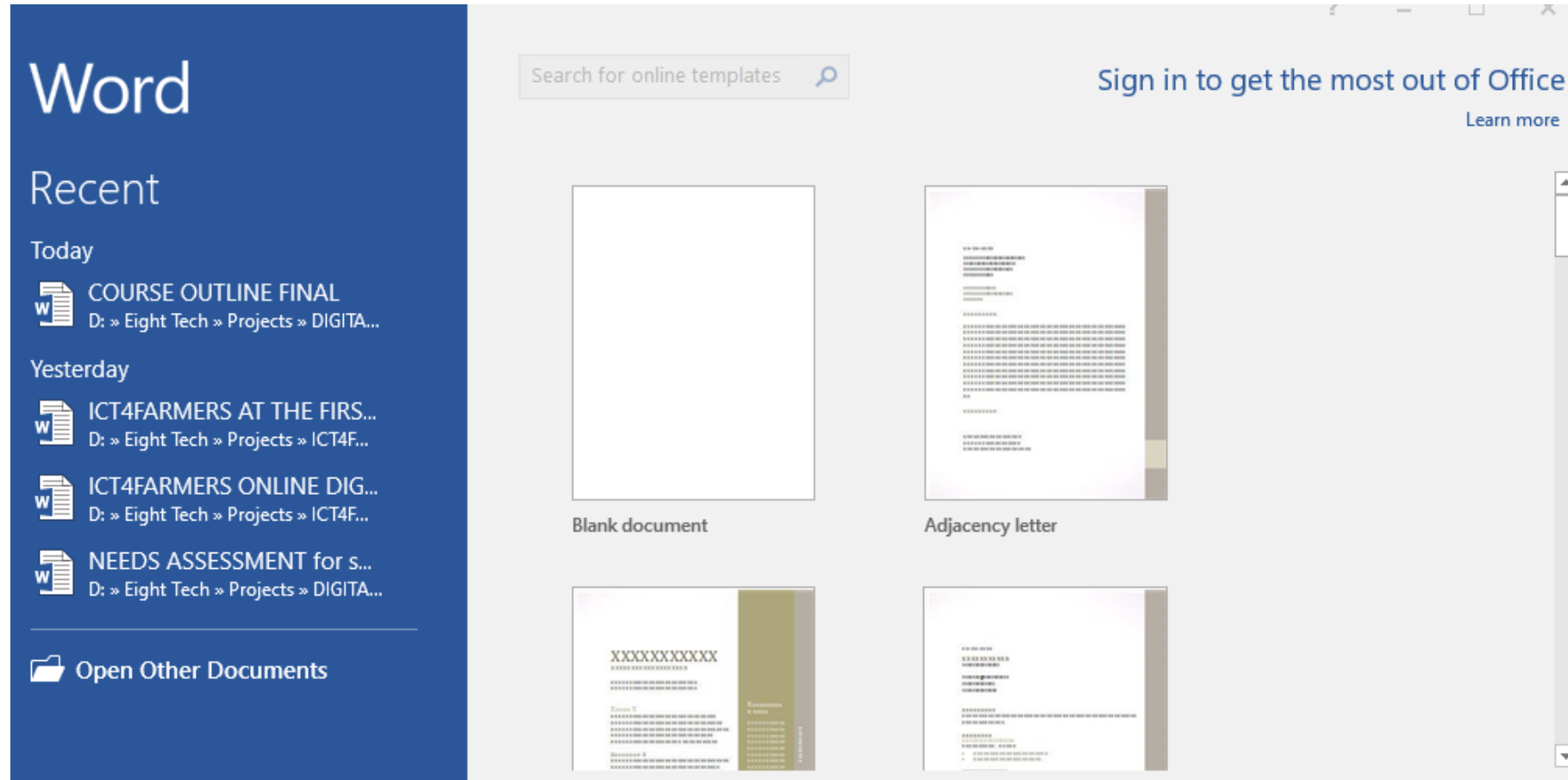
Microsoft word

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



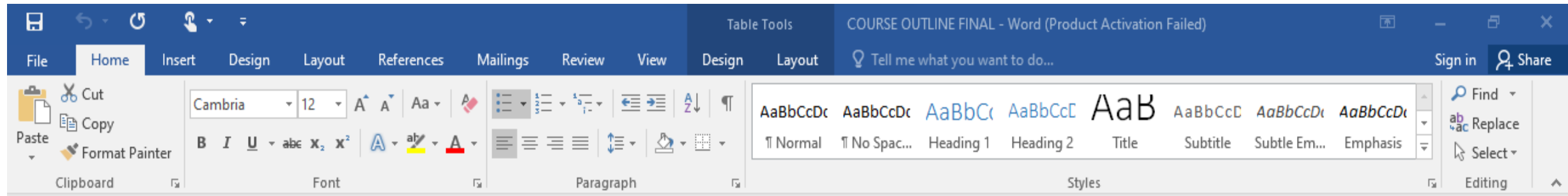
Office Application

Creating a word doc



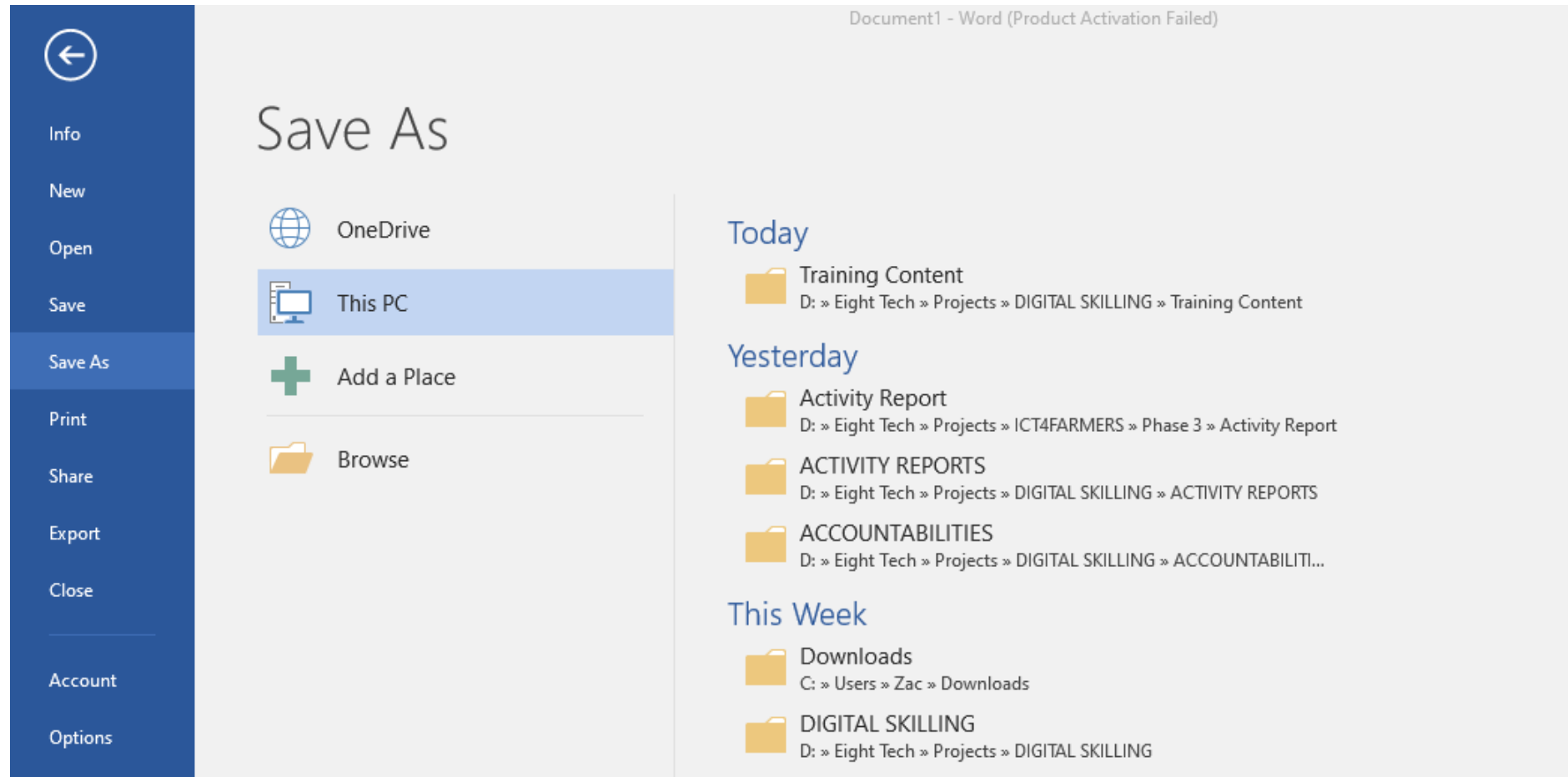
Office Application

Word doc Menu



Office Application

Save doc



Office Application

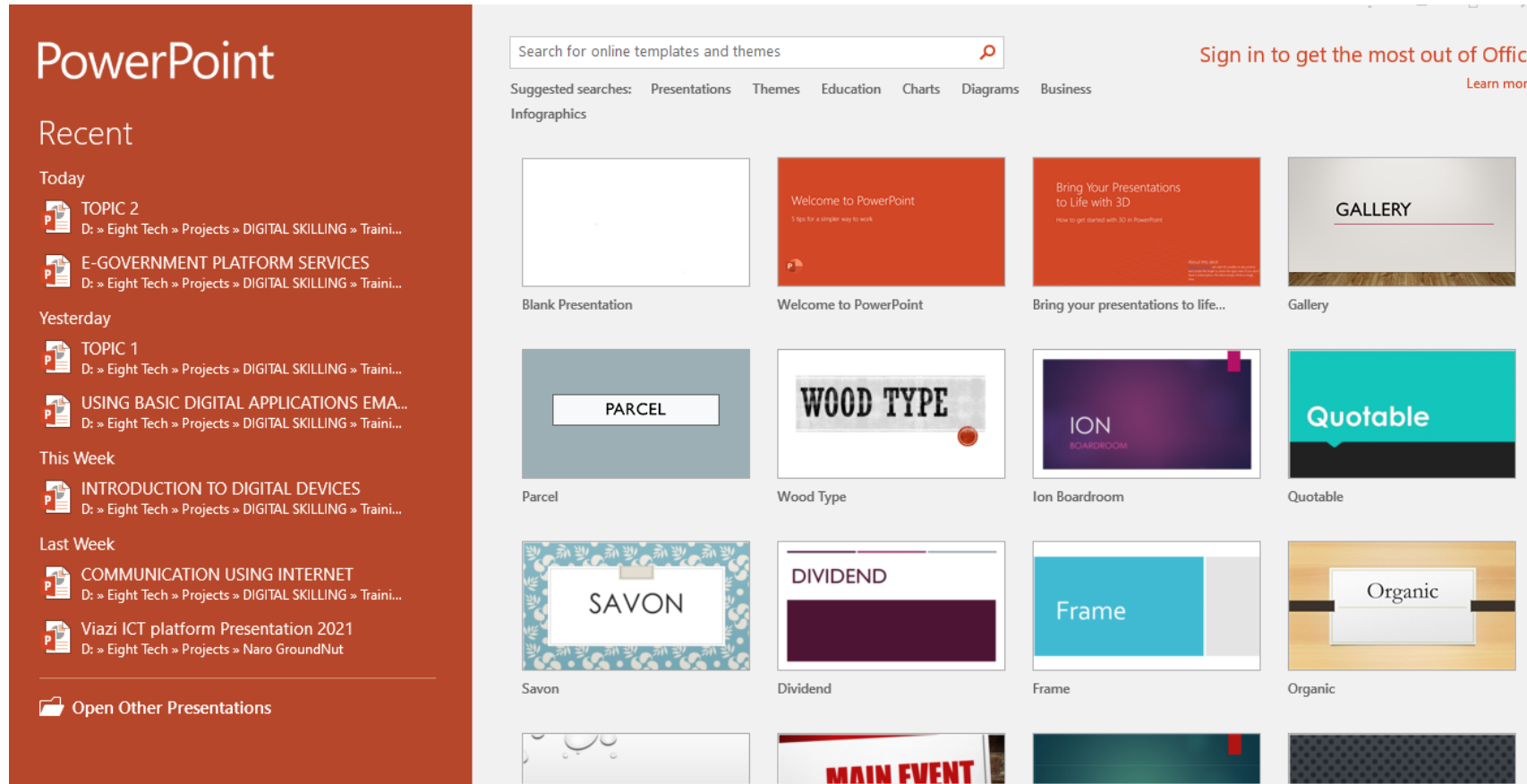
Microsoft PowerPoint

- 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...
- Viazi ICT platform Presentation 2021
D: » Eight Tech » Projects » Naro GroundNut

