1. Working with Computers and Devices

Aim & Objective

- To Reveal of the Power of Technology
- To Learn the basics of computer operation and device management
- To gain expertise of essential skills to navigate the digital landscape with confidence.

Lesson learned and outcomes:

- Understand the Power of Technology
- I have Learned the basics of computer operation and device management
- I have gain expertise of essential skills to navigate the digital landscape with confidence.

I have also gain an understanding of:

- The essential components including a computer system.
- Research into the foundational aspects of operating systems and application usage
- Discover methods to enhance your computer's security.
- Acquire proficiency in working with vital productivity tools such as Microsoft word and spreadsheet applications.
- Develop the technical skills necessary for success in the digital realm.

Figure: Certificate from LinkedIn learning on working with computer and devices

2. To Make a Promotional Flyer

Aim & Objective

- To learn how to create a flyer
- To Learn the basics of create and formatting promotional flyer
- To Create a promotional flyer for a client

Lesson learned and outcomes:

- I have gain the lesson and learn how to create a flyer
- I understand and create and formatting promotional flyer with different tools.
- I have Created a promotional flyer for a client by using canva.com

Purpose of promotional flyer

- To attract the Audience
- Create eye-catching promotional material using digital tools.
- Learn design principles and unleash creativity to illustrates effectively market ideas.

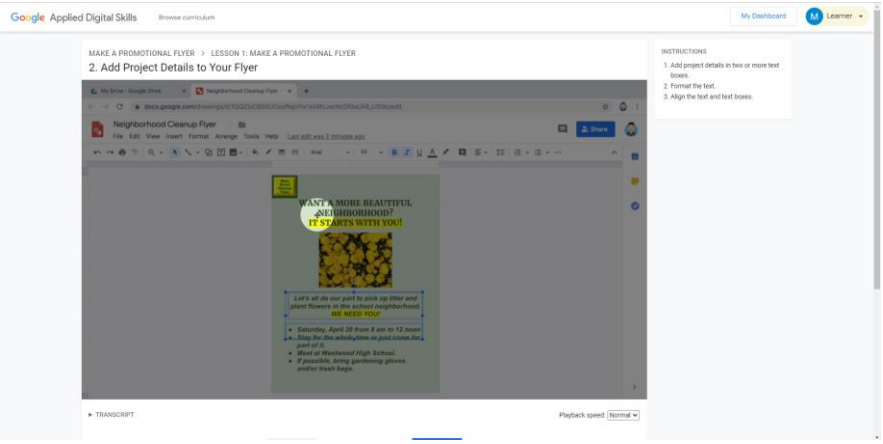


Figure: Lesson Learn from Applied Digital skills from Google for Flyer.

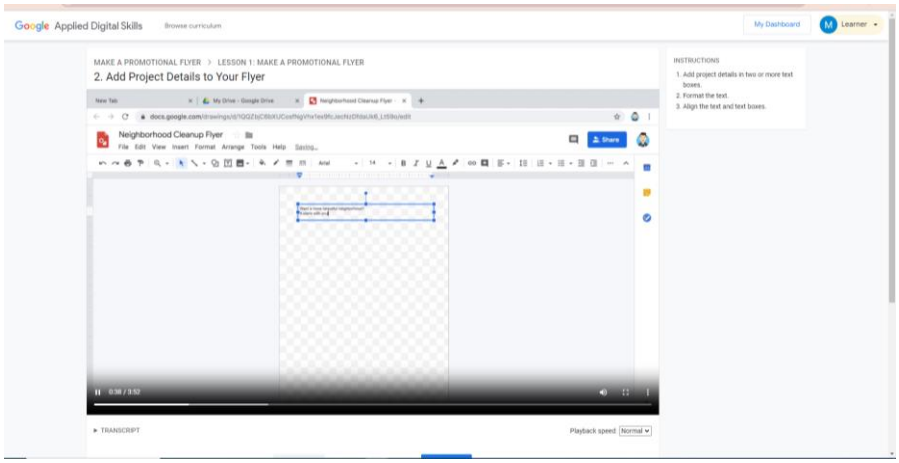


Figure: Lesson Learn from Applied Digital skills from Google for Flyer.

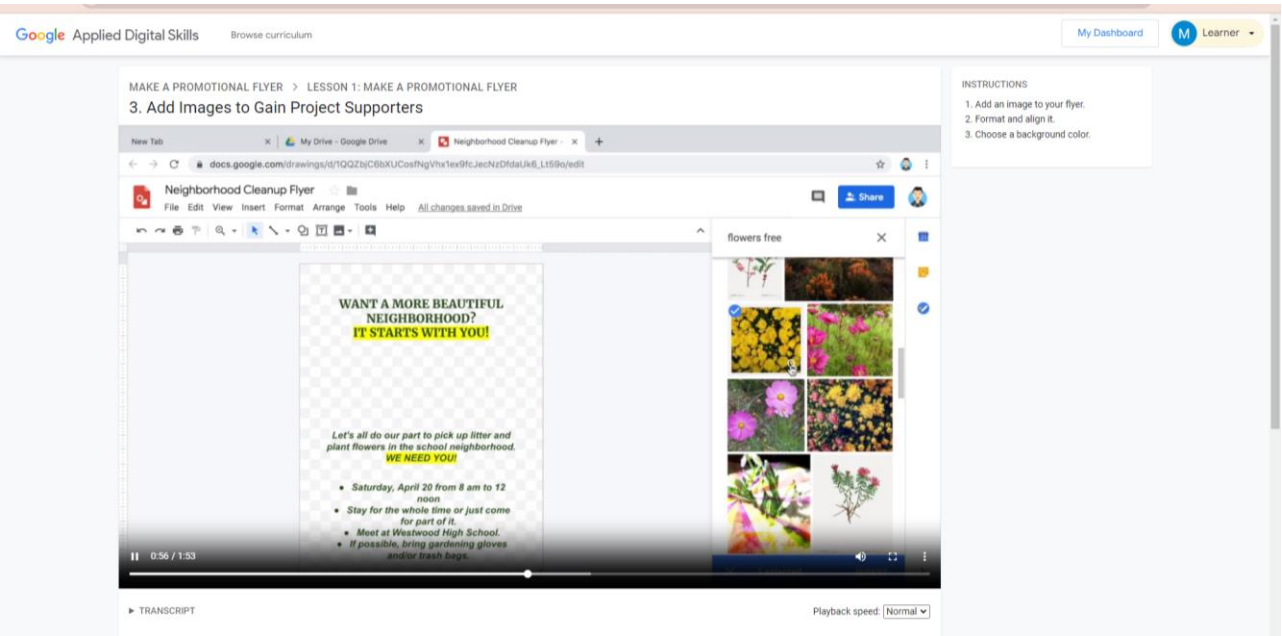


Figure: Lesson Learn from Applied Digital skills from Google for Flyer.

