

Microsoft Digital Literacy (Windows 10 & Office 2016)



User Guide







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Introduction

Digital skills can play a powerful role in helping people connect, learn, engage with their community, and create more promising futures. There are six Digital Literacy courses that can help individuals gain the digital skills necessary to engage in a digital economy and improve livelihoods. These courses are used by individuals, non-profits, schools, and governments all over the world.

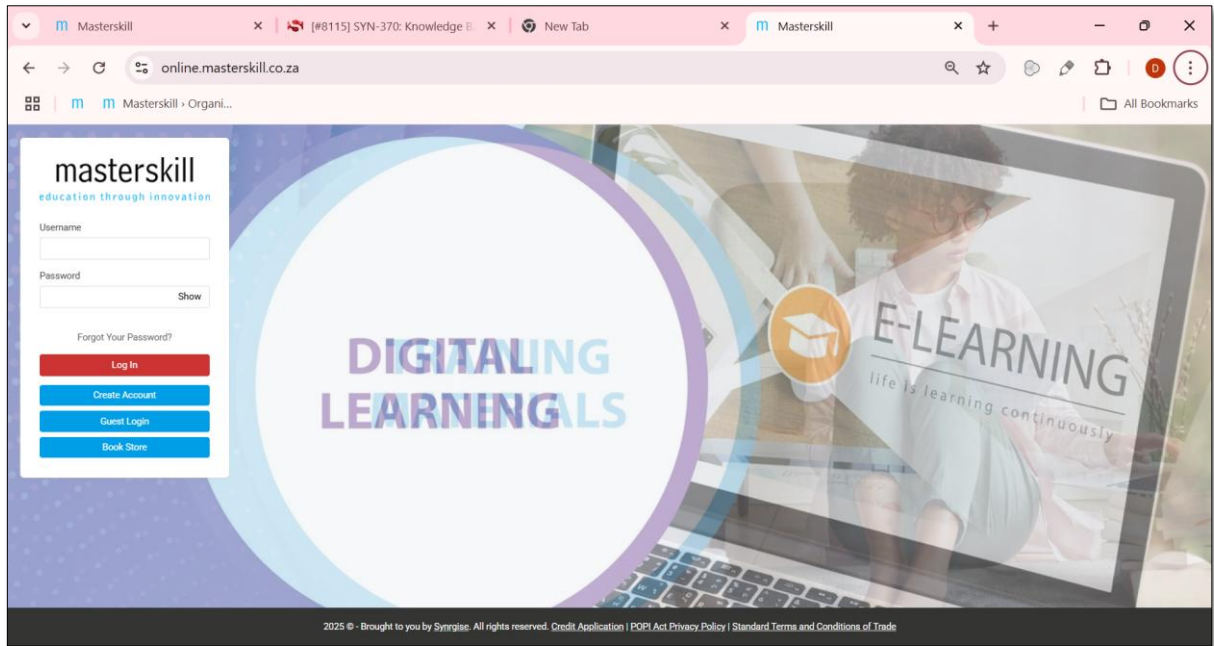
You will have access to the following courses:

	<p>Work with computers <u>1 hour 9 minutes</u></p> <p>This learning path will introduce you to the different parts and types of the computer and their functions. You will also learn the difference between operating systems and applications and their functions. Peripherals, portable storage devices will be discussed as well.</p>
	<p>Access information online <u>48 minutes</u></p> <p>In this learning path, you will become familiar with the concept of the internet and how to access it. You will be introduced to the World Wide Web and how to access it using a web browser. In addition to that, search engines will be covered, including how to use them effectively and how to evaluate the results.</p>
	<p>Communicate online <u>33 minutes</u></p> <p>This learning path will show you how to communicate online effectively using email. You will be introduced to web applications that are used for instant messaging including voice and video calls.</p>
	<p>Participate safely and responsibly online <u>26 minutes</u></p> <p>In this learning path, you will be introduced to the safety risks you can face while using the internet. You learn about online scams and how to avoid them. You will also learn about best practices for sharing information online. In addition, you will be introduced to cyberbullying.</p>
	<p>Create digital content <u>1 hour 9 minutes</u></p> <p>In this learning path, you will be introduced to Microsoft Office. You will learn how to perform the basic functions in Microsoft Word. You will learn how to interact with text, pictures, lists and other types of objects. You will deal with PDF files.</p>
	<p>Collaborate and manage content digitally <u>1 hour 5 minutes</u></p> <p>In this learning path, you will be introduced to the cloud services like OneDrive and how to apply their basic functions. You will also learn how to collaborate with others on Word documents. In addition, you will learn to use Microsoft Outlook to manage your tasks, time and contacts.</p>

This is a step-by-step guide which will enable you to register for these courses and show you how to get started.

Creating an Account (New Users)

1. Navigate to the following URL: <https://online.masterskill.co.za/>.
2. The following landing page is displayed:

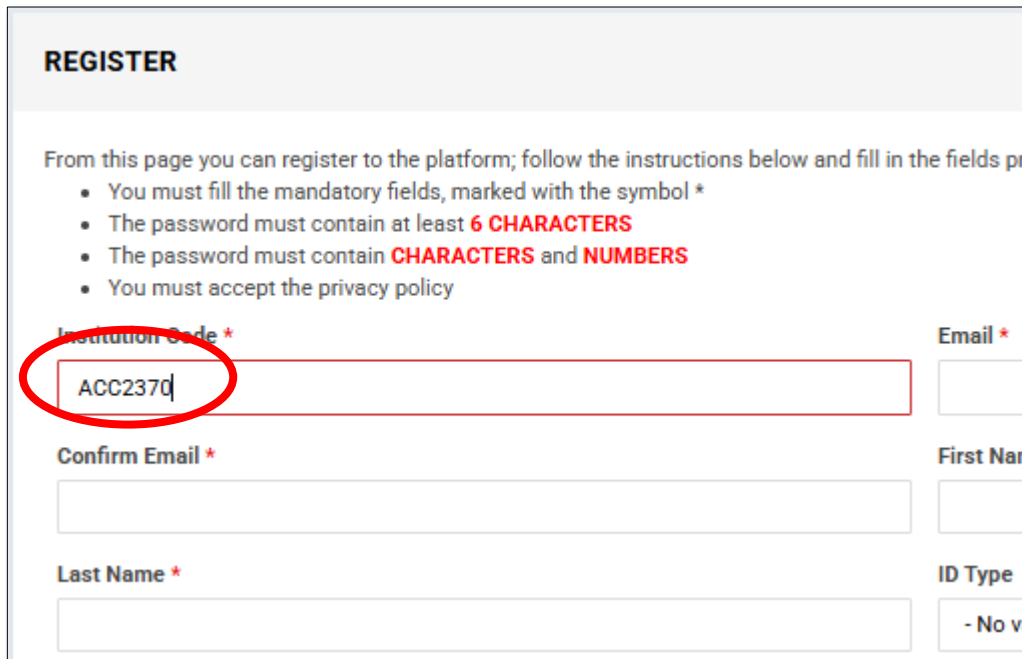


3. Click on the **GUEST LOGIN** button. The following page is displayed:

A screenshot of the Masterskill registration page. The browser's address bar shows 'online.masterskill.co.za/index.php?modname=login&op=register®=guest'. The page has a header with the 'masterskill' logo and tagline 'education through innovation'. Below the header is a 'REGISTER' section with instructions and a list of requirements: 'You must fill the mandatory fields, marked with the symbol *', 'The password must contain at least 6 CHARACTERS', 'The password must contain CHARACTERS and NUMBERS', and 'You must accept the privacy policy'. The registration form consists of several fields: 'Institution Code' (with 'ACC2370' entered), 'Email', 'Confirm Email', 'First Name', 'Last Name', 'ID Type' (dropdown menu), 'ID Number', 'Gender' (dropdown menu), 'Race' (dropdown menu), 'Institution Name', 'Company', 'Cell Phone Number' (with 'E.g. 0513176321' as an example), 'Other Contact Number' (with 'E.g. 0513176321' as an example), and 'Language' (dropdown menu).