 Open Other Presentations

Search for online templates and themes

Sign in to get the most out of Office [Learn more](#)

Suggested searches: Presentations Themes Education Charts Diagrams Business

Infographics

Blank Presentation

Welcome to PowerPoint

Bring your presentations to life...

Gallery

Parcel

Wood Type

Ion Boardroom

Quotable

Savon

Dividend

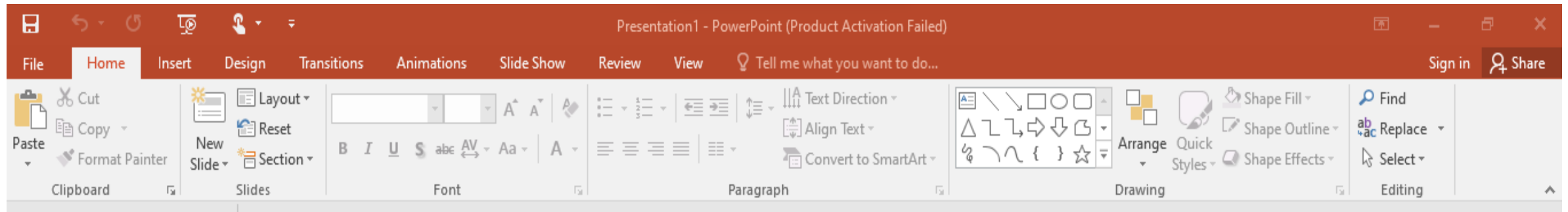
Frame

Organic

MAIN EVENT

Office Application

PowerPoint Menu




Office Application

Save doc

Presentation1 - PowerPoint (Product Activation Failed)