Lesson learned and outcomes:

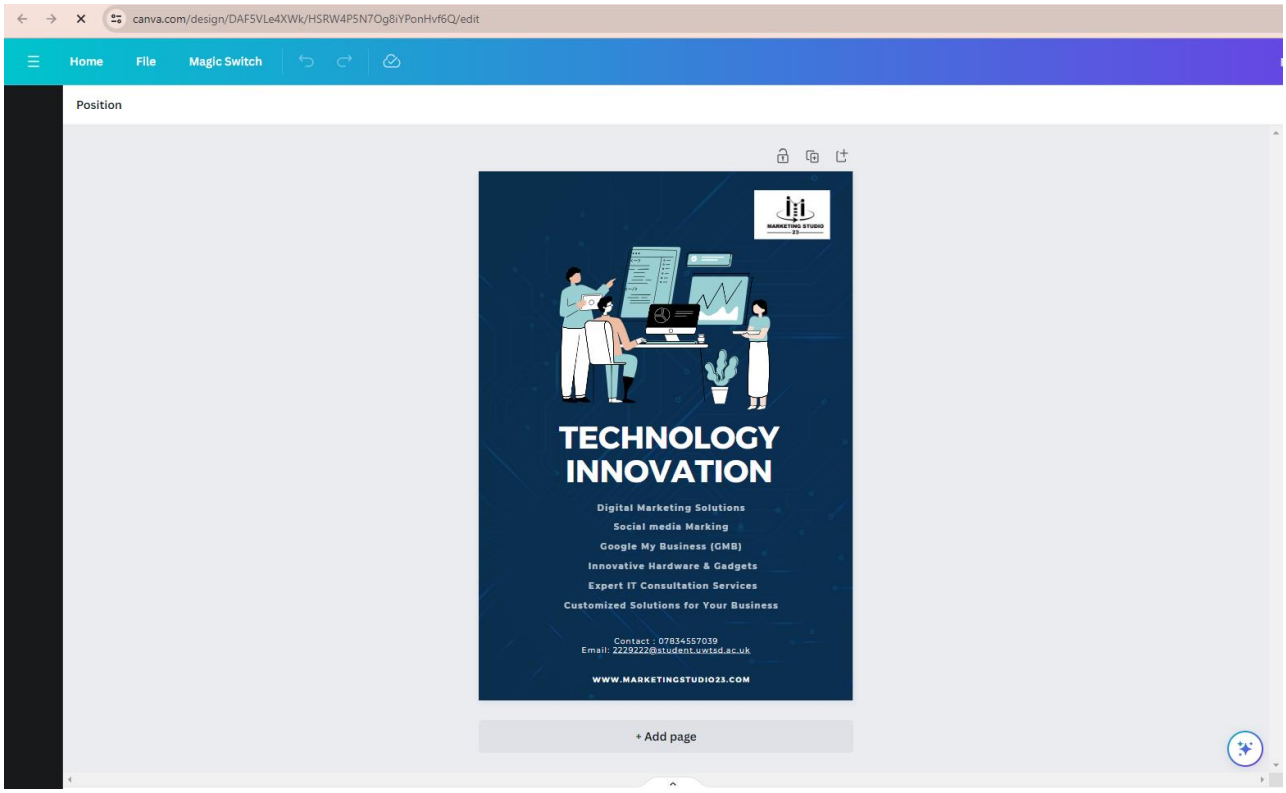


Figure: Creating a Flyer by using Canva.com

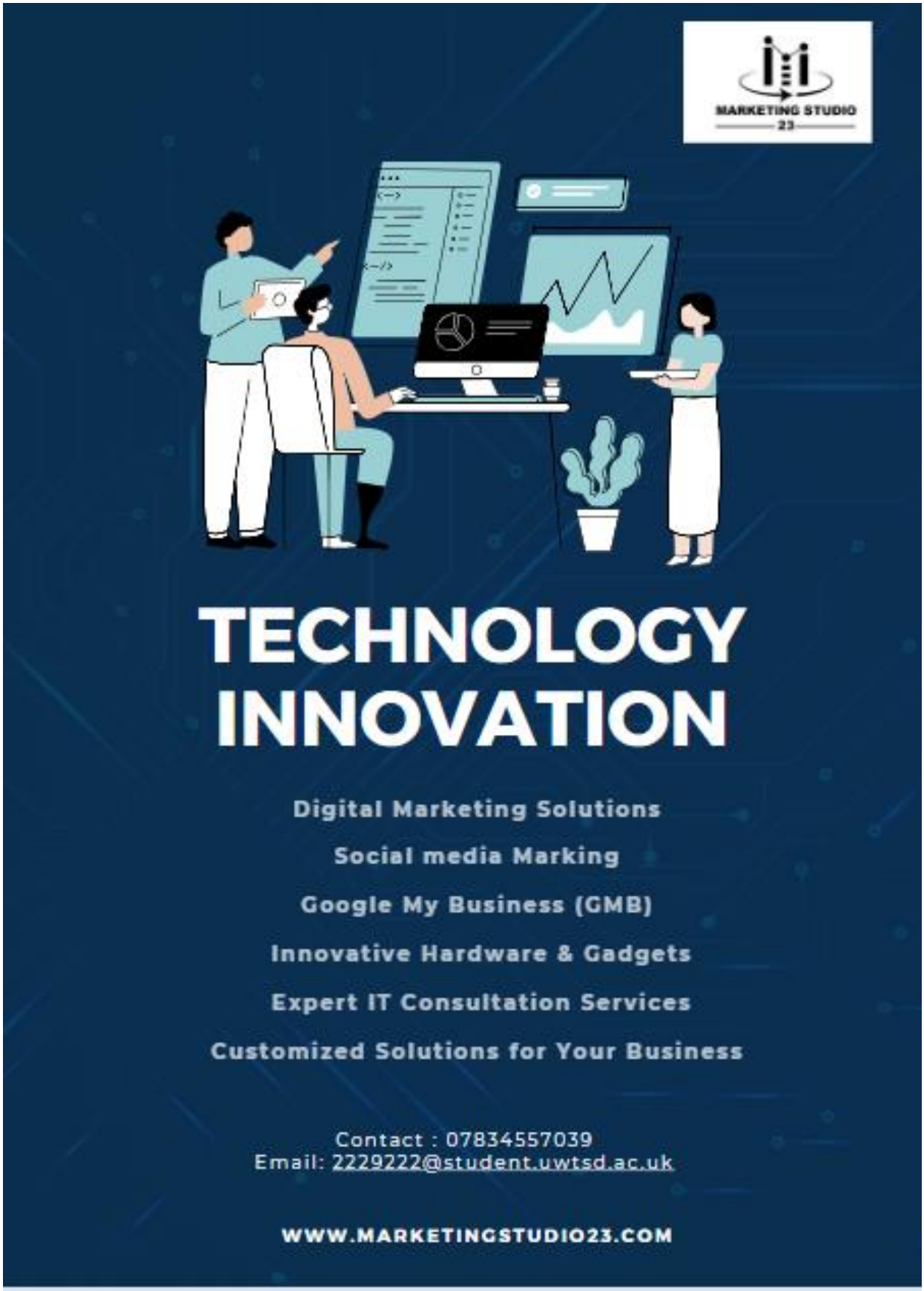


Figure: Creating a Flyer by using Canva.com

LESSON LERAN FROM THIS TUTORIAL

Figure: Certificate of Completion on Make a Promotional Flyer

3. Connect and Collaborate from Anywhere with Digital Tools

Aim and Objectives from the lesson

- To know about the digital collaborations via different applications
- To Discover the tools that enable seamless collaboration