4. Complete all the required fields on the **REGISTRATION PAGE**.

- The correct **INSTITUTION CODE** has already been populated for you: **ACC2370** as shown below:



REGISTER

From this page you can register to the platform; follow the instructions below and fill in the fields pr

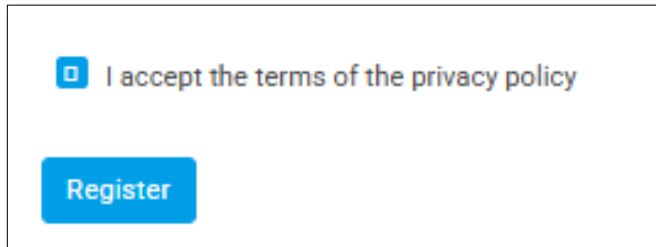
- You must fill the mandatory fields, marked with the symbol *
- The password must contain at least **6 CHARACTERS**
- The password must contain **CHARACTERS** and **NUMBERS**
- You must accept the privacy policy

Institution Code * Email *

Confirm Email * First Name

Last Name * ID Type

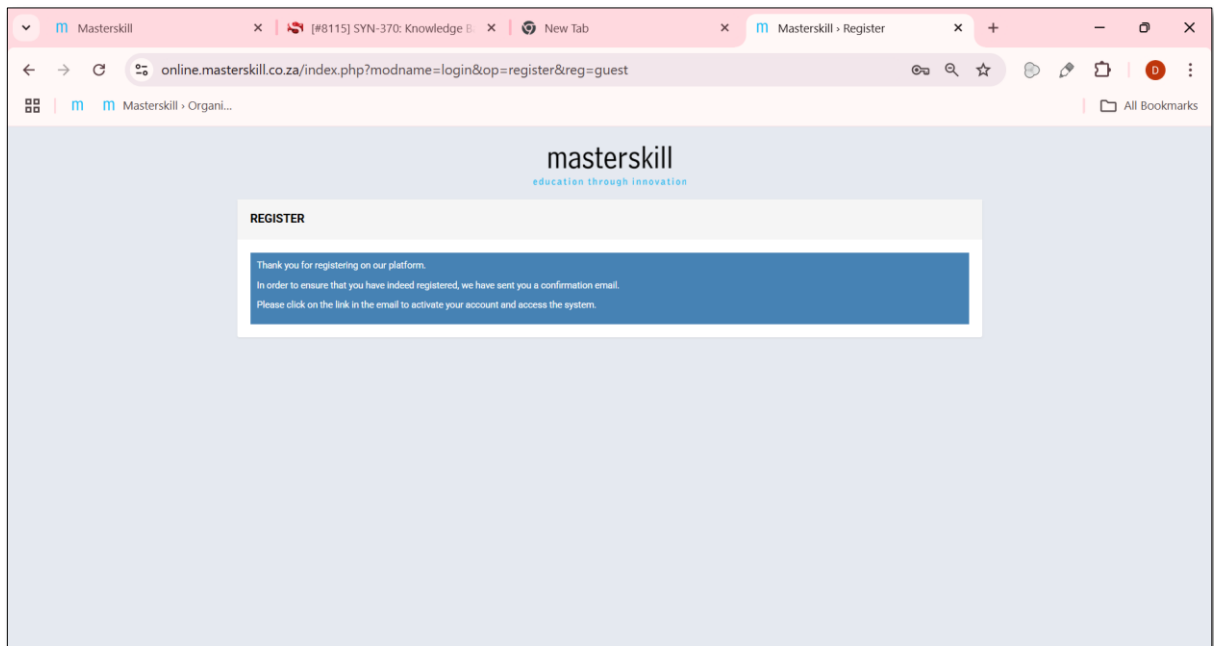
- Once you have completed all the requested details, check the **I ACCEPT THE TERMS OF THE PRIVACY POLICY** check box. And click on the **Register** button.



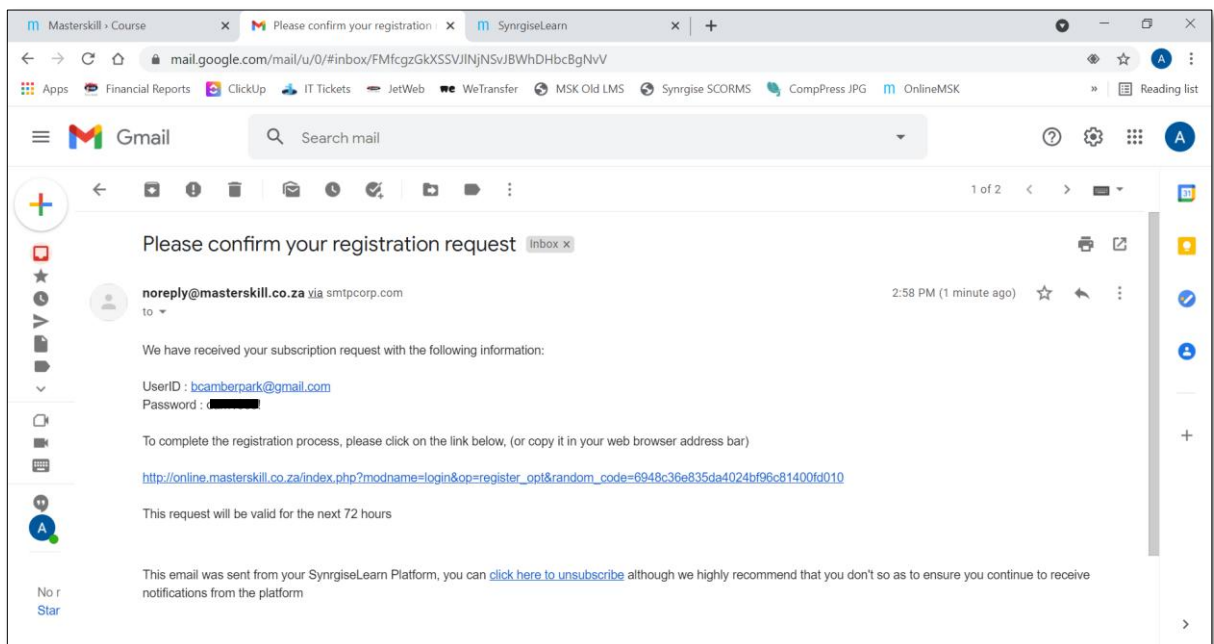
I accept the terms of the privacy policy

Register

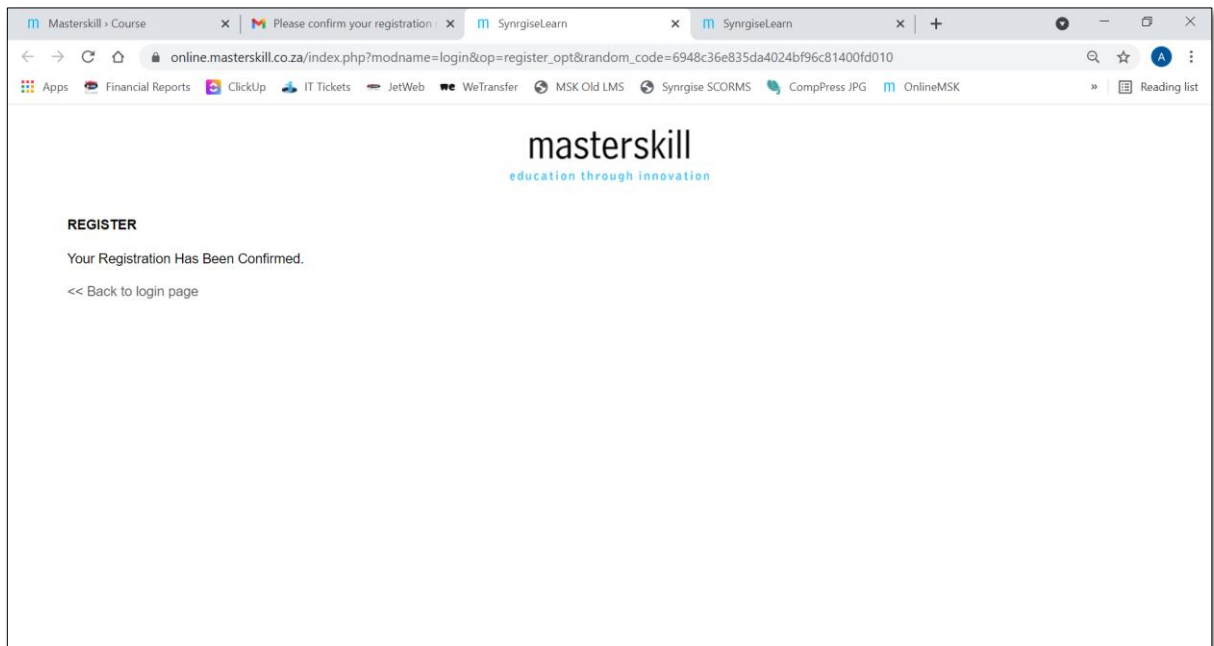
7. The following page will be displayed:



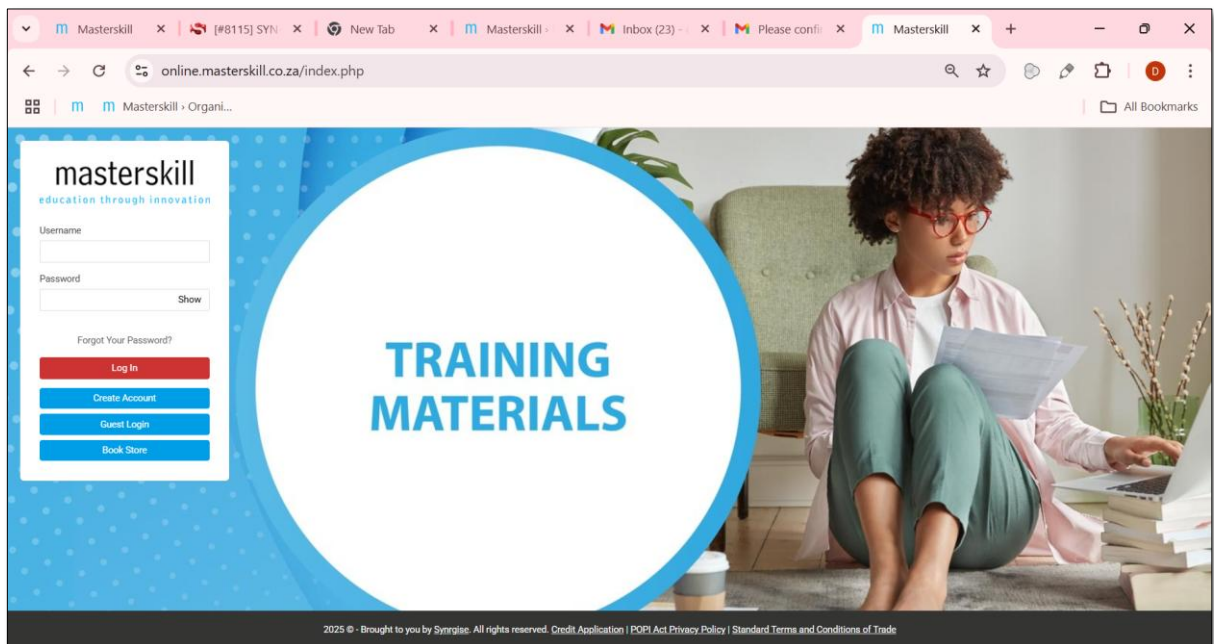
8. Navigate to your email account and look for the registration email. The email you receive will be like the sample below:



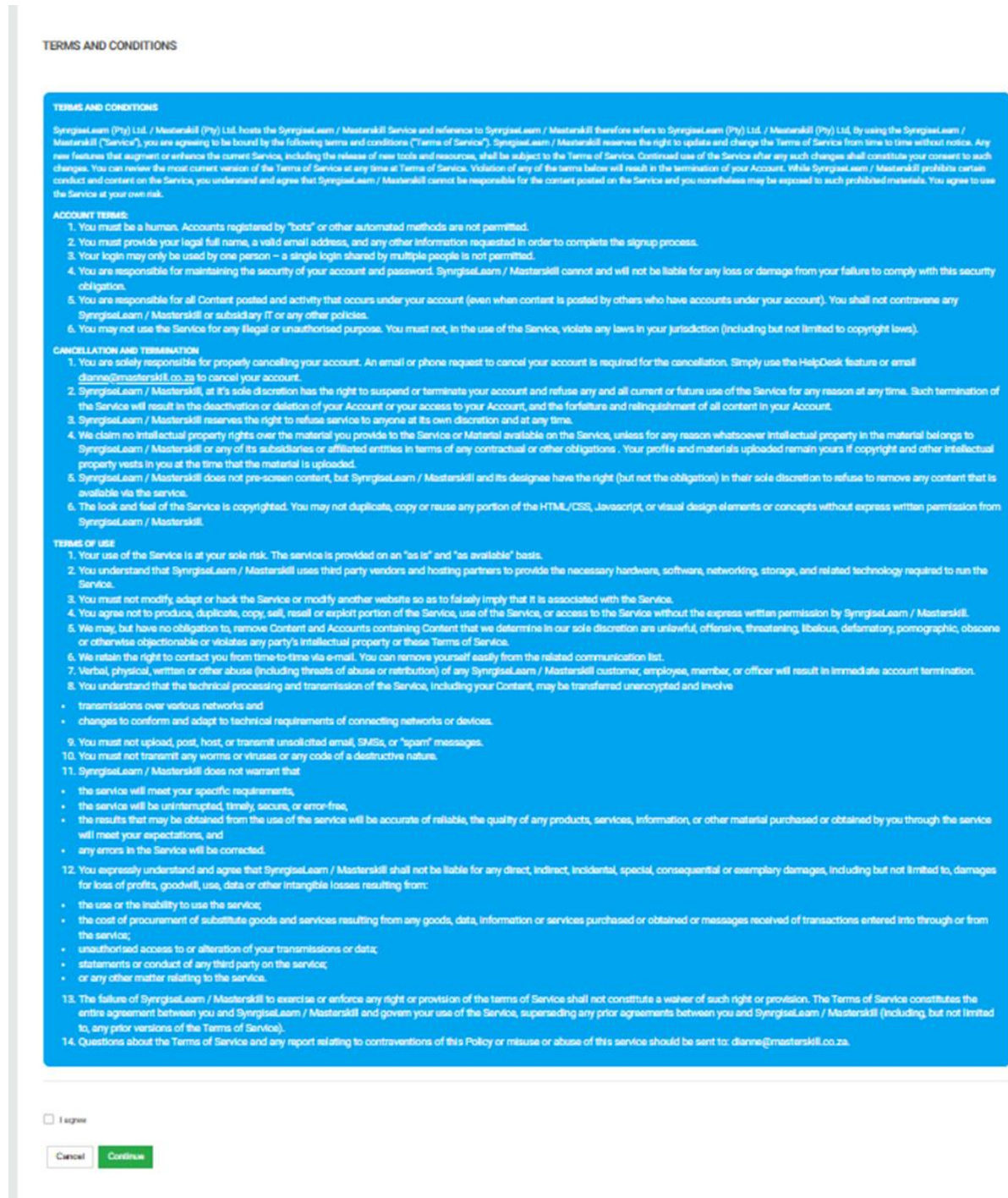
9. Click on the **REGISTRATION LINK** you received. The following page will be displayed:



10. Click on the **<< BACK TO LOGIN PAGE** link. The following page is displayed:

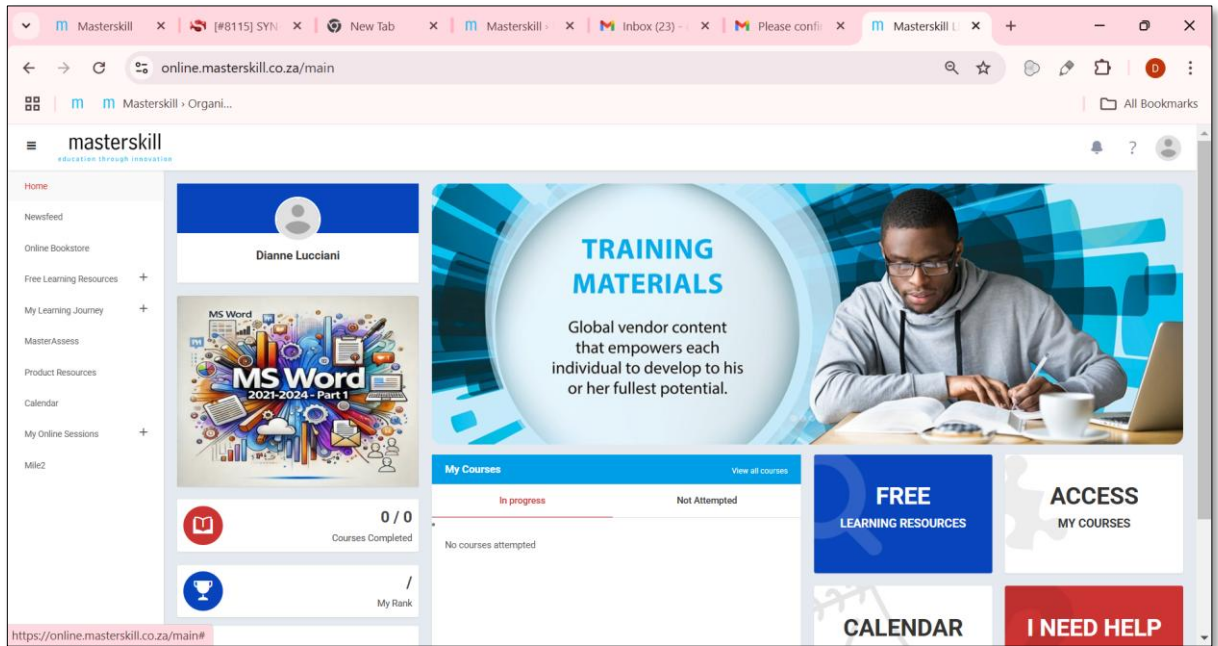


11. Login in with your newly created **username** and **password** and click the **LOG IN** button. The **Terms and Conditions** page is displayed:



12. Click the **I AGREE** check box.
13. Click the **CONTINUE** button.

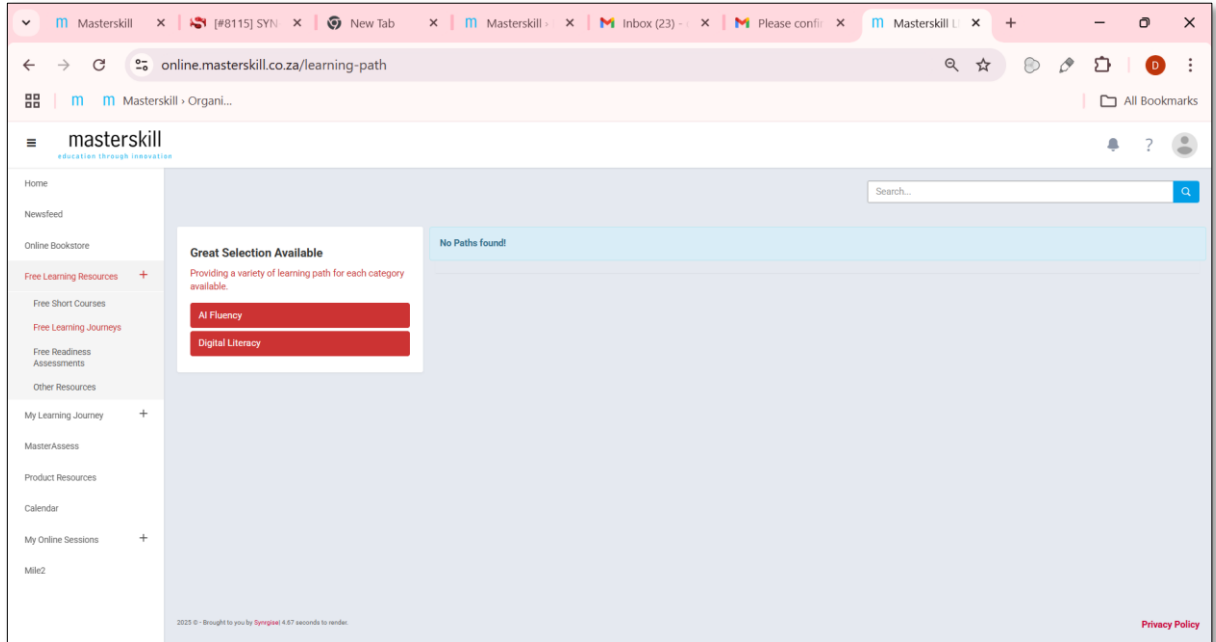
14. The Home Page will be displayed:



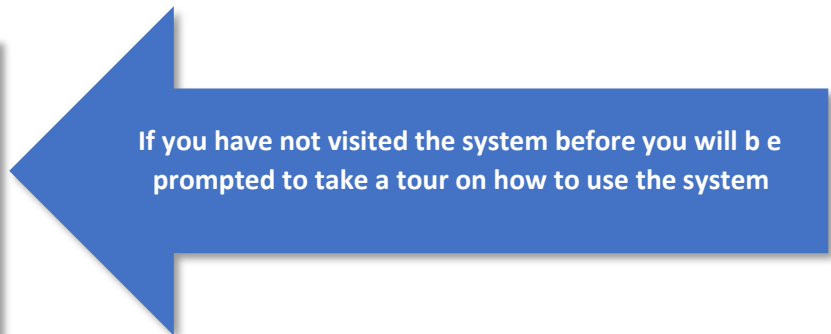
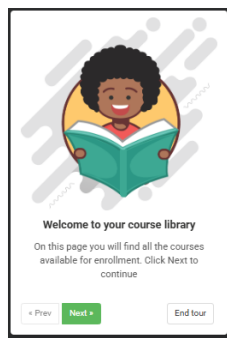
Finding Your Course(s)

To access your course(s), click one of the following options.

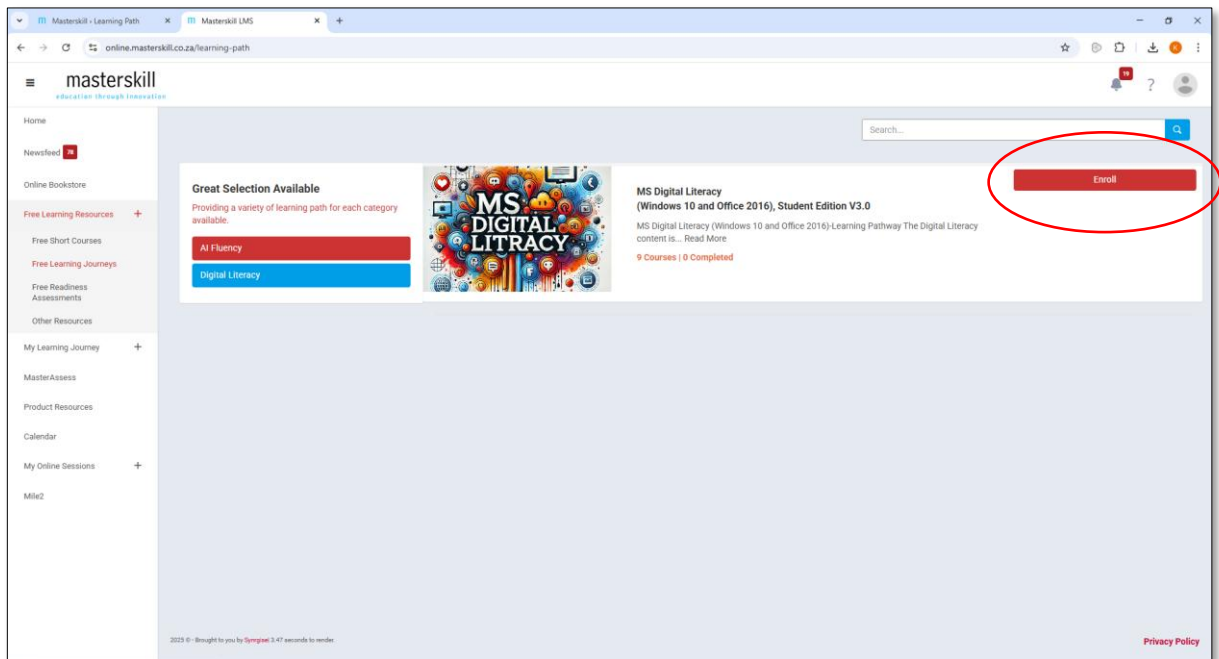
1. On the Navigation Pane on the left side of the page, click **FREE LEARNING RESOURCES** and then **FREE LEARNING JOURNEYS**.



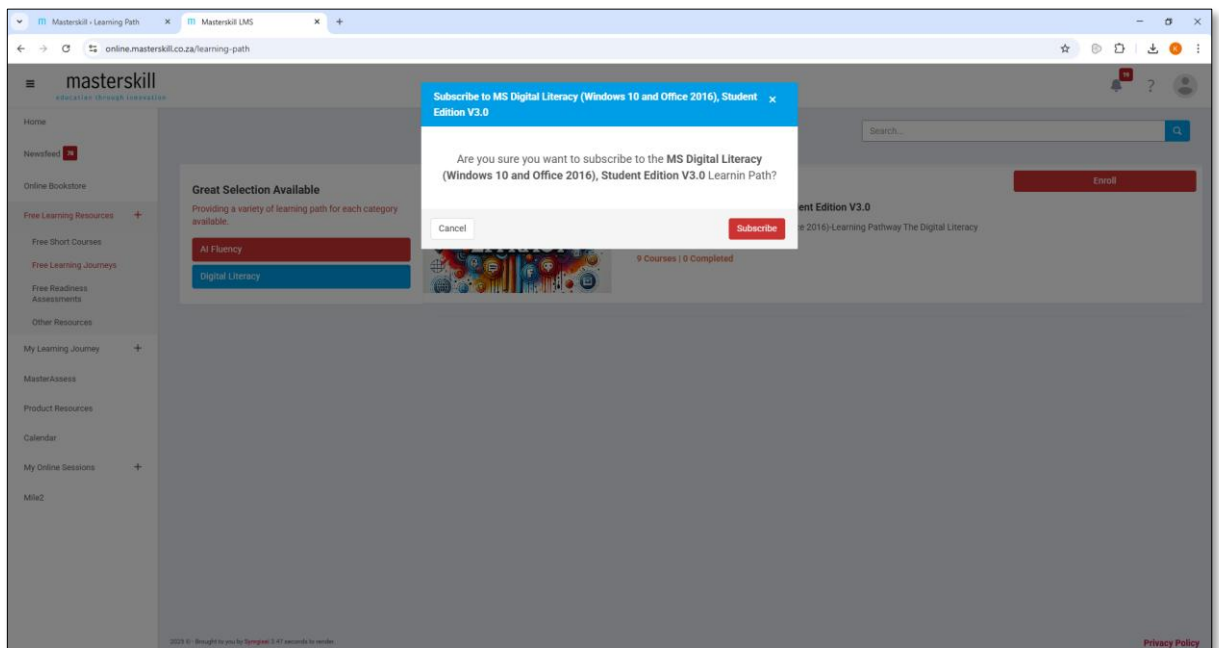
2. From the **GREAT SELECTION AVAILABLE** pane, click on **DIGITAL LITERACY**.



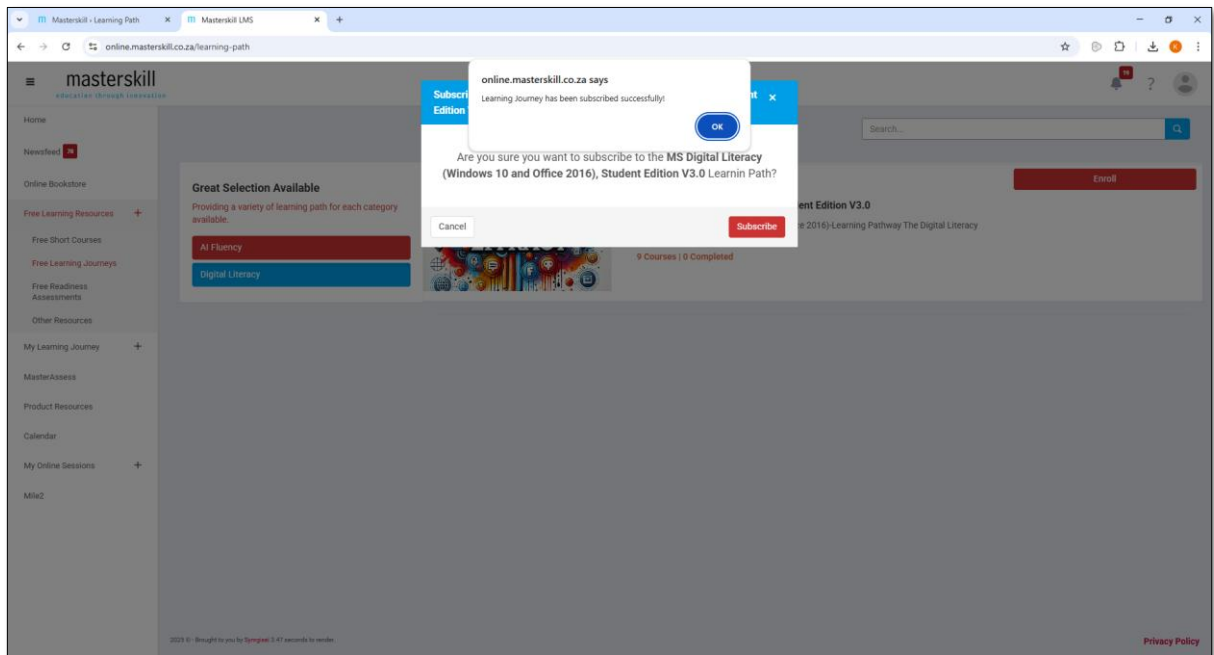
3. Click on the **ENROLL** button.