Save As



Info

New

Open

Save

Save As

Print


Share


Export


Close


Account

Options


 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

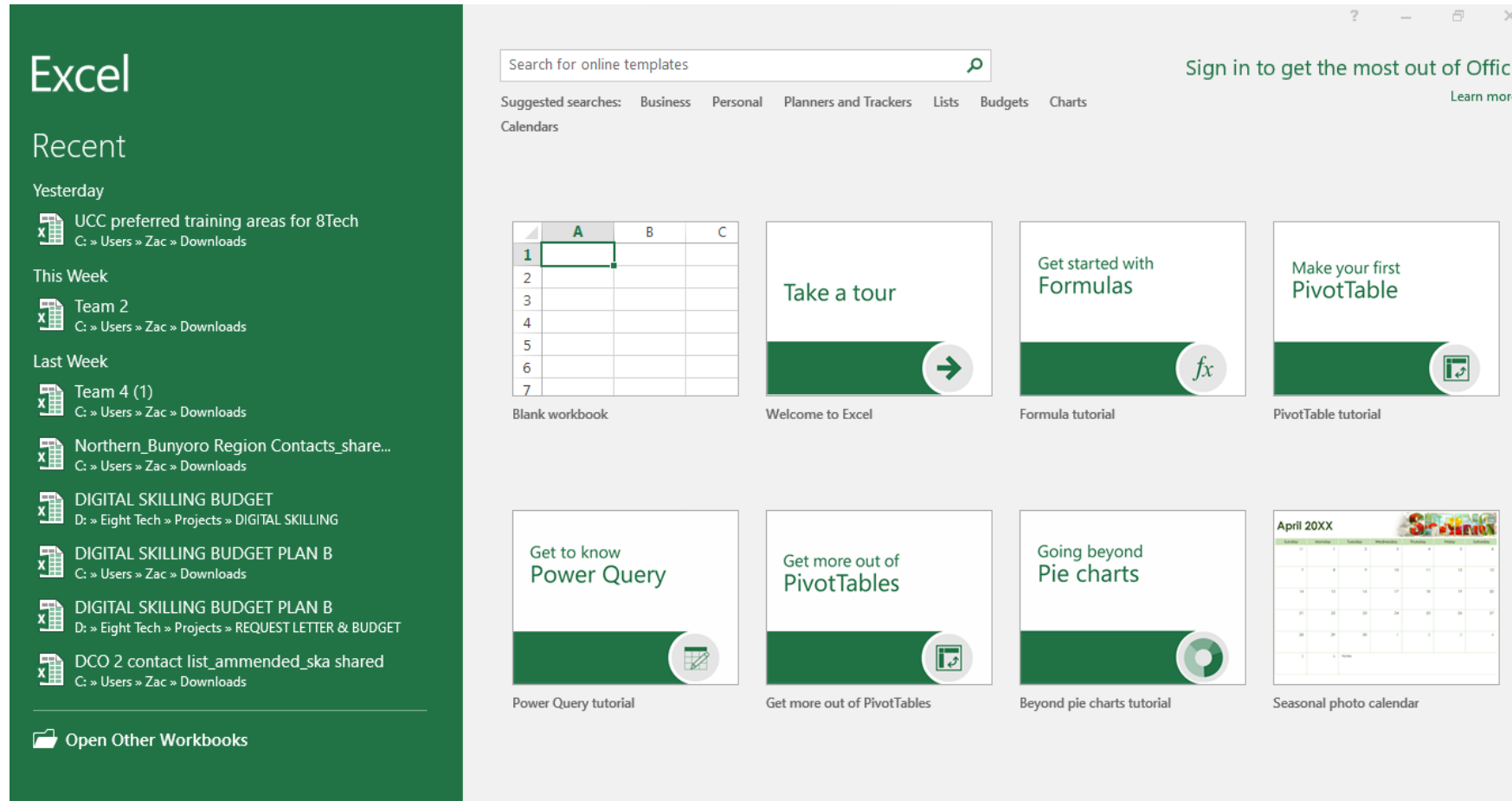
Microsoft excel

- Spreadsheets to organize numbers and data with formulas and functions



Office Application

Creating an excel



The screenshot shows the Microsoft Excel Start screen. On the left is a green sidebar with the 'Excel' title. Below it is a 'Recent' section listing files from 'Yesterday', 'This Week', and 'Last Week'. At the bottom of the sidebar is a folder icon and the text 'Open Other Workbooks'. The main area is light gray and contains a search bar at the top. Below the search bar are 'Suggested searches' for Business, Personal, Planners and Trackers, Lists, Budgets, and Charts. A 'Calendars' link is also present. The central area displays several tiles: a 'Blank workbook' tile with a small grid icon; a 'Welcome to Excel' tile with a 'Take a tour' button; a 'Formula tutorial' tile with the text 'Get started with Formulas' and a formula icon; a 'PivotTable tutorial' tile with the text 'Make your first PivotTable' and a PivotTable icon; a 'Power Query tutorial' tile with the text 'Get to know Power Query' and a Power Query icon; a 'Get more out of PivotTables' tile with a PivotTable icon; a 'Beyond pie charts tutorial' tile with a pie chart icon; and a 'Seasonal photo calendar' tile showing a calendar for April 20XX. In the top right corner of the main area, there is a link to 'Sign in to get the most out of Office' and a 'Learn more' link.

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_ammended_ska shared
C: » Users » Zac » Downloads

Open Other Workbooks

Search for online templates

Sign in to get the most out of Office
[Learn more](#)

Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts

Calendars

Blank workbook

Welcome to Excel
Take a tour

Formula tutorial
Get started with Formulas

PivotTable tutorial
Make your first PivotTable

Power Query tutorial
Get to know Power Query

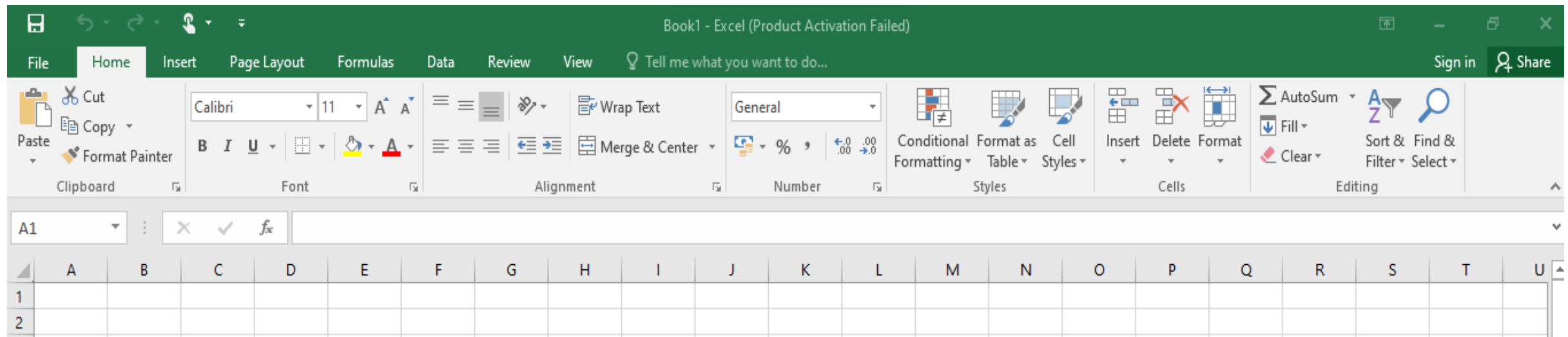
Get more out of PivotTables

Beyond pie charts tutorial
Going beyond Pie charts

Seasonal photo calendar
April 20XX

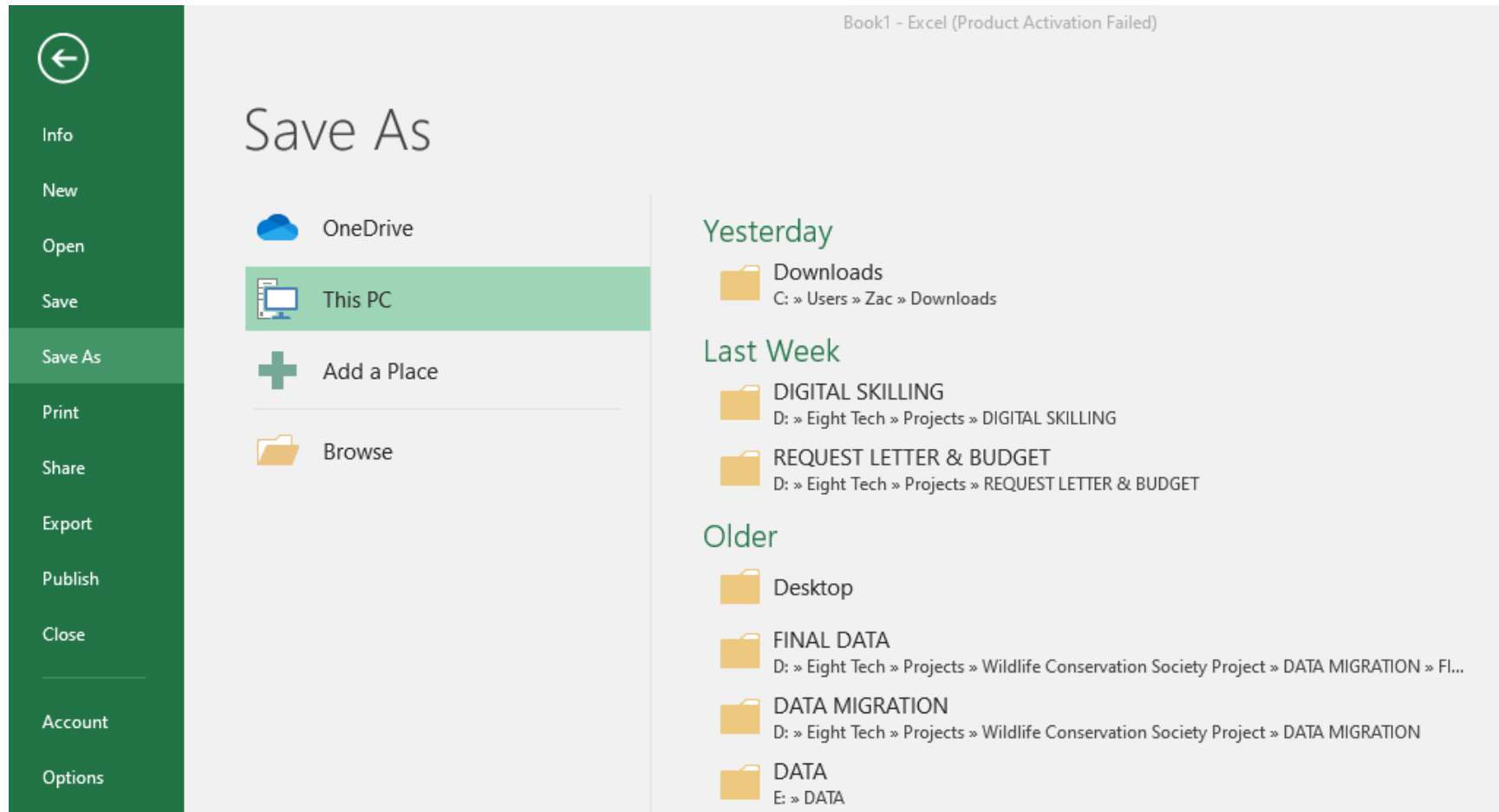
Office Application

Excel Menu



Office Application

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



**ICT FOR PERSONS
WITH DISABILITIES**
Digital Inclusion 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

How to create, connect, observe and share the digital

- 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

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.

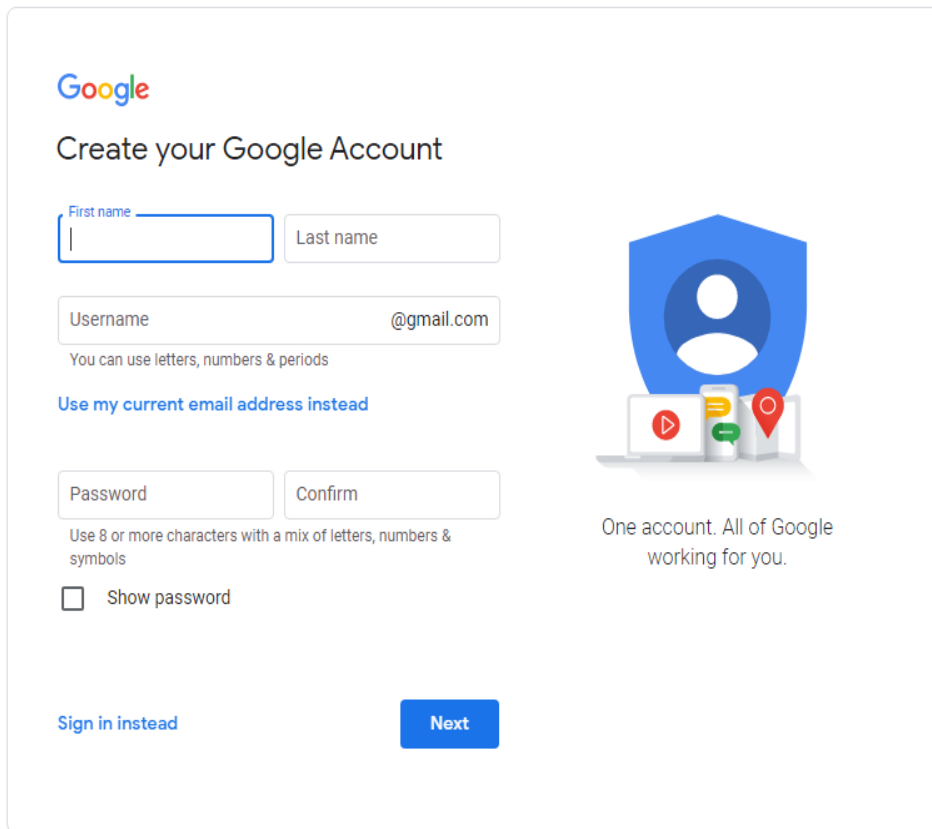
STEP 1: Creating email addresses for districts without email addresses.

Structure: district.du@gmail.com

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](#)