- To Connect with colleagues or friends regardless of distance, making teamwork more efficient than ever.

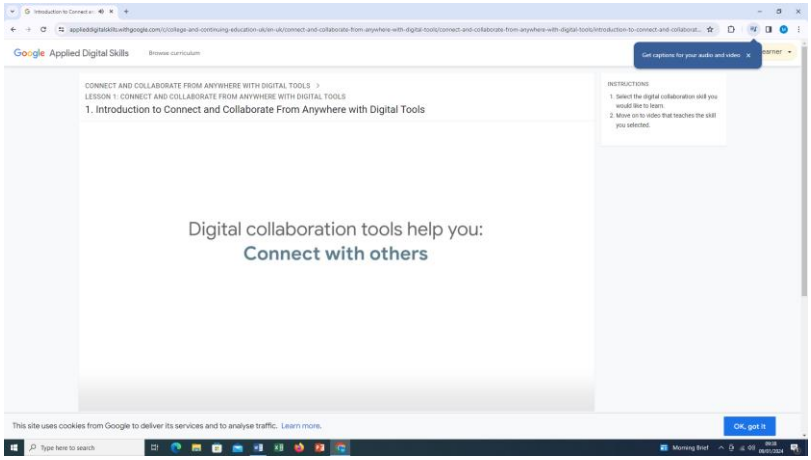


Figure: Lesson Learn from Applied Digital skills from Google for collaboration tools

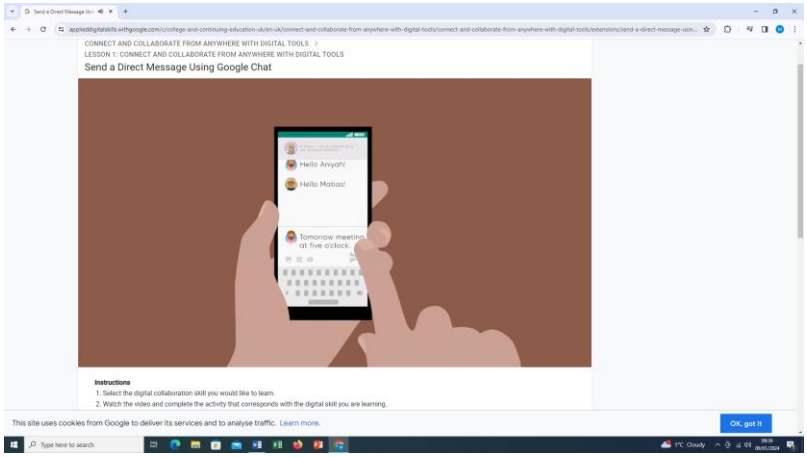


Figure: Lesson Learn from Applied Digital skills from Google for collaboration tools

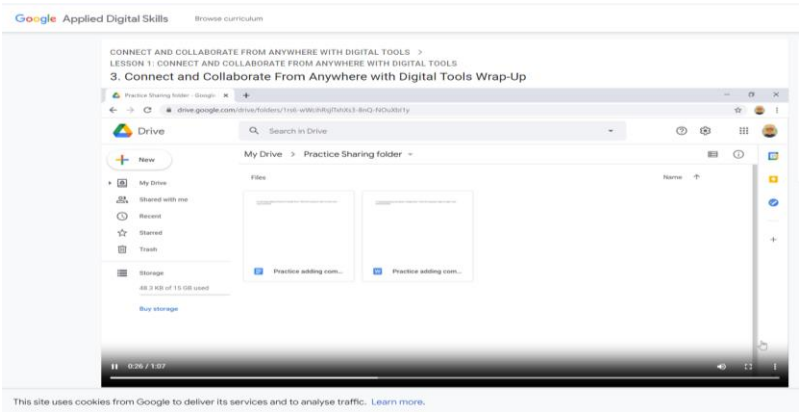


Figure: Lesson Learn from Applied Digital skills from Google for collaboration tools

