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**Essential Digital Skills**

**Employability Skills**

**Module 9 - Essential Digital Skills**



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It refers to the basic abilities needed to use digital devices, communicate online, find and manage information, and stay safe on the internet. These skills are important for everyday tasks like sending emails, using apps, accessing services, and working with digital tools at home or in the workplace.



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**1. Role of Digital Technology in Today's Life**

Digital technology has become an important part of our daily life. Whether we are at home, in school, or outside, we use some form of digital device or service almost every day.



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**Examples of where we use digital technology:**

- **Education:** We use smartphones, tablets, and computers to attend online classes, watch educational videos, take online tests, or research for assignments and projects.



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- **Communication:** Apps like WhatsApp, Telegram, Gmail, and Zoom help us stay connected with teachers, friends, and family.



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- **Shopping and Payments:** Online shopping websites like Amazon or Flipkart, and payment apps like Google Pay or Paytm, help us shop and pay without needing cash.



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- **Entertainment:** YouTube, Netflix, and music apps give us access to movies, songs, and games.



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- **Healthcare:** Telemedicine allows people to consult doctors online without going to a clinic.

**Why it's important:**

- It saves **time and effort**.
- Helps us **learn new skills and gain knowledge**.
- Makes life more **convenient**.
- Helps in **career growth** because many jobs now require basic digital skills.



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2. How to operate a digital device and associated applications safely and securely?

1. Start and Navigate the Device

Turn on the device using the power button.

Unlock with a password, PIN, fingerprint, or face recognition.

Use the home screen or start menu to access applications.

Adjust settings (e.g., Wi-Fi, Bluetooth, brightness) from the control panel or settings menu.

2. Use Common Applications

Email

- Open the email app (e.g., Gmail, Outlook).
- Log in securely with your username and password.
- Compose, read, and respond to emails.
- Avoid clicking unknown links or downloading suspicious attachments.

Browser (e.g., Chrome, Safari)

- Open the browser and enter a secure website (look for “https://”).
- Use search engines to find information.
- Log out of sites after use, especially on public/shared devices.

Productivity Tools (e.g., Microsoft Office, Google Workspace)

- Create, edit, and share documents using Word, Docs, Excel, etc.
- Use real-time collaboration features securely (invite only trusted contacts).

Communication Tools (e.g., Zoom, Teams)

- Join meetings with provided links or meeting IDs.
- Mute microphone and use virtual backgrounds when appropriate.
- Don't share meeting links publicly.

3. Practice Safe and Secure Use

Set Strong Passwords

- Use a mix of letters, numbers, and symbols.
- Avoid using personal information.
- Enable two-factor authentication where possible.

Keep Software Updated

- Regularly install updates for apps and the device's operating system to fix security vulnerabilities.



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### Install Antivirus and Use Firewalls

- Use trusted antivirus software.
- Keep your firewall enabled for added protection.

### Be Cautious with Downloads and Links

- Only download apps from official app stores (Google Play, Apple App Store).
- Avoid clicking on links in unsolicited emails or messages.

### Back Up Data

- Use cloud backups or external drives regularly in case of data loss or device failure.

## 3. Importance of Responsible Online Behavior

Being online means you are part of a larger digital community. Just like in real life, how you behave online matters a lot.

### What is responsible online behavior?

- **Think before you post:** Don't share anything hurtful, fake, or embarrassing about others or yourself.
- **Be kind and respectful** in comments, messages, and discussions.
- **Don't spread fake news or rumors.** Always check facts before forwarding messages.
- **Respect other people's privacy:** Don't share someone's photos, messages, or personal details without their permission.
- **Don't engage in cyberbullying:** Making fun of others, threatening, or insulting someone online is harmful and illegal.

### Examples:

- Not forwarding messages that say "send this to 10 people or something bad will happen."
- Reporting or blocking people who send threatening or inappropriate messages.
- Using real names and truthful details when signing up for platforms or exams.

### Why it's important:

- It creates a **safe and positive digital environment** for everyone.
- Helps build a **good digital reputation**, which is important for college admissions and jobs.

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- Prevents legal trouble, embarrassment, or mental stress caused by irresponsible behavior.

**4. Creating Word Documents, Excel Sheets, and Presentations Using Basic Features**

Learning basic computer applications is a must for students. These tools help in school projects, competitions, college work, and future jobs.

**Microsoft Word (or Google Docs):**

- Used to create text-based documents like letters, essays, reports.
- You can change font style, size, add images, headings, bullet points, and check spelling.
- Useful for preparing assignments or study notes.

**Microsoft Excel (or Google Sheets):**

- Used to create tables, enter data, and perform calculations using formulas.
- Example: Use SUM, AVERAGE, or create charts to show marks or expenses.
- Helps organize and analyze data neatly.

**Microsoft PowerPoint (or Google Slides):**

- Used to make presentations for school projects.
- You can add slides, images, animations, text, and transitions.
- Useful for explaining topics during class or events.

**Why this matters:**

- Improves your **presentation and communication skills**.
- Prepares you for **college-level work and office tasks** in the future.
- Helps you express your ideas **clearly and professionally**.

**5. Using Virtual Collaboration Tools to Work Effectively**

Collaboration tools help people work together, even when they are in different places. These tools became especially popular during online classes and remote work.

**Examples of virtual collaboration tools:**

- **Google Meet / Zoom / Microsoft Teams** - Used for video calls, online classes, meetings, and webinars.
- **Google Docs / Sheets / Slides** - Multiple people can work on the same document at the same time from different locations.
- **Trello / Notion / Microsoft OneNote** - Tools to plan tasks, take notes, and track progress.

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• WhatsApp Groups / Telegram / Discord - Useful for sharing updates and files with teams or classmates.

### Skills to learn:

- Joining and participating in online meetings.
- Sharing your screen, using chat and reactions.
- Creating shared documents and commenting on others' work.
- Respecting others during group work: listening, contributing, and meeting deadlines.

### Why this matters:

- Builds **teamwork and communication skills**.
- Helps you stay organized and efficient.
- Prepares you for **group projects in college and teamwork in jobs**.

### Assignment

1. Why are basic digital skills important in today's world?

- To reduce screen time
- To play online games
- To use devices, access services, and work effectively
- To avoid using the internet

2. Which of the following is a safe practice when using digital devices?

- Using the same password for every account
- Clicking on unknown links in emails
- Downloading apps from official app stores
- Ignoring software updates

3. What does responsible online behavior include?

- Sharing everyone's photos freely
- Posting unverified information
- Thinking before posting and being respectful
- Using fake names to stay anonymous

4. Which tool would you use to create a presentation with slides, animations, and transitions?

- Microsoft Excel
- Microsoft Word



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- c) Microsoft PowerPoint
- d) Google Forms

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5. What is one benefit of using virtual collaboration tools like Google Docs or Zoom?

- a) You can avoid group work
- b) You can finish tasks without feedback
- c) You can work together in real-time from different places
- d) You don't need internet connection

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