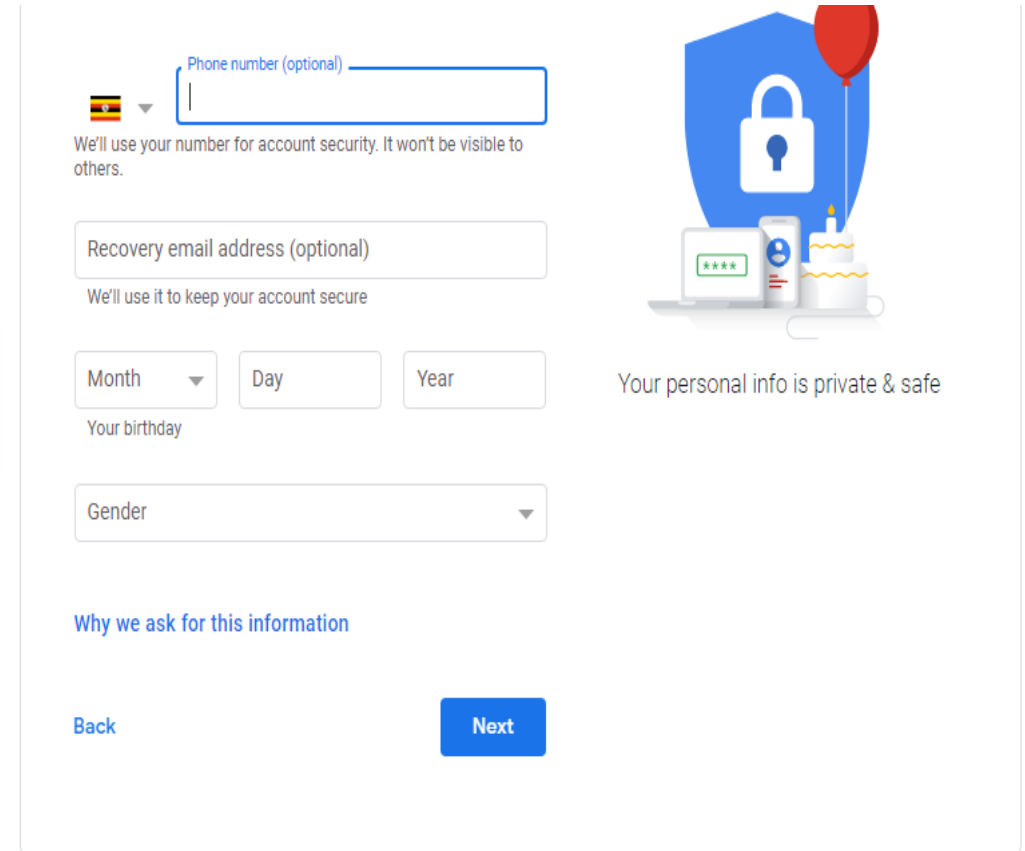
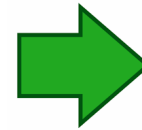
Password Confirm


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

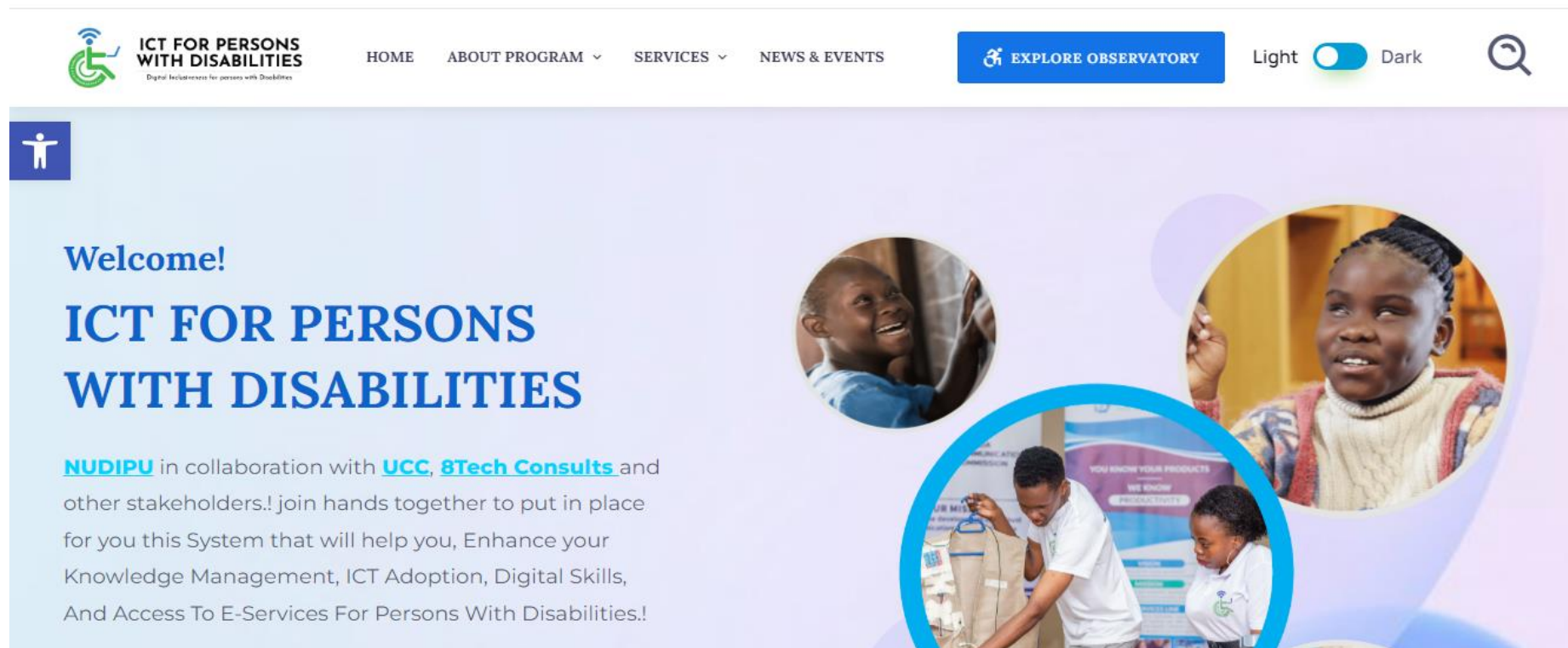
[Why we ask for this information](#)

[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.



The digital observatory

STEP 2: Enter Email and Password.

Hello, Welcome!