LESSON LERAN FROM THIS TUTORIAL

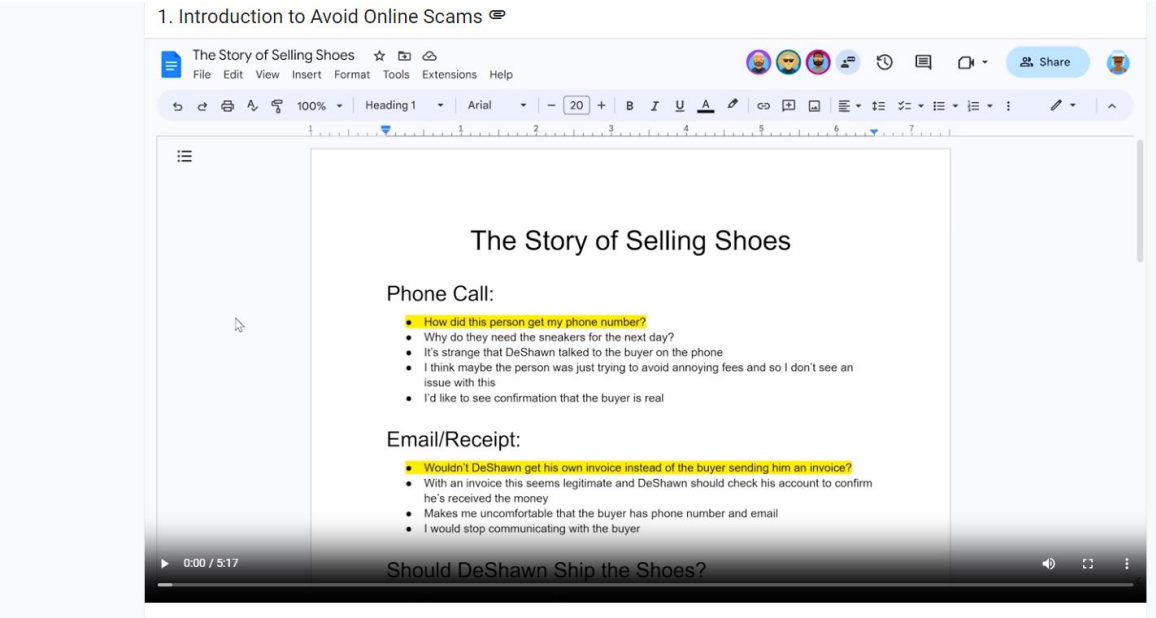
- Highlighted the imperative for remote collaboration like google meet applications.
- Encouraged personalized skill selection.
- Provided guidance on skill relevance and applicability.
- Summarized key concepts and skills.
- Reiterated the importance of digital tools for effective collaboration.
- Facilitated self-assessment of learning experiences
- Prompted practical application in personal or professional settings.

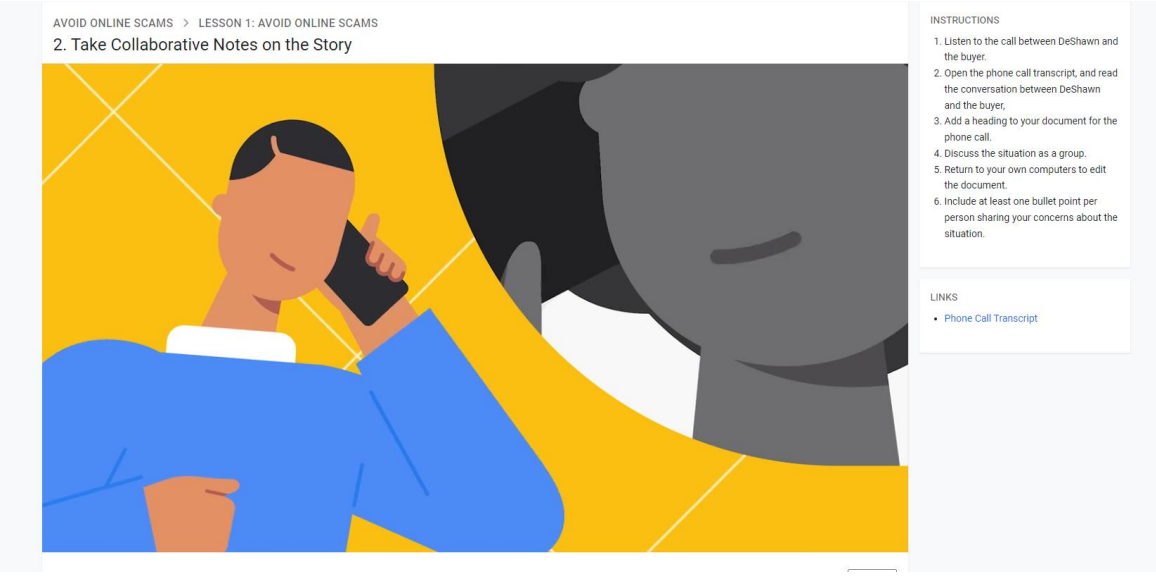
Figure: Certificate of Completion on Connect and Collaborate digital tools