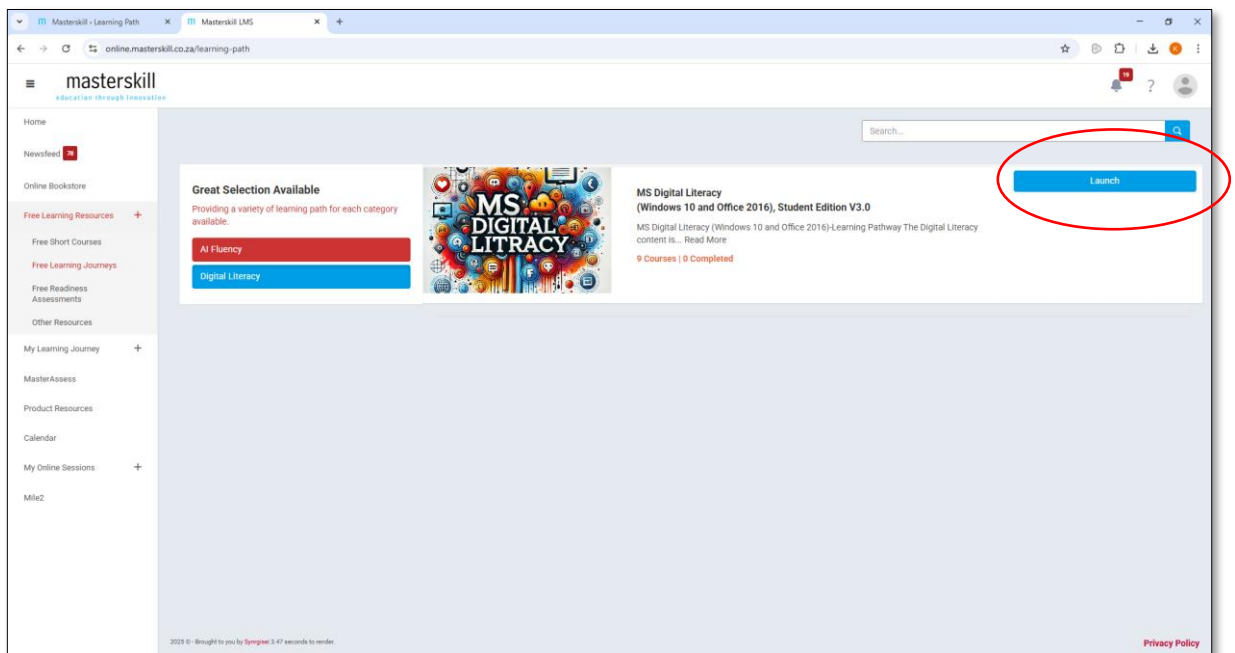
4. You will be prompted to **SUBSCRIBE** to the **Microsoft Digital Literacy, Student Edition Learning Path**, or the **CANCEL** button to return to the previous page. Click on the **SUBSCRIBE** button.



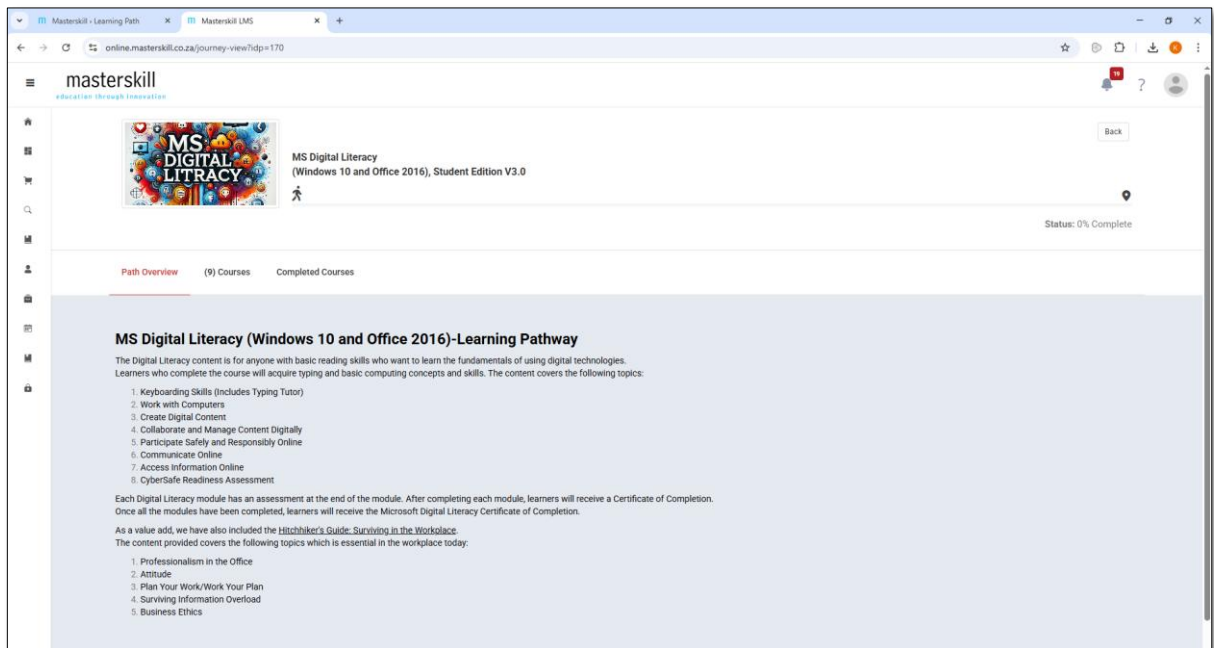
5. Click on the **OK** button.



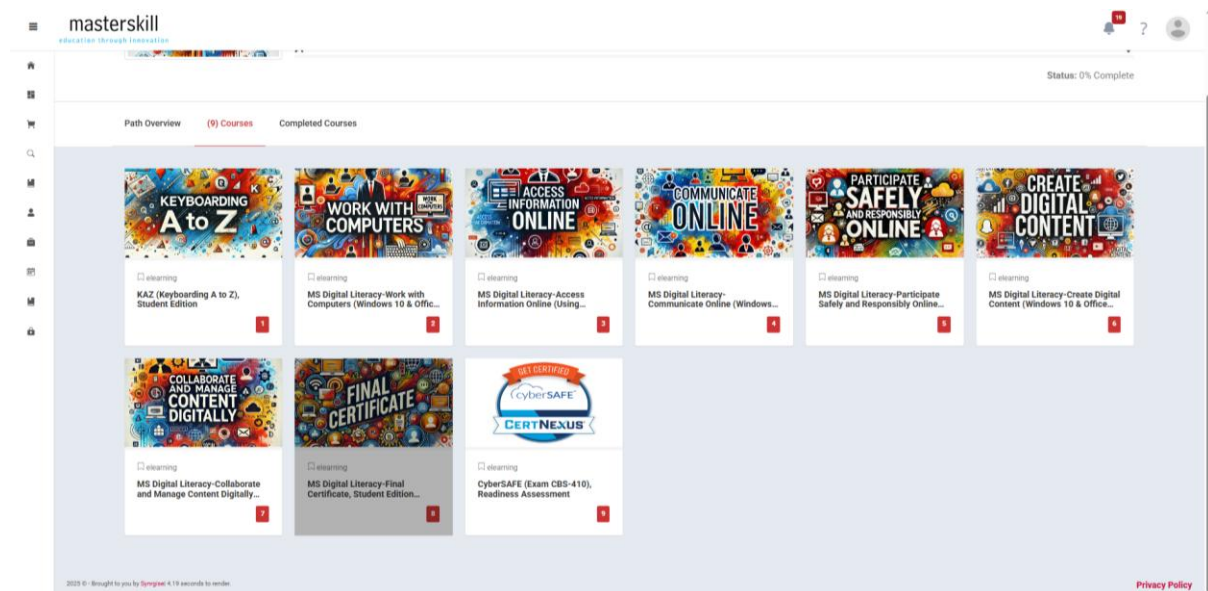
6. The following will display, click on the **LAUNCH** button.