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

Email

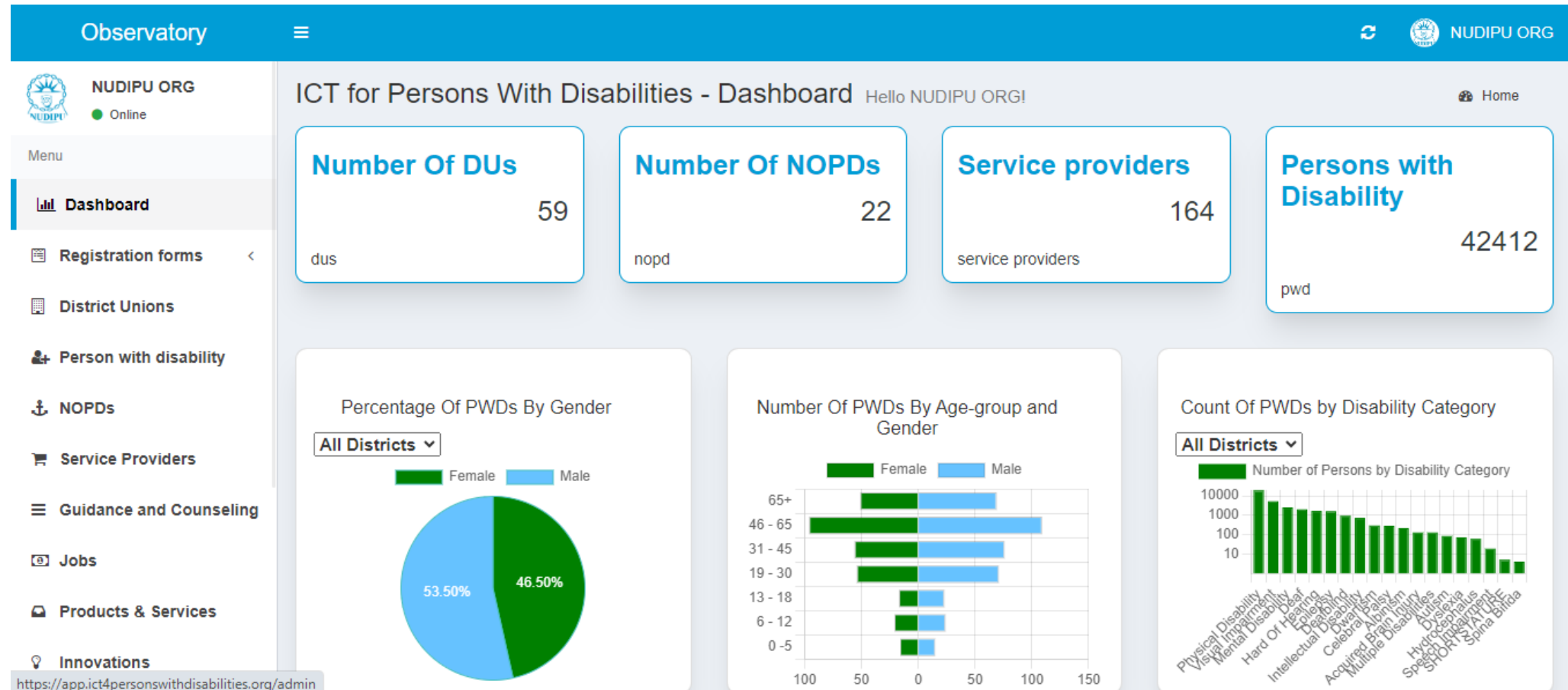
Password

☐ Remember me

SIGN IN

The digital observatory

STEP 3: The system will display the dashboard



The digital observatory

STEP 1: Click Registration form and chose person with disabilities

Menu

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

Create

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

Photo

* Surname

* Other Names

* ID Number
NIN, Passport Number, Driving Permit Number

Date of Birth

* Gender ☐ Male ☐ Female

* Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed

* 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

Institution

Input Institution

Qualification

Input Qualification

Year Of Completion

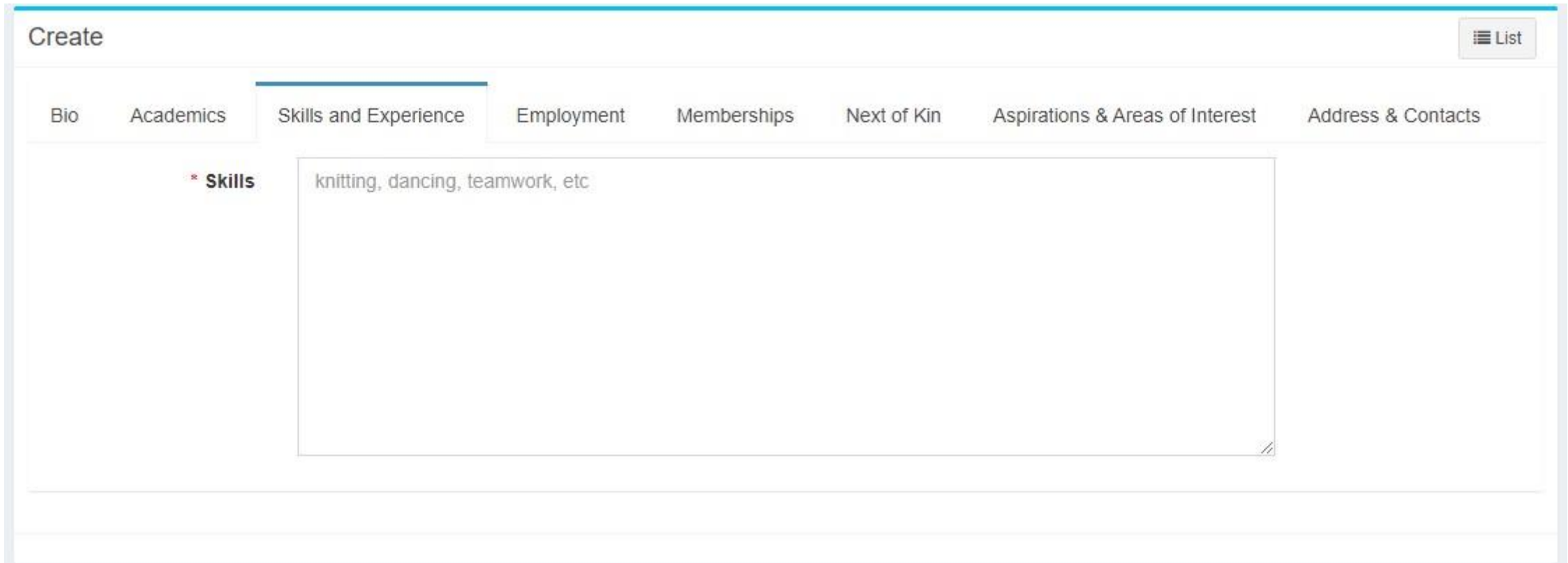
Input Year Of Completion

Remove

New

The digital observatory

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



The screenshot shows a web form titled "Create" with a "List" button in the top right corner. Below the title bar, there are eight tabs: "Bio", "Academics", "Skills and Experience", "Employment", "Memberships", "Next of Kin", "Aspirations & Areas of Interest", and "Address & Contacts". The "Skills and Experience" tab is currently selected and highlighted with a blue underline. Below the tabs, the "Skills" section is visible, featuring a red asterisk icon and the label "Skills". To the right of the label is a large text input area containing the text "knitting, dancing, teamwork, etc".

The digital observatory

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**

Current Position

Current Period of service

*** 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 type="text" value="Input Employer Name"/>
* Position	<input type="text" value="Manager"/>
* Period of service	<input type="text" value="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

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

Napak

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

 Input Surname


* Other Names

 Input Other Names


* Gender

☐ Male ☐ Female


* Phone Number

 Input Phone Numbe


Alternative Phone Number

 Input Alternative Ph


Email

 Input Email

* Relationship

 Input Relationship

* Address

 Input Address

The digital observatory

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

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

Aspirations

Normal Normal B I U x^2 x_2 A f_x I_x

Areas of Interest

Normal Normal B I U x^2 x_2 A f_x I_x

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

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




Aspirations

Normal ▾ Normal ▾ B I U  x² x₂ A  " </>     ↕ =

   f_x I_x

Areas of Interest

Normal ▾ Normal ▾ B I U  x² x₂ A  " </>     ↕ =

   f_x I_x

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

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.