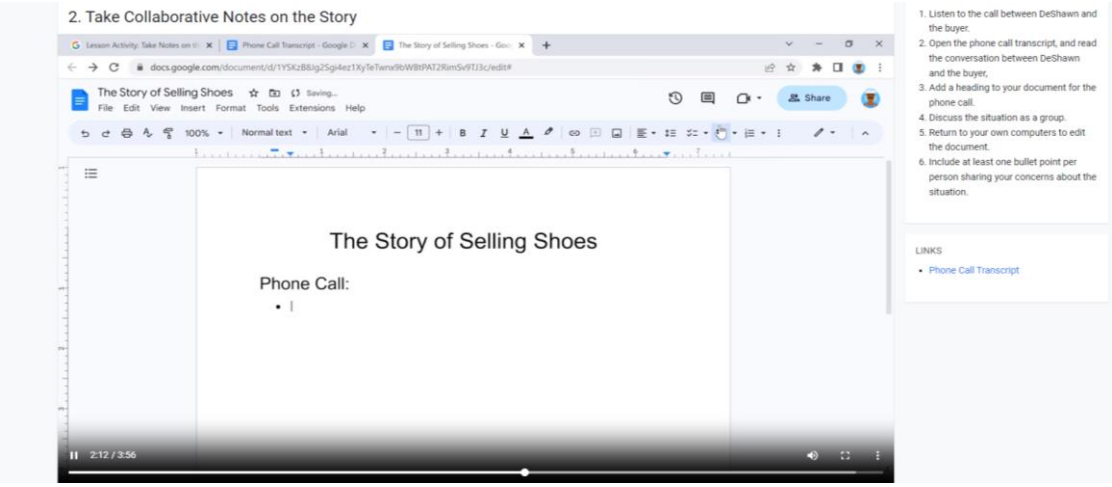
4. Avoid Online Scams

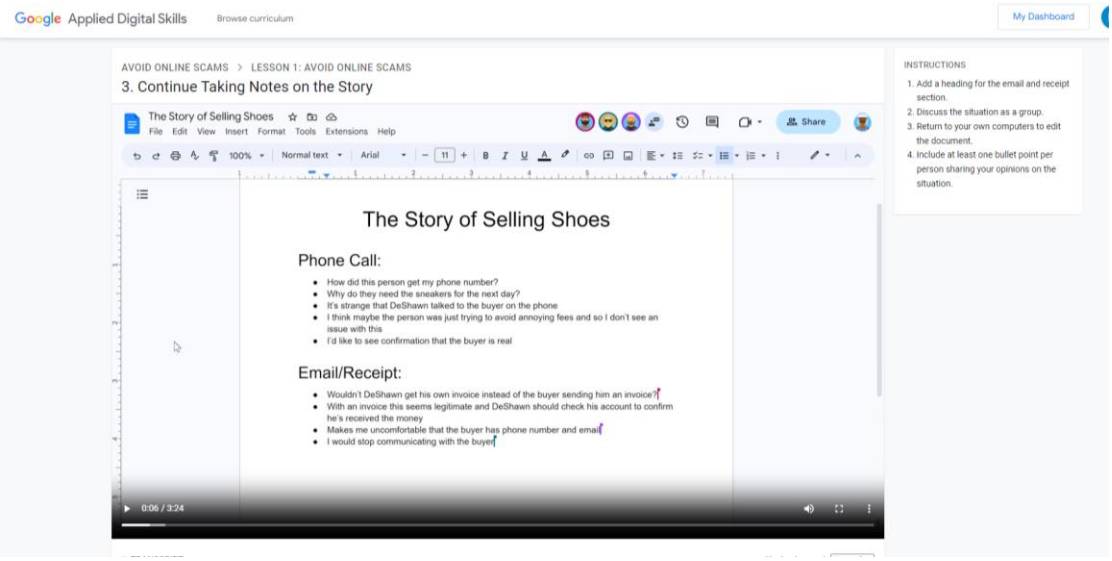
Aim and objectives

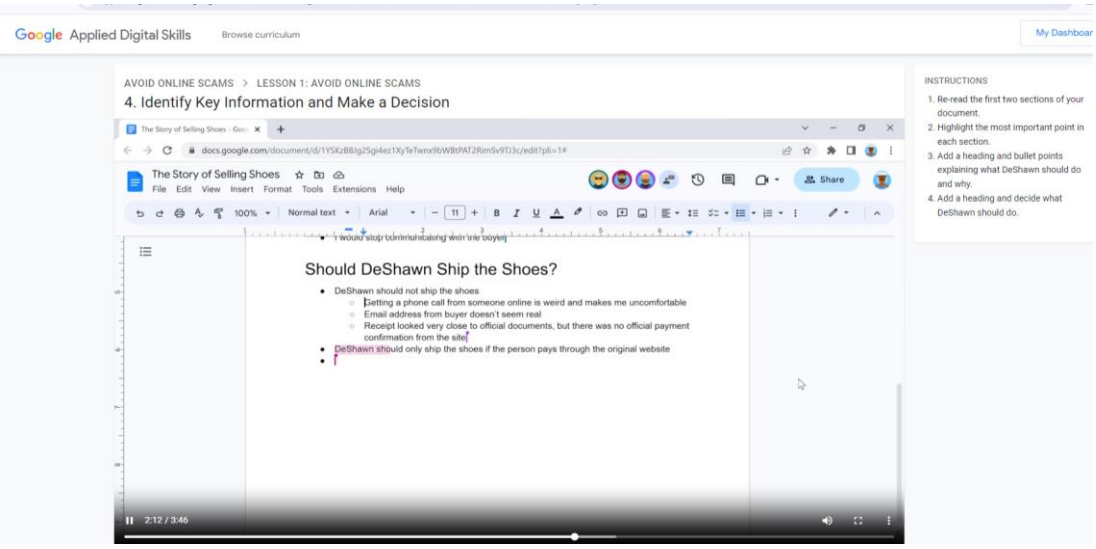
- To know how to Stay Informed, Stay Safe
- To Recognize and avoid common online scams.
- To Develop a vigilant online presence and
- To understand how to protect from digital threats.