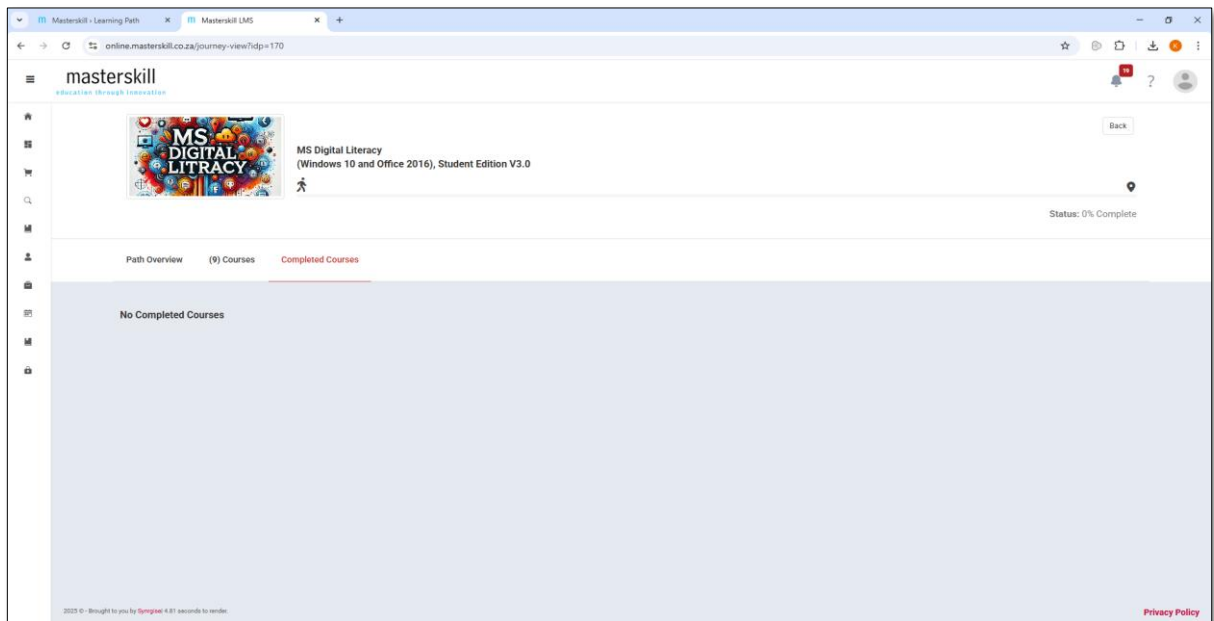
7. The following will display that consists of 3 areas: **PATH OVERVIEW (1)**.



8. **COURSES (2)**: All the courses that you have access to will be displayed here. Please note that the order of the courses are displayed in the order that you can follow for your learning journey. You can either decide to follow the order of the courses or follow your own pathway.



COMPLETED COURSES (3): This area will fill as you complete each course.



9. Click on **COURSES** to continue.

****Note** the following about the **SECOND LAST TILE**. For you to access the **Microsoft Digital Literacy Certificate**, you must pass the 6 assessments. Once you have passed the assessments the tile will be active.



10. The courses shown below must be completed:

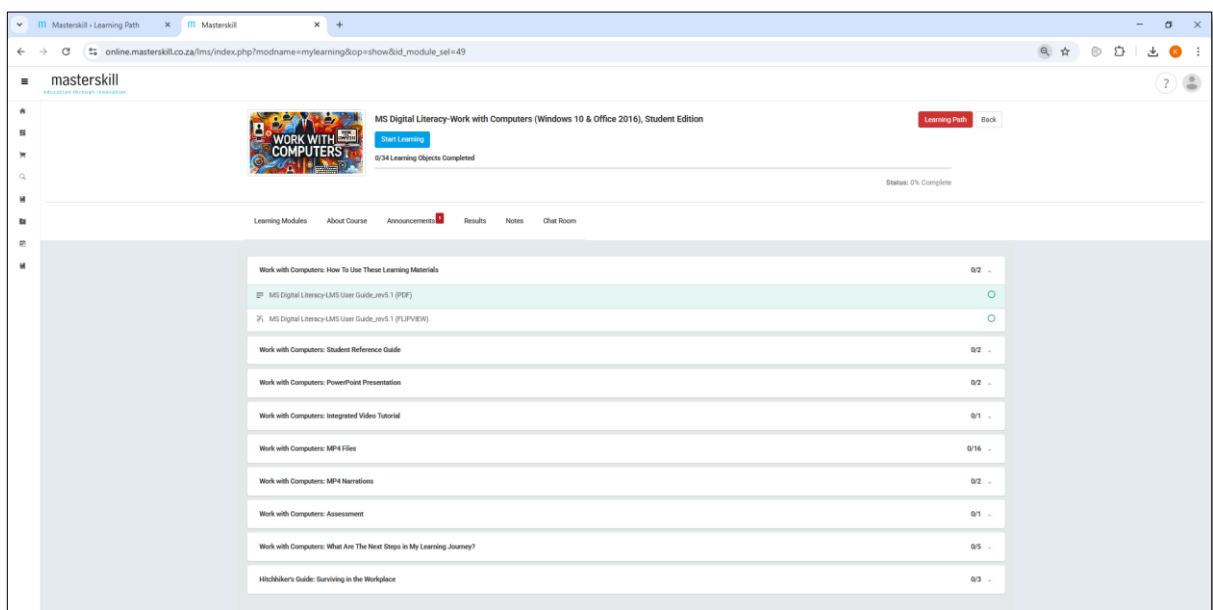


Accessing the Learning Materials

1. Click on any one of the **LEARNING TILES** to access a course. (**Course 2** example shown below)



2. The following sample page will be displayed; within each course, you have several items to access:



- **How to Use These Learning Materials**
This is the guide that you are currently reading. It will assist you with accessing the learning materials on the platform.
- **The Student Reference Guide**
The Student Reference Guide is your learning material.
- **PowerPoint Presentation**
The PowerPoint Presentation is a summary of the module topics and contains Knowledge Checks.
- **The Integrated Video Tutorial**
The integrated video tutorial contains all the video demonstrations, animations, simulations, and hands-on labs that allow for a rich learning environment to thoroughly explore each topic.
- **MP4 Files**
For your convenience, the MP4 videos have been extracted from the Integrated Video Tutorial so that you can access the videos individually, without having to navigate through the whole session again.

- **MP4 Narrations**

The video narrations or the audio content of the MP4 files have been extracted and placed in a PowerPoint presentation for you to read. You can either read the presentation slides on their own, or you can read them as you are watching the relevant video.

- **The Assessment**

The Assessments have been designed to assess your knowledge. A pass mark of 80% is required per module. You will receive a digital certificate for each module completed. Once all 6 modules have been completed, the Learning Management System will issue a Digital Literacy Certificate to show competencies for all the modules.

- **What Are The Next Steps In My Learning Journey?**

A learning journey is a designed learning experience that occurs over a period of time and involves a whole series of different learning elements and learning experiences involving different methods and channels. Once you have completed the Digital Literacy curriculum you might want to expand your skills set. The information contained within this section, will serve as the next step for designing your learning journey.

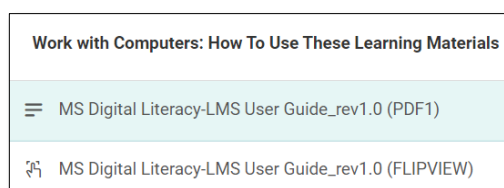
- **Hitchhiker’s Guide: Surviving In The Workplace**

The content of this course covers the following topics:

- Professionalism in the Office
- Attitude
- Plan Your Work/Work Your Plan
- Surviving Information Overload
- Business Ethics

How To Use These Learning Materials

This is the guide that you are currently reading. It will assist you with accessing the learning materials on the platform. You have two options to open and view the LMS User Guide, i.e., in PDF format or FlipView format.



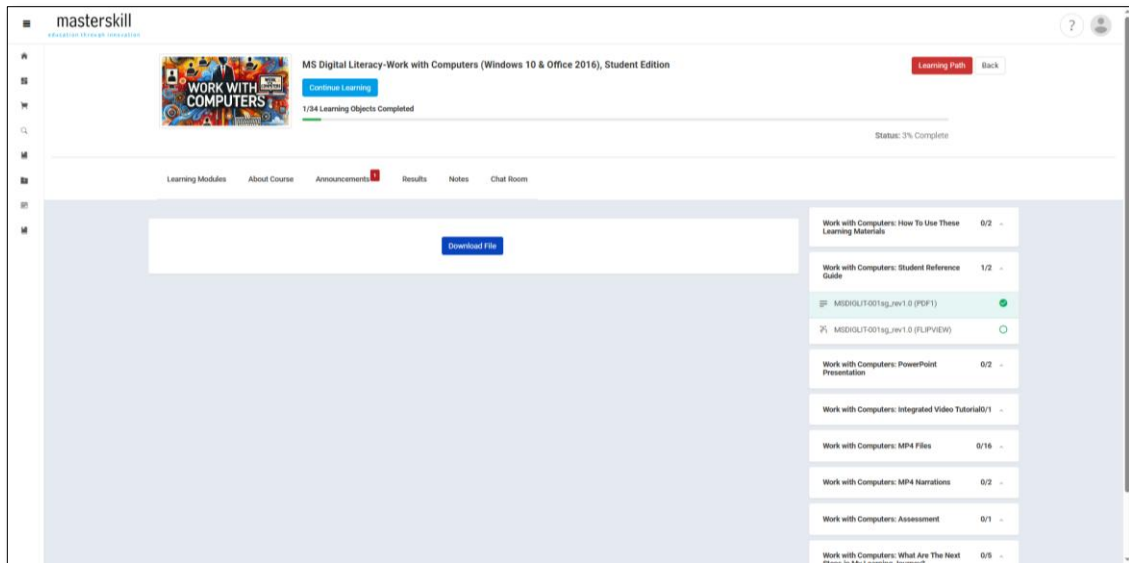
1. To download the digital book in **PDF** format, click the name of the book containing the wording (**PDF1**).
2. Tick to agree to Terms and Conditions.

