

10-Day Digital Literacy Training Program

For University Students (Ages 20–26) • 3 Hours Per Day • Mixed Devices

About This Program

This 10-day training program is designed to equip university students (ages 20–26) with essential digital skills for academic success, professional growth, and everyday life. No prior technical experience is required. Each session runs for 3 hours, balancing theory, hands-on practice, and group activities.

Program Overview

Day	Title	Key Focus
Day 1	Welcome to the Digital World	What is digital literacy and why it matters & more
Day 2	Staying Safe Online	Creating strong passwords & more
Day 3	Smart Web Searching	Advanced Google search techniques & more
Day 4	Email & Professional Communication	Gmail vs. Outlook — overview & more
Day 5	Google Tools Deep Dive	Google Docs — documents & collaboration & more
Day 6	Microsoft Office Deep Dive	Microsoft Word — documents & formatting & more
Day 7	Google Drive & OneDrive	Cloud storage concepts & benefits & more
Day 8	Social Media & Digital Identity	Professional vs. personal social media use & more
Day 9	AI Tools in Daily Life	What is artificial intelligence (simply explained) & more
Day 10	Future of Technology & Digital Trends	Artificial Intelligence & machine learning trends & more

Day 1: Welcome to the Digital World

Topics Covered

- What is digital literacy and why it matters
- How the internet works (basics)
- Types of devices and their roles
- Cloud vs. local storage explained

Learning Objectives

- ✓ Understand the concept of digital literacy
- ✓ Identify different types of digital devices
- ✓ Distinguish between cloud and local storage
- ✓ Navigate basic internet concepts confidently

Daily Schedule (3 Hours)

Session	Description
Hour 1 (Theory)	Introduction lecture: Digital literacy overview, internet infrastructure, how data travels
Hour 2 (Practice)	Hands-on: Connecting to Wi-Fi, accessing a browser, exploring a website, identifying device types in the room
Hour 3 (Activity)	Group discussion: How do you use technology daily? Map your digital life on paper — create a personal digital footprint diagram

Materials Needed

- Projector/screen
- Whiteboard
- Printed handout: 'Digital World Glossary'
- Sticky notes for activity

Day 2: Staying Safe Online

Topics Covered

- Creating strong passwords
- Recognizing phishing & scams
- Privacy settings & data protection
- Understanding your digital footprint

Learning Objectives

- ✓ Create and manage strong passwords
- ✓ Identify phishing emails and fake websites
- ✓ Adjust privacy settings on common platforms
- ✓ Understand what a digital footprint is

Daily Schedule (3 Hours)

Session	Description
Hour 1 (Theory)	Lecture: Types of online threats, real-world scam examples, privacy laws basics
Hour 2 (Practice)	Hands-on: Use a password strength checker, spot phishing email examples, review privacy settings on Google/social media accounts
Hour 3 (Activity)	Challenge game: 'Spot the Scam' — teams identify real vs. fake emails/websites and explain why

Materials Needed

- Printed phishing email examples
- Password checker website
- Quiz sheets

Day 3: Smart Web Searching

Topics Covered

- Advanced Google search techniques
- Evaluating website credibility
- Detecting fake news & misinformation
- Using academic search tools

Learning Objectives

- ✓ Use advanced search operators in Google
- ✓ Evaluate the credibility of online sources
- ✓ Identify misinformation and fake news
- ✓ Find reliable academic resources online

Daily Schedule (3 Hours)

Session	Description
Hour 1 (Theory)	Lecture: Search operators (quotes, site:, filetype:), CRAAP test for evaluating sources, how misinformation spreads
Hour 2 (Practice)	Hands-on: Search challenges using operators, compare credible vs. non-credible sources on the same topic
Hour 3 (Activity)	Fact-checking challenge: Each group receives a claim and must verify or debunk it using online tools (Snopes, Google Fact Check)

Materials Needed

- Search challenge worksheets
- List of fact-checking websites
- Sample news articles (real & fake)