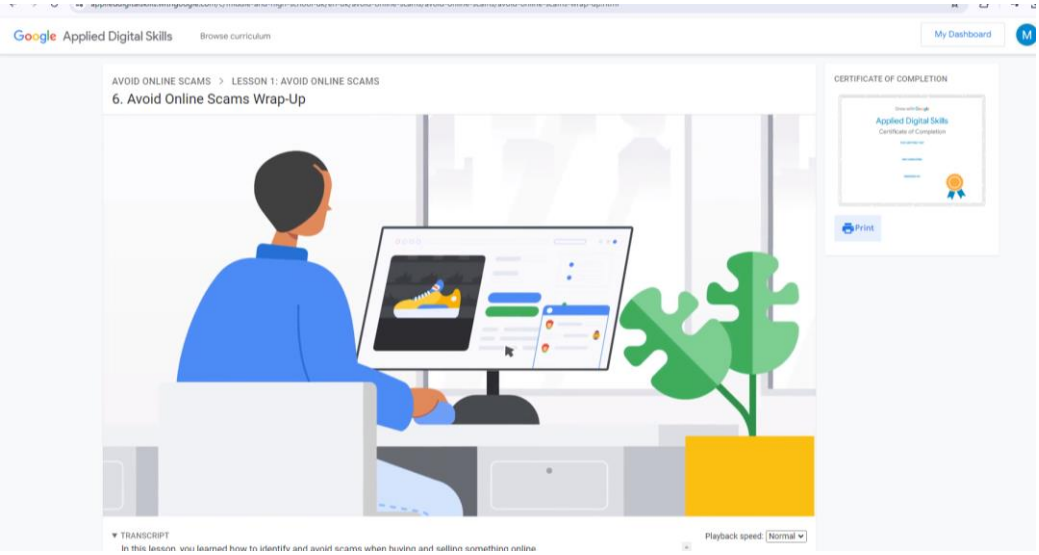





2. Take Collaborative Notes on the Story
The Story of Selling Shoes
Phone Call:
1. Listen to the call between DeShawn and the buyer.
2. Open the phone call transcript, and read the conversation between DeShawn and the buyer,
3. Add a heading to your document for the phone call.
4. Discuss the situation as a group.
5. Return to your own computers to edit the document.
6. Include at least one bullet point per person sharing your concerns about the situation.
LINKS
Phone Call Transcript
2:12 / 3:56


Google Applied Digital Skills
Browse curriculum
My Dashboard
AVOID ONLINE SCAMS > LESSON 1: AVOID ONLINE SCAMS
3. Continue Taking Notes on the Story
The Story of Selling Shoes
Phone Call:
How did this person get my phone number?
Why do they need the sneakers for the next day?
It's strange that DeShawn talked to the buyer on the phone
I think maybe the person was just trying to avoid annoying fees and so I don't see an issue with this
I'd like to see confirmation that the buyer is real
Email/Receipt:
Wouldn't DeShawn get his own invoice instead of the buyer sending him an invoice?
With an invoice this seems legitimate and DeShawn should check his account to confirm he's received the money
Makes me uncomfortable that the buyer has phone number and email
I would stop communicating with the buyer
INSTRUCTIONS
1. Add a heading for the email and receipt section.
2. Discuss the situation as a group.
3. Return to your own computers to edit the document.
4. Include at least one bullet point per person sharing your opinions on the situation.
0:06 / 3:24


Google Applied Digital Skills
Browse curriculum
My Dashboar
AVOID ONLINE SCAMS > LESSON 1: AVOID ONLINE SCAMS
4. Identify Key Information and Make a Decision
The Story of Selling Shoes
Should DeShawn Ship the Shoes?
DeShawn should not ship the shoes
Getting a phone call from someone online is weird and makes me uncomfortable
Email address from buyer doesn't seem real
Receipt looked very close to official documents, but there was no official payment confirmation from the site
DeShawn should only ship the shoes if the person pays through the original website
INSTRUCTIONS
1. Re-read the first two sections of your document.
2. Highlight the most important point in each section.
3. Add a heading and bullet points explaining what DeShawn should do and why.
4. Add a heading and decide what DeShawn should do.
2:12 / 3:46



LESSON LERAN FROM THIS TUTORIAL

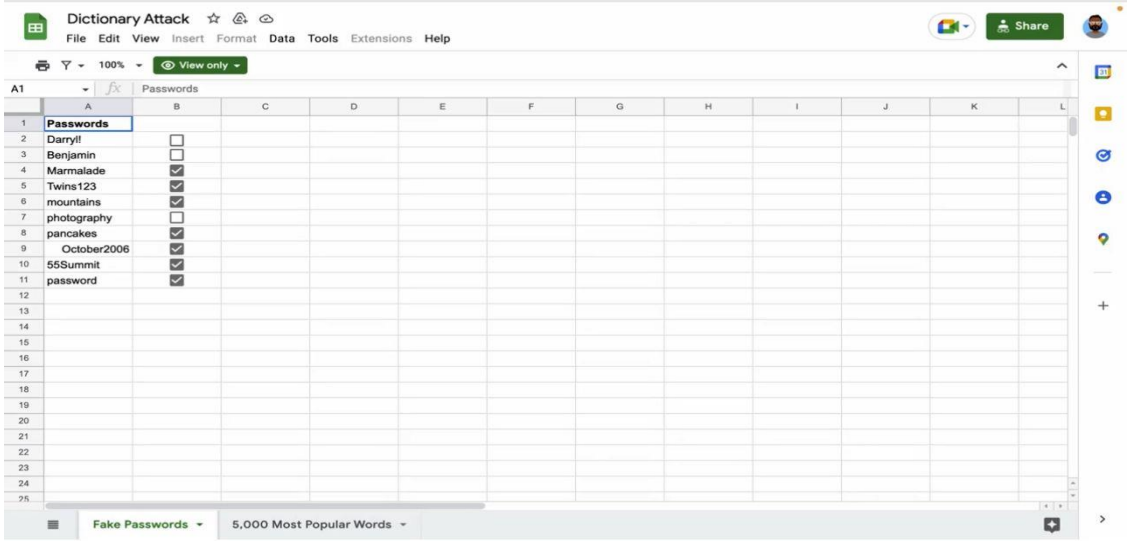
- I have learned How to Create a new document in Google Docs and rename it.
- Share the document with each team member
- Listen to and then read the transcript
- Try to identify the concern about the situation.
- Carefully checked to identify scam and go through a head to the document for the email and receipt section.
- Highlight the most important point in each section of the document.
- I have learned about additional warning signs of an online scam.