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

Q

+ New

Export


Grid

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

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

Filter
Search by name

+ New
Export

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

Search by name

Q

+ 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		

Collaborative Communication Tools

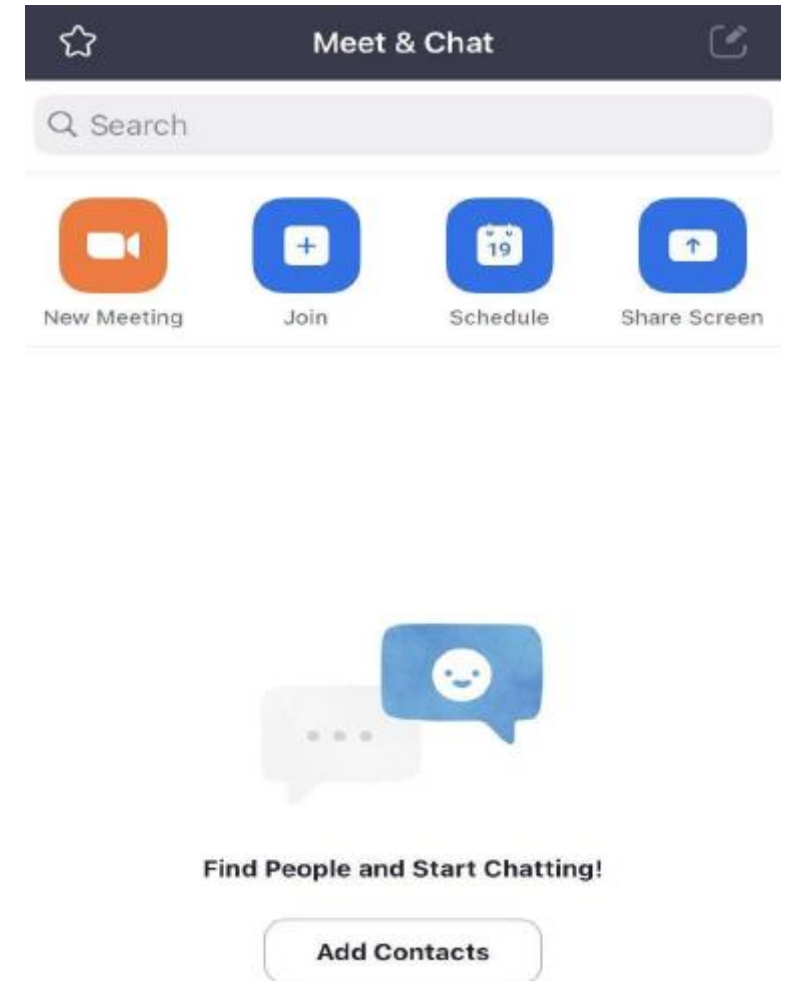
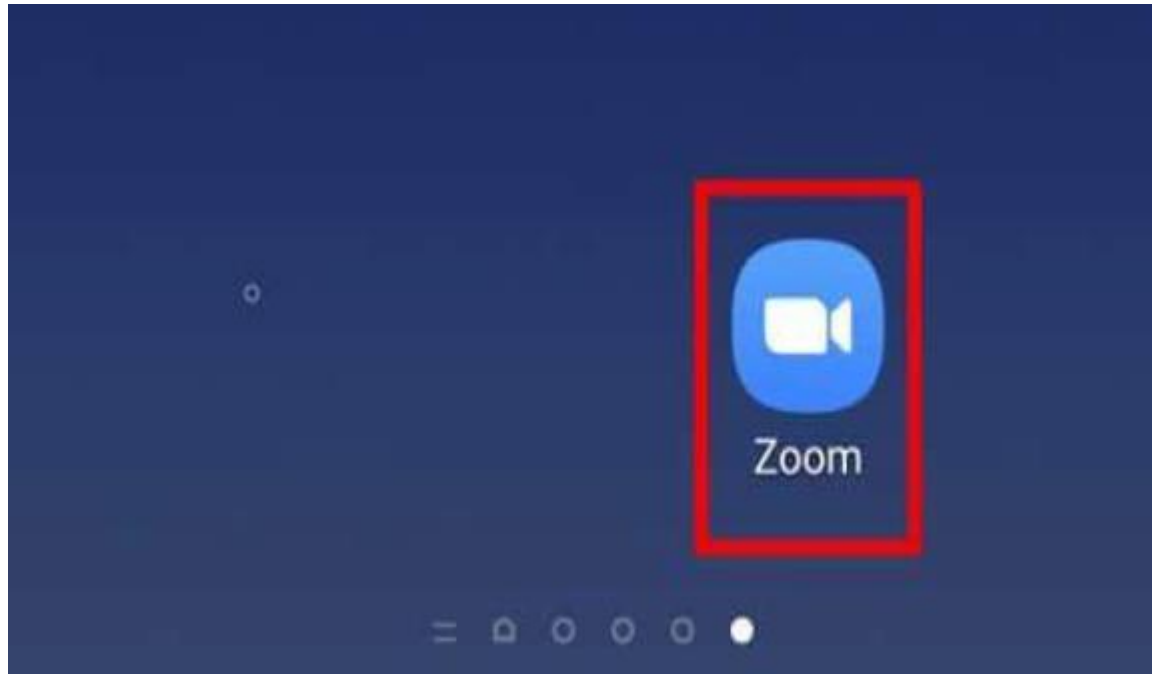
- **Zoom**
- Is a popular cloud-based video conferencing and collaboration platform that allows people to communicate, collaborate, and meet virtually through video, audio, chat, and screen sharing.



- **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

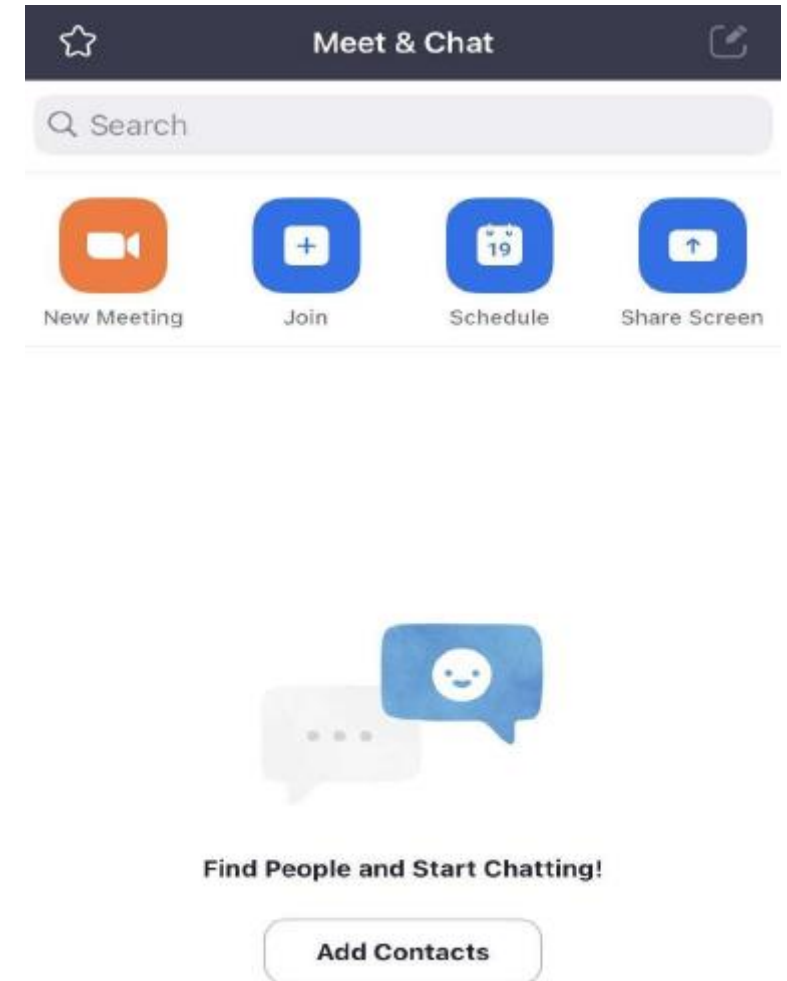
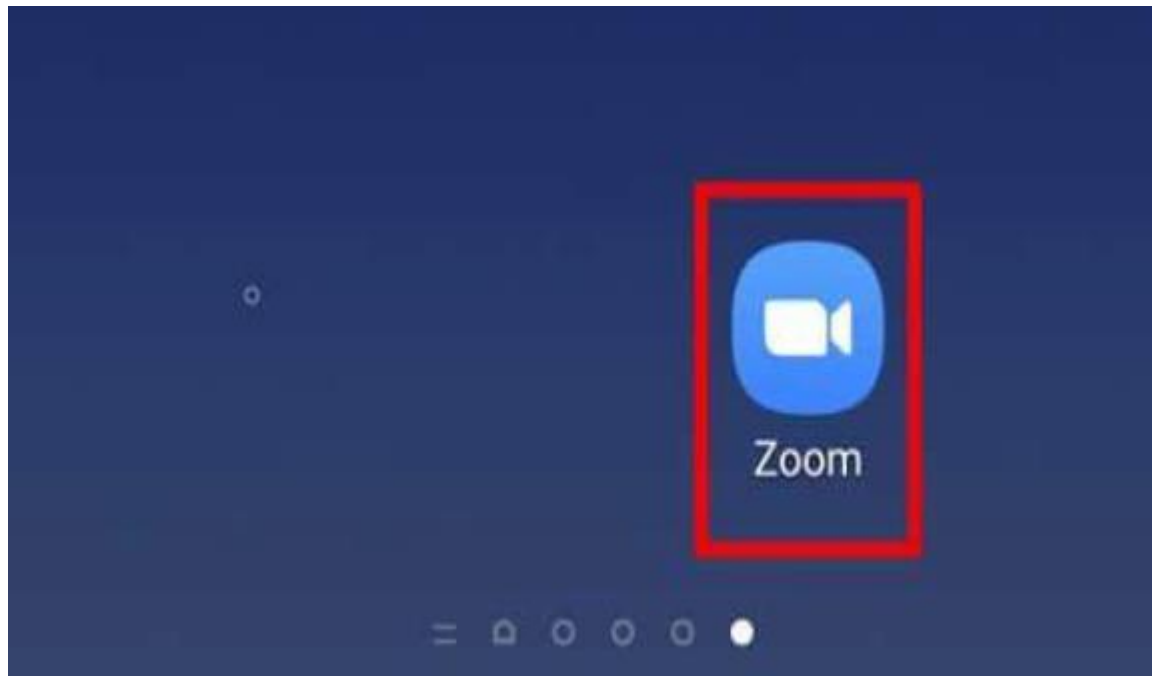
Zoom Video Conferencing