Day 4: Email & Professional Communication

Topics Covered

- Gmail vs. Outlook — overview
- Writing professional emails
- CC, BCC, attachments, and signatures
- Managing inbox & avoiding spam

Learning Objectives

- ✓ Write clear, professional emails
- ✓ Use CC/BCC appropriately
- ✓ Attach files and create email signatures
- ✓ Organize inbox with folders and filters

Daily Schedule (3 Hours)

Session	Description
Hour 1 (Theory)	Lecture: Email etiquette rules, anatomy of a professional email, Gmail vs. Outlook interface tour
Hour 2 (Practice)	Hands-on: Compose a professional email with proper subject, greeting, body, signature; add an attachment; set up a filter
Hour 3 (Activity)	Role-play: Pairs exchange emails simulating a student contacting a professor or employer — peer review each other's emails

Materials Needed

- Email etiquette checklist handout
- Sample email templates
- Access to Gmail or Outlook accounts

Day 5: Google Tools Deep Dive

Topics Covered

- Google Docs — documents & collaboration
- Google Sheets — spreadsheets & basic formulas
- Google Slides — presentations
- Google Forms — surveys & quizzes

Learning Objectives

- ✓ Create and share documents in Google Docs
- ✓ Build a basic spreadsheet with formulas in Sheets
- ✓ Design a presentation in Google Slides
- ✓ Create a survey/quiz using Google Forms

Daily Schedule (3 Hours)

Session	Description
Hour 1 (Demo)	Live demo: Tour all 4 Google tools — create a doc, add a sheet formula (SUM, AVERAGE), build 3 slides, create a form with 5 questions
Hour 2 (Practice)	Hands-on: Each participant creates a Google Doc (mini CV), a Sheet (personal budget), and a Form (3-question survey)
Hour 3 (Activity)	Group project: Teams collaborate on a shared Google Slide presentation (5 slides) using real-time co-editing — present to the class

Materials Needed

- Google account for each participant
- Exercise instruction sheet
- Sample files to reference

Day 6: Microsoft Office Deep Dive

Topics Covered

- Microsoft Word — documents & formatting
- Microsoft Excel — spreadsheets & charts
- Microsoft PowerPoint — presentations & design
- Microsoft Forms — surveys & data collection

Learning Objectives

- ✓ Format a professional document in Word
- ✓ Use Excel formulas and create a chart
- ✓ Design a visually appealing PowerPoint
- ✓ Build and share a Microsoft Form

Daily Schedule (3 Hours)

Session	Description
Hour 1 (Demo)	Live demo: Tour all 4 Office tools — Word formatting (styles, headers), Excel chart creation, PowerPoint slide design, Microsoft Forms setup
Hour 2 (Practice)	Hands-on: Create a formatted Word document (report template), an Excel sheet with a bar chart, and a 5-slide PowerPoint presentation
Hour 3 (Activity)	Comparison challenge: Recreate the same document/slide from Day 5 in Microsoft Office — discuss differences and when to use each

Materials Needed

- Microsoft 365 access (Office Online is free)
- Exercise instruction sheet
- Template files

Day 7: Google Drive & OneDrive

Topics Covered

- Cloud storage concepts & benefits
- Organizing files and folders
- Sharing files & managing permissions
- Backup strategies & best practices

Learning Objectives

- ✓ Organize files efficiently in the cloud
- ✓ Share files with correct permission levels
- ✓ Set up automatic backup for important files
- ✓ Understand storage limits and management

Daily Schedule (3 Hours)

Session	Description
Hour 1 (Theory)	Lecture: Cloud storage explained, Google Drive vs. OneDrive comparison, sharing permissions (viewer/commenter/editor), version history
Hour 2 (Practice)	Hands-on: Create a folder structure in Google Drive, upload files, share with a classmate with different permissions, view version history
Hour 3 (Activity)	Organize challenge: Trainer provides a messy folder of files — teams must organize, name properly, and set correct sharing permissions

Materials Needed

- Google account
- Microsoft account
- Sample files to organize
- Sharing permission guide handout