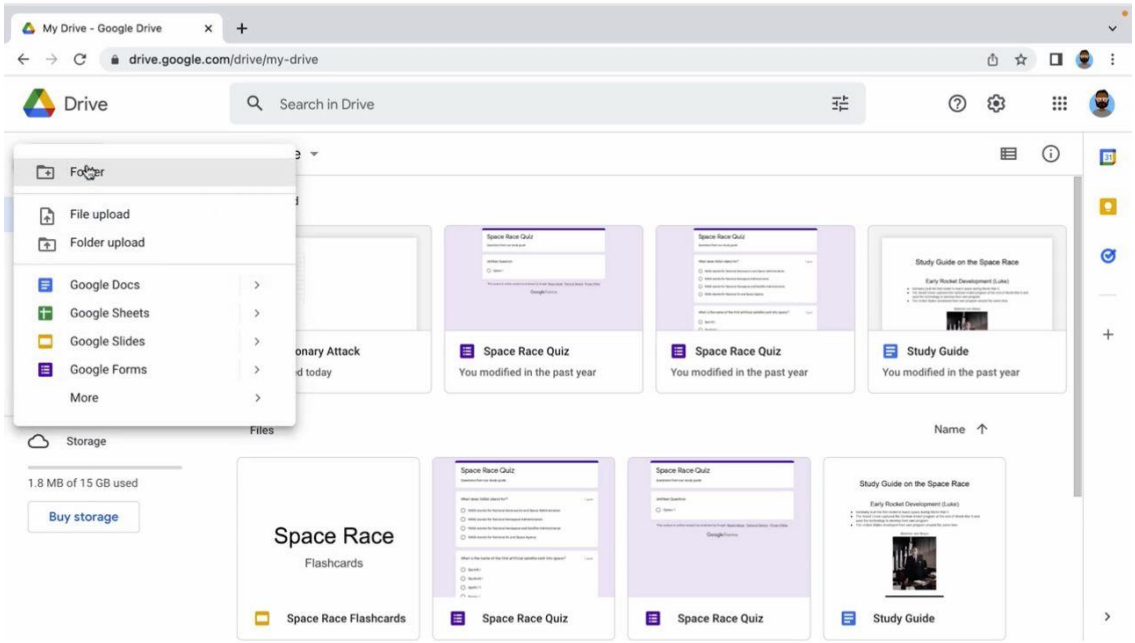
Figure: Certificate of Completion on Avoid Online Scams

5. Create and Safeguard Passwords

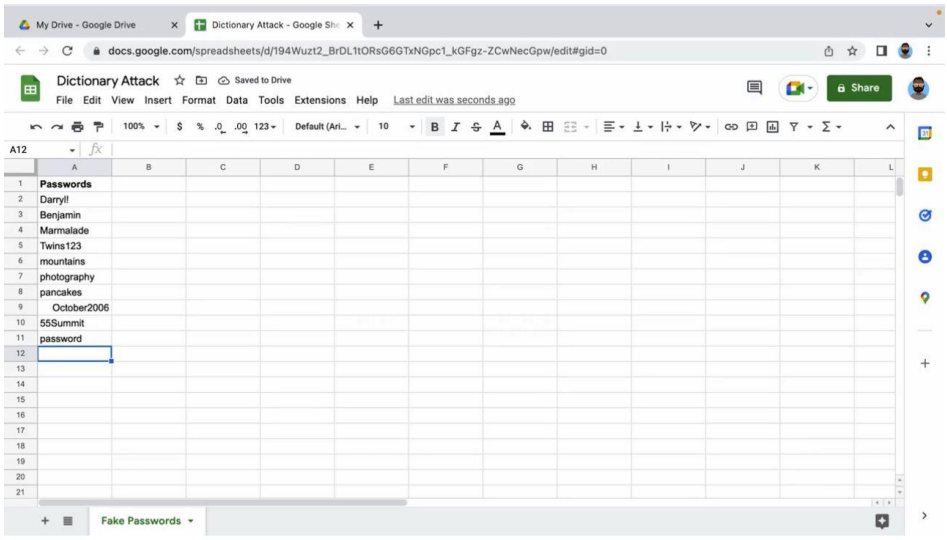
Aim & Objectives:

- To learn how to Secure Your Digital World
- To become a Master, the art of creating strong passwords
- To Implement strategies to keep your online accounts safe from unauthorized access.





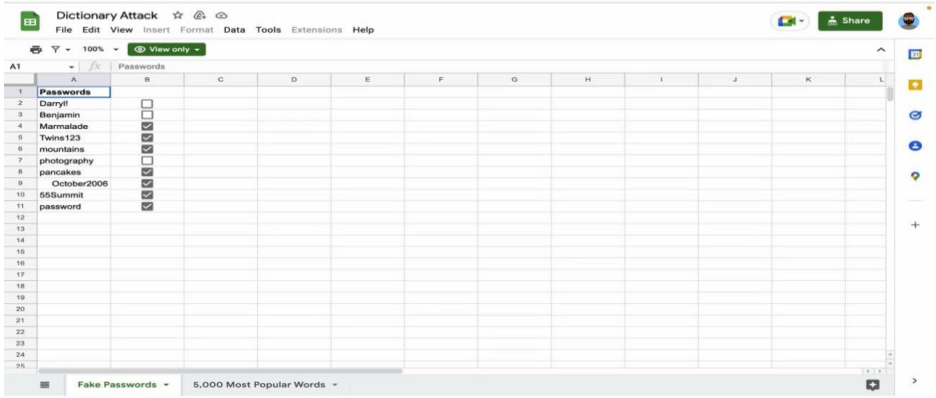
2. Create a List of Popular Words



TRANSCRIPT Language English Playback speed: Normal

In this video, you will learn how hackers guess passwords.