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law.

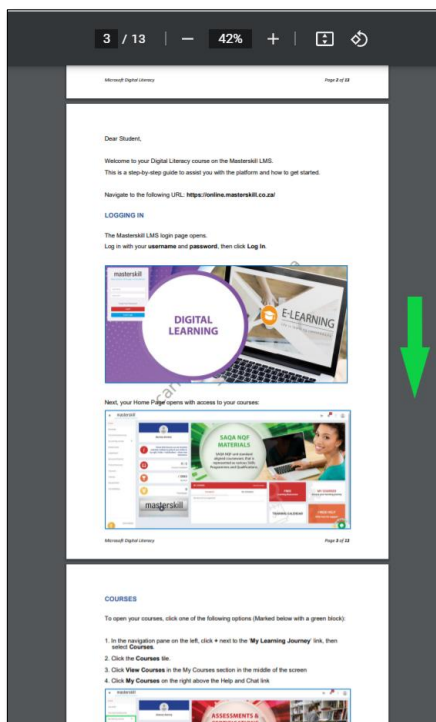
I agree to not reproduce, duplicate, copy, sell, resell or exploit any portion of the content, use of content, or access to the content without the express written permission from the publisher. A maximum of ten (10) downloads will be permitted. Should you exceed the number of downloads, kindly log a ticket on the platform, i.e., from the Home page and select the NEED HELP tile.

[Download File](#)

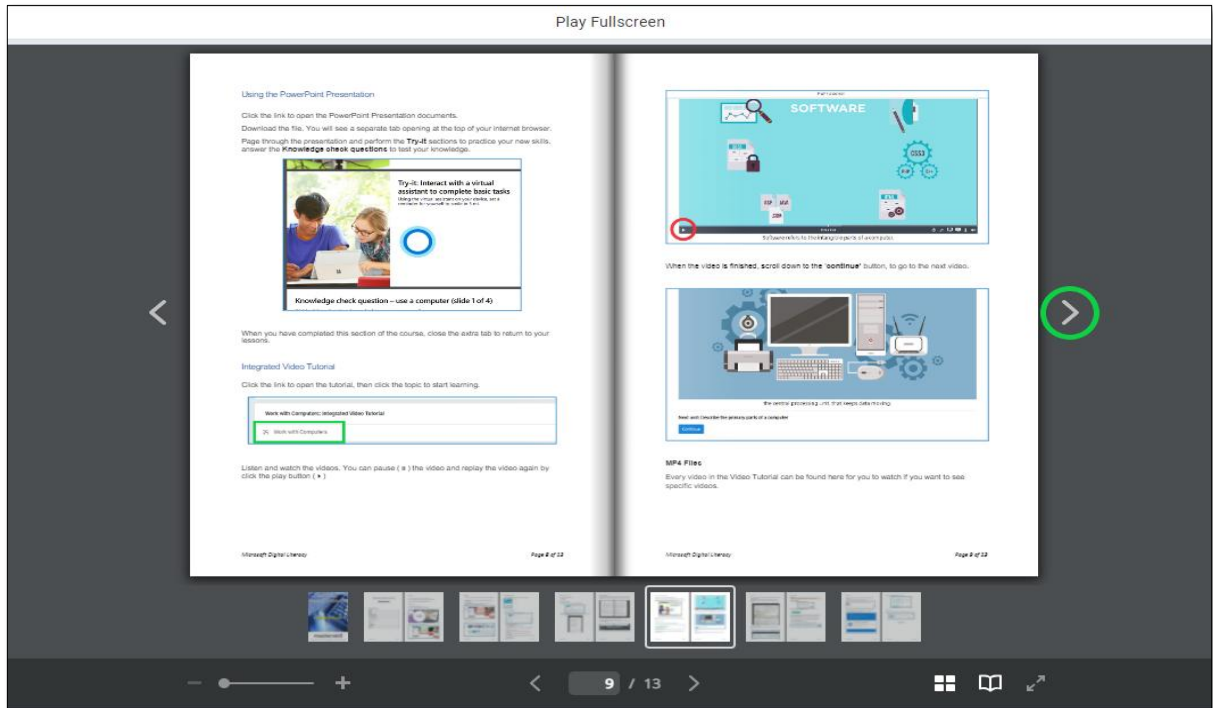
3. Click the **Download** button to start the download. The downloaded manual will open in a new tab in your browser. Once you have downloaded the PDF document, you can copy the book onto a flash or thumb drive for you to use at a later stage.



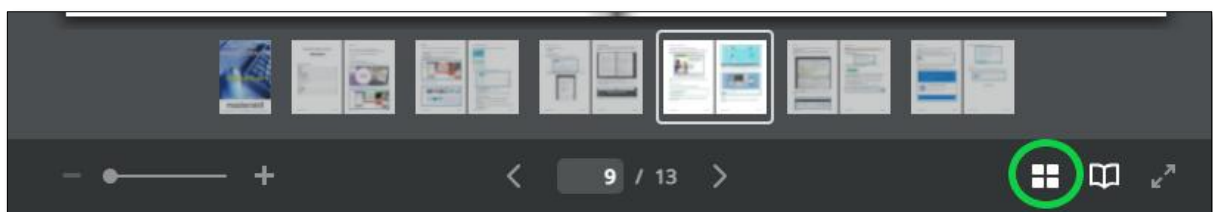
4. The PDF manual displays the pages below one another. To read the PDF manual, scroll down to read the next page:



- When you are finished with your manual, close the browser tab to return to your lessons. AND/OR
- To view the digital book in **FLIPVIEW** format, click the name of the book that contains the wording (**FLIPVIEW**). Please note that **FLIPVIEW** formats cannot be downloaded.
- The **FlipView** manual displays the pages as it would in a printed manual. To read the manual, click the right arrow (>) to the right of the manual, to page back, click the left arrow (<) to the left of the manual.



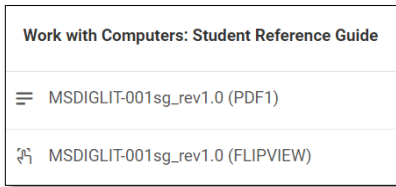
- There are various buttons that you can use when reading the manual. Click the 4 squares at the bottom right of this section.
- The option below the manual allows you to zoom in on the page, continue to the next page or jump to another section. You can also view the manual in full screen.



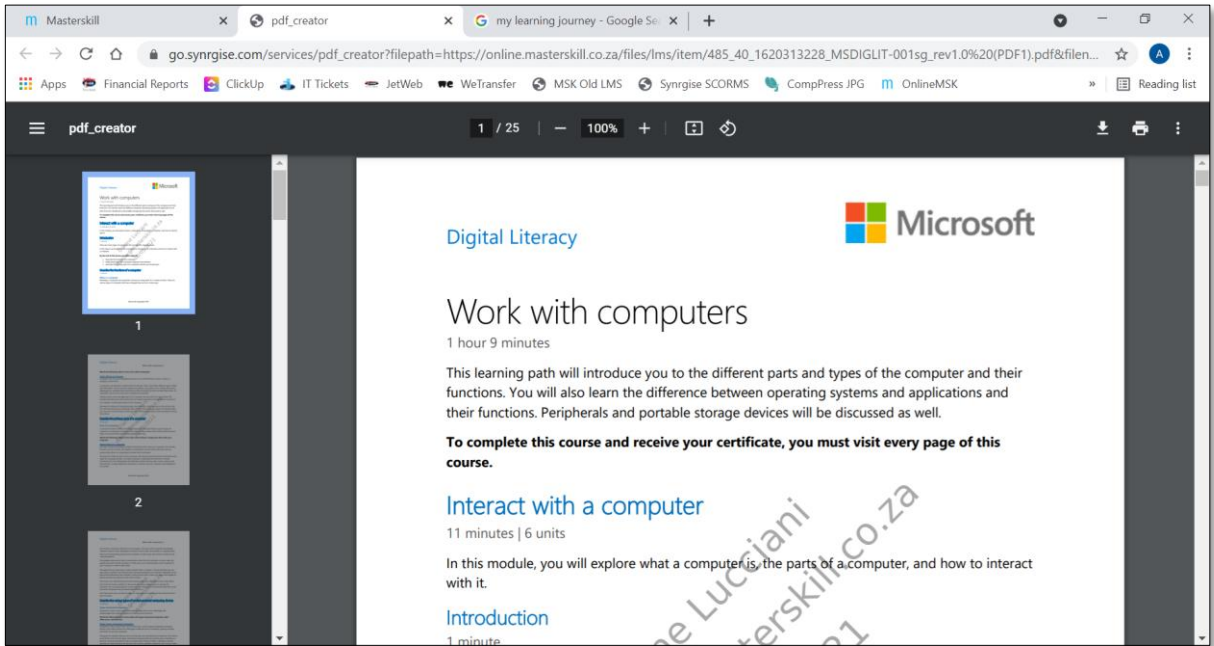
Student Reference Guide

The Student Reference Guide is your learning material. The guide provides you with theoretical information, references the various videos you can access and contains knowledge checks.