Day 8: Social Media & Digital Identity

Topics Covered

- Professional vs. personal social media use
- LinkedIn profile basics
- Building a positive online reputation
- Digital citizenship & responsible posting

Learning Objectives

- ✓ Distinguish professional vs. personal online behavior
- ✓ Create or optimize a LinkedIn profile
- ✓ Understand the long-term impact of online posts
- ✓ Apply digital citizenship principles

Daily Schedule (3 Hours)

Session	Description
Hour 1 (Theory)	Lecture: Social media landscape, what employers see online, digital citizenship rules, LinkedIn vs. other platforms
Hour 2 (Practice)	Hands-on: Create/update LinkedIn profile (photo, headline, summary, education, skills), connect with classmates
Hour 3 (Activity)	Case study discussion: Review real (anonymized) social media mistakes and their consequences — groups propose better alternatives

Materials Needed

- LinkedIn account
- Profile checklist handout
- Case study printouts

Day 9: AI Tools in Daily Life

Topics Covered

- What is artificial intelligence (simply explained)
- Using ChatGPT & Claude for studying
- AI for writing, summarizing & brainstorming
- Ethical use of AI — academic integrity

Learning Objectives

- ✓ Understand what AI tools are and how they work
- ✓ Use AI to assist with studying and writing
- ✓ Apply AI tools responsibly and ethically
- ✓ Recognize limitations of AI-generated content

Daily Schedule (3 Hours)

Session	Description
Hour 1 (Theory)	Lecture: How AI works (simple), overview of popular AI tools (ChatGPT, Claude, Gemini, Copilot), ethical use and academic honesty
Hour 2 (Practice)	Hands-on: Use Claude/ChatGPT to summarize a text, brainstorm essay ideas, explain a difficult concept, and generate a study plan
Hour 3 (Activity)	AI vs. Human challenge: Teams write a short paragraph on a topic, then compare with AI output — discuss quality, accuracy, and appropriate use

Materials Needed

- Access to ChatGPT / Claude (free accounts)
- AI ethics handout
- Comparison worksheet

Day 10: Future of Technology & Digital Trends

Topics Covered

- Artificial Intelligence & machine learning trends
- Blockchain & digital currencies basics
- Internet of Things (IoT)
- Metaverse, AR/VR & jobs of the future

Learning Objectives

- ✓ Identify key emerging technologies shaping the future
- ✓ Understand how these technologies affect daily life and careers
- ✓ Think critically about opportunities and risks of new tech
- ✓ Reflect on personal digital skills journey over 10 days

Daily Schedule (3 Hours)

Session	Description
Hour 1 (Theory)	Lecture: Overview of AI trends, blockchain explained simply, IoT devices around us, metaverse and AR/VR — what jobs will look like in 10 years
Hour 2 (Practice)	Hands-on: Explore an AR experience (phone-based), interact with a simple IoT demo or simulation, watch a short VR/metaverse demo
Hour 3 (Closing)	Celebration & reflection: Each participant shares their biggest takeaway from the 10 days, Q&A panel, certificate distribution, group photo

Materials Needed

- AR app on phones (e.g., Google Lens)
- Certificate of completion (printed)
- Feedback forms
- Projector for demo videos

Trainer Notes & Tips

1. Always arrive 15 minutes early to set up devices, projectors, and check internet connectivity.
2. Encourage participants who finish early to help those who are struggling — peer learning is powerful.
3. Keep each activity time-boxed — use a visible timer on the projector to maintain pace.
4. For mixed devices (phones + laptops), always demonstrate on both platforms when possible.
5. Use real-world examples relevant to students' lives (university tasks, job applications, social media).
6. On Day 5 and Day 6, ensure all participants have active Google and Microsoft accounts before the session.
7. Create a WhatsApp/Telegram group for participants to share resources and ask questions between sessions.
8. End each day with a quick 5-minute verbal recap: 'What did we learn today?'
9. Collect feedback on Day 10 and use it to improve future programs.
10. Issue certificates of completion to all participants who attend at least 8 out of 10 days.