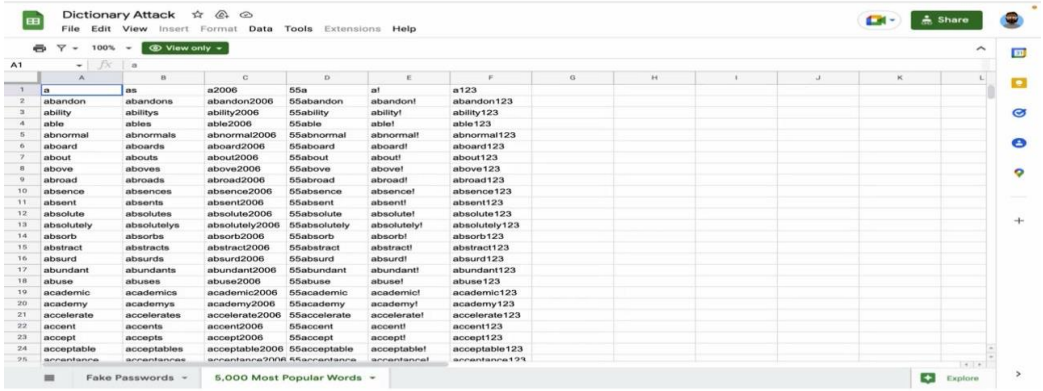
3. Use Concatenate Functions to Create Word Variations



TRANSCRIPT Language English Playback speed: Normal

In this video, you will create variations of common words that hackers might use to guess potential passwords.

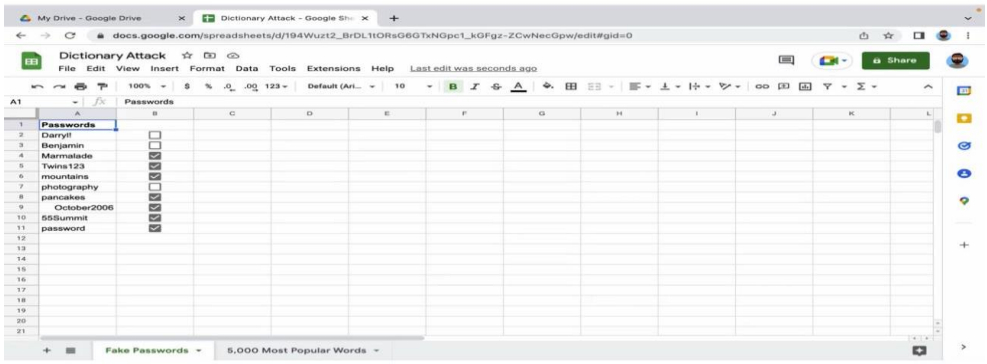
4. Launch a Dictionary Attack on Yourself



TRANSCRIPT Language English Playback speed: Normal

In this video, you will carry out a dictionary attack on your pretend passwords.

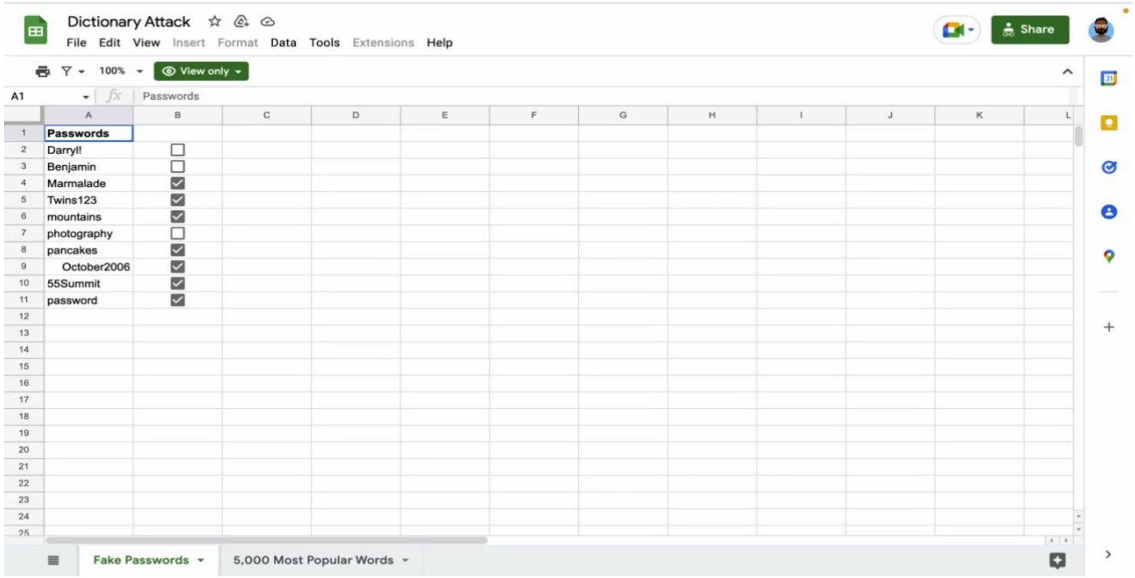
5. Create and Protect a Secure Password



TRANSCRIPT Language English Playback speed: Normal

In this video, you will create secure passwords and learn how to keep them safe.

6. Create and Safeguard Passwords Wrap-Up



Language English Playback speed: Normal

TRANSCRIPT

In this lesson, you discovered how a hacker guesses passwords using a dictionary attack.

LESSON LERAN FROM THIS TUTORIAL

- Understand and apply key principles for safeguarding personal information online.
- Expertly create and manage secure passwords.
- Implement strategies for fortifying online accounts against common threats.
- Apply practical measures to secure personal information in the digital space.
- Conduct regular audits to identify and address potential vulnerabilities.
- Promote awareness and educate others on secure digital practices.
- Demonstrate competence in applying effective digital security practices.

Grow with Google

Applied Digital Skills

Certificate of Completion

THIS CERTIFIES THAT

Md Anisul Islam

HAS COMPLETED

Create and Safeguard Passwords

AWARDED ON

Jan. 8, 2024