- 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

<https://us02web.zoom.us/j/87893840758?pwd=W1lRdndoSWZkVVR5Y1FENEswUTZXUT09Meeting>

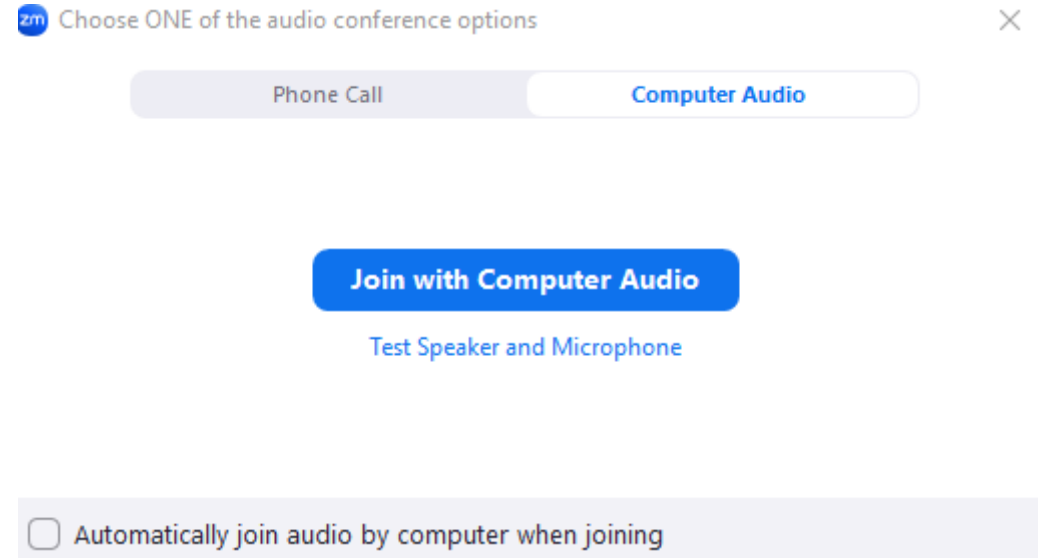
- ID: 878 9384 0758

- Passcode: 677543

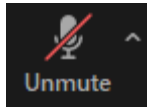
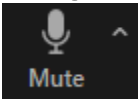
- Alternatively click the join button  on the app and enter the zoom ID and Password

Zoom Video Conferencing

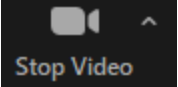
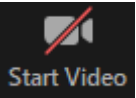
- When joining a zoom meeting you need to join with computer audio, this will allow you to hear from other participants.
- Click Join with Computer audio button to able audio



Zoom Video Conferencing

- **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.

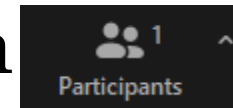
Zoom Video Conferencing

- **Turning on video**
- Turning on 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.

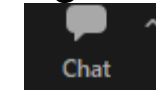
Zoom Video Conferencing

- **Other features:-**

- To view participants click the participants icon



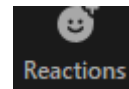
- To chat with all participants or directly to just a particular participant click the chat icon



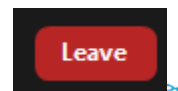
- Share screen helps you to share a presentation or any other content, click share screen icon



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

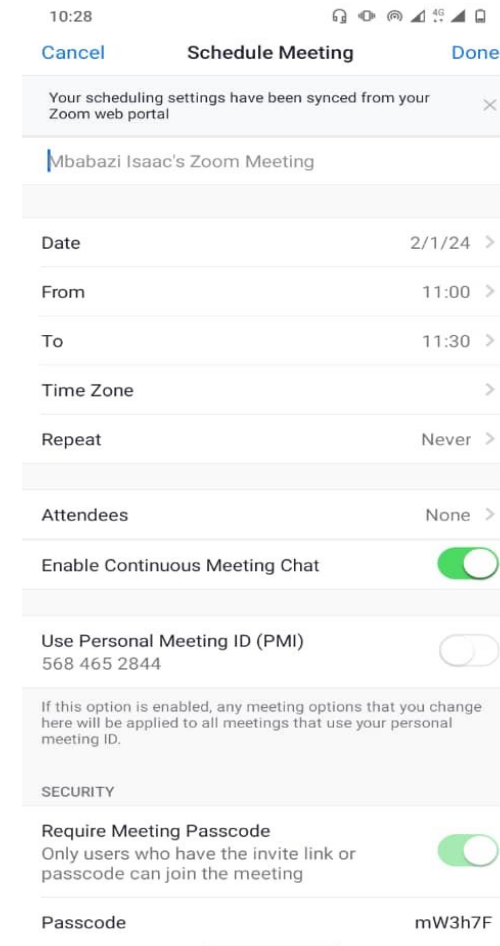


- You can exit a zoom meeting by clicking leave button



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

A screenshot of the Zoom mobile app's "Schedule Meeting" screen. The screen shows a form for scheduling a meeting. At the top, there's a status bar with the time 10:28 and various icons. Below that, there are three buttons: "Cancel", "Schedule Meeting", and "Done". A message states: "Your scheduling settings have been synced from your Zoom web portal". The meeting title is "Mbabazi Isaac's Zoom Meeting". The form fields include: Date (2/1/24), From (11:00), To (11:30), Time Zone, Repeat (Never), Attendees (None), Enable Continuous Meeting Chat (checked), Use Personal Meeting ID (PMI) (unchecked), and a security section with "Require Meeting Passcode" (checked) and a Passcode field showing "mW3h7F".

10:28

Cancel Schedule Meeting Done

Your scheduling settings have been synced from your Zoom web portal

Mbabazi Isaac's Zoom Meeting

Date 2/1/24

From 11:00

To 11:30

Time Zone

Repeat Never

Attendees None

Enable Continuous Meeting Chat

Use Personal Meeting ID (PMI)
568 465 2844

If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID.

SECURITY

Require Meeting Passcode
Only users who have the invite link or passcode can join the meeting

Passcode mW3h7F

- **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".

- **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

How to choose, compare and select the best one

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