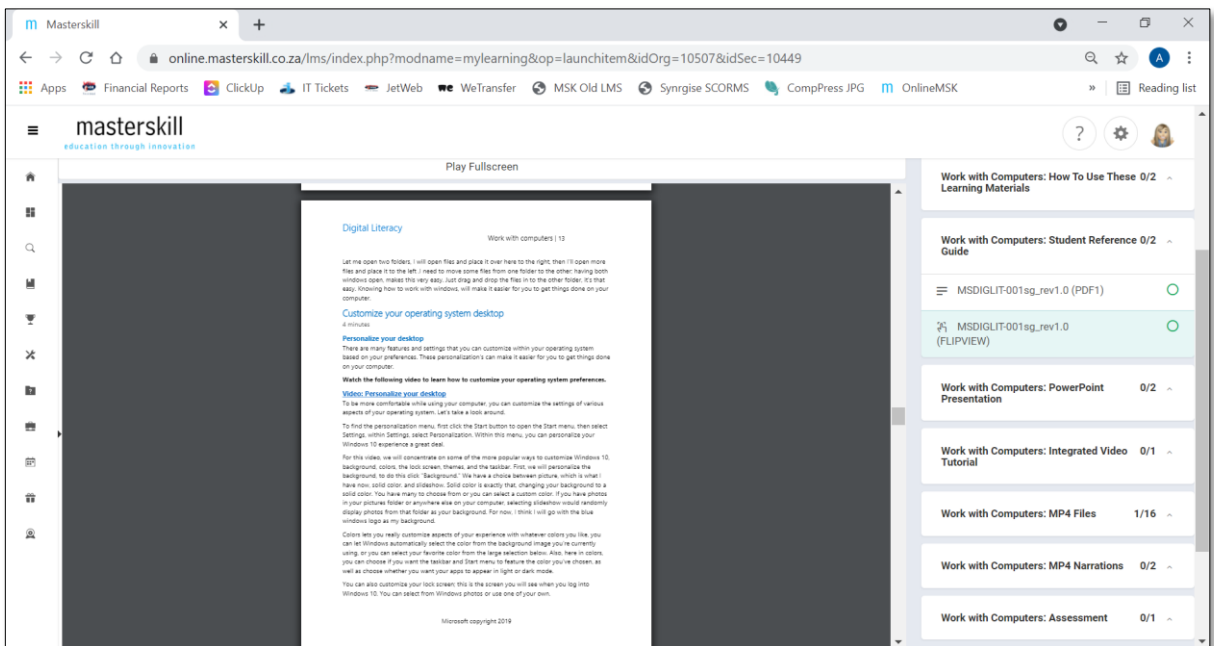
You have two options to open and view the Student Reference Guide, i.e., in PDF format or FlipView format. Please follow the steps as previously explained under the **How To Use These Learning Materials** section.



The Student Reference Guide in PDF Format:



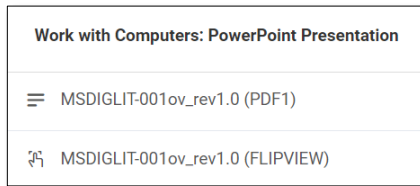
The Student Reference Guide in FLIPVIEW Format:



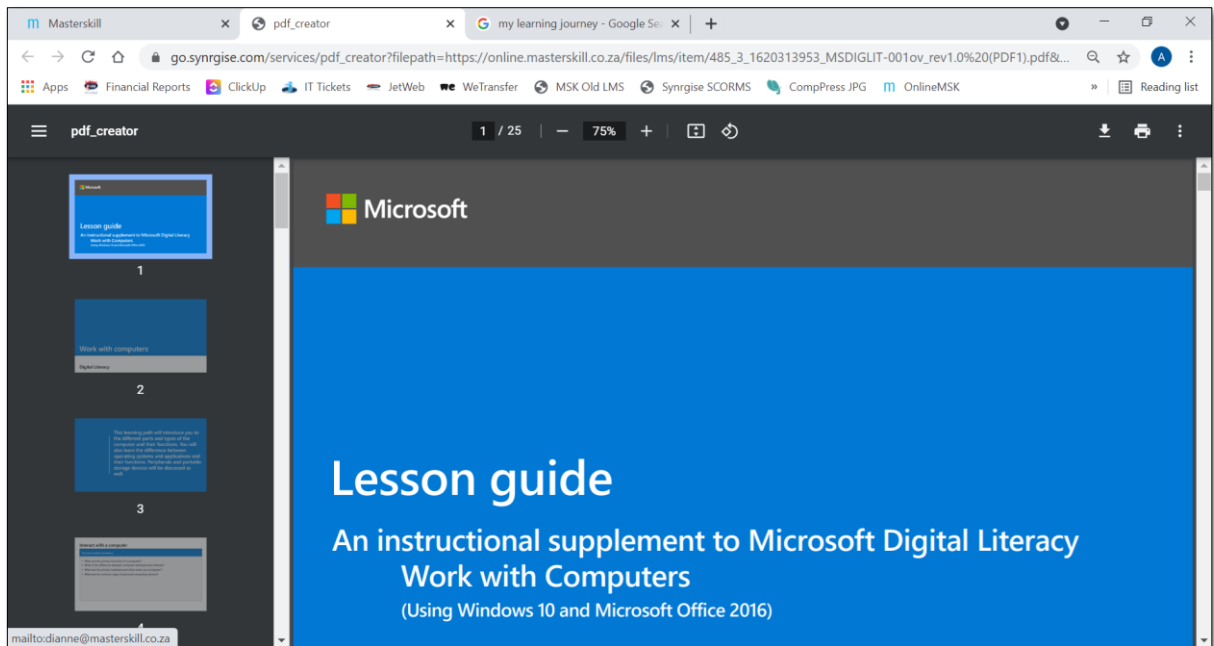
Using the PowerPoint Presentation

The PowerPoint Presentation is a summary of the module topics and contains Knowledge Checks.

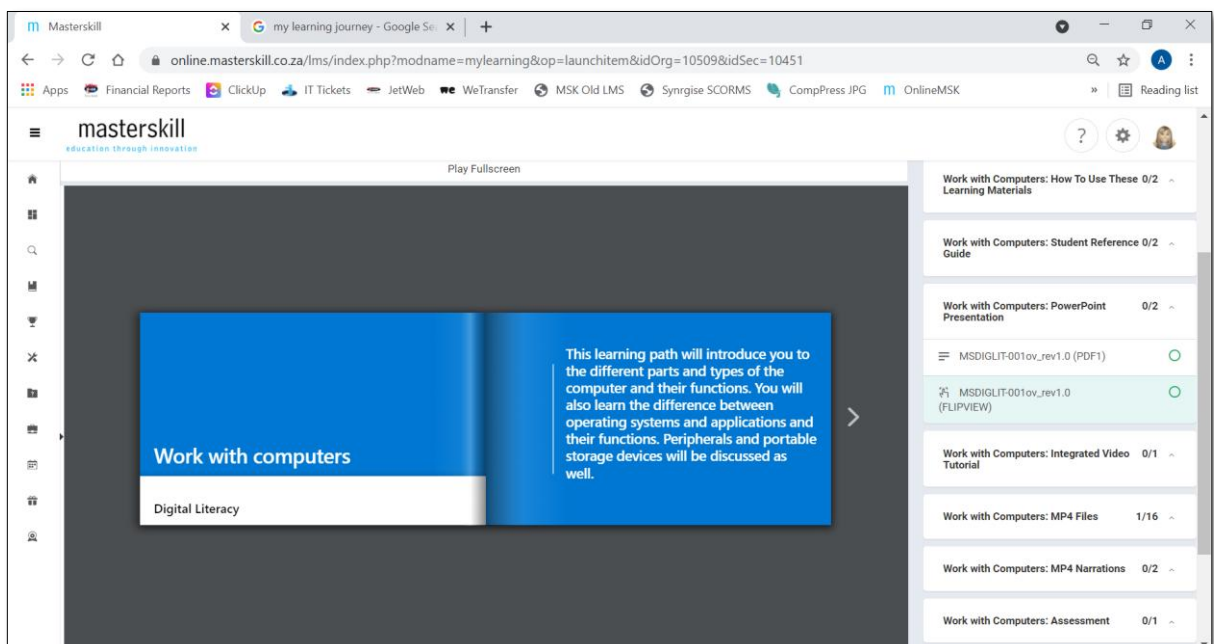
You have two options to open and view the PowerPoint Presentation, i.e., in PDF format or FlipView format. Please follow the steps as previously explained under the **How To Use These Learning Materials** section.



The PowerPoint Presentation in PDF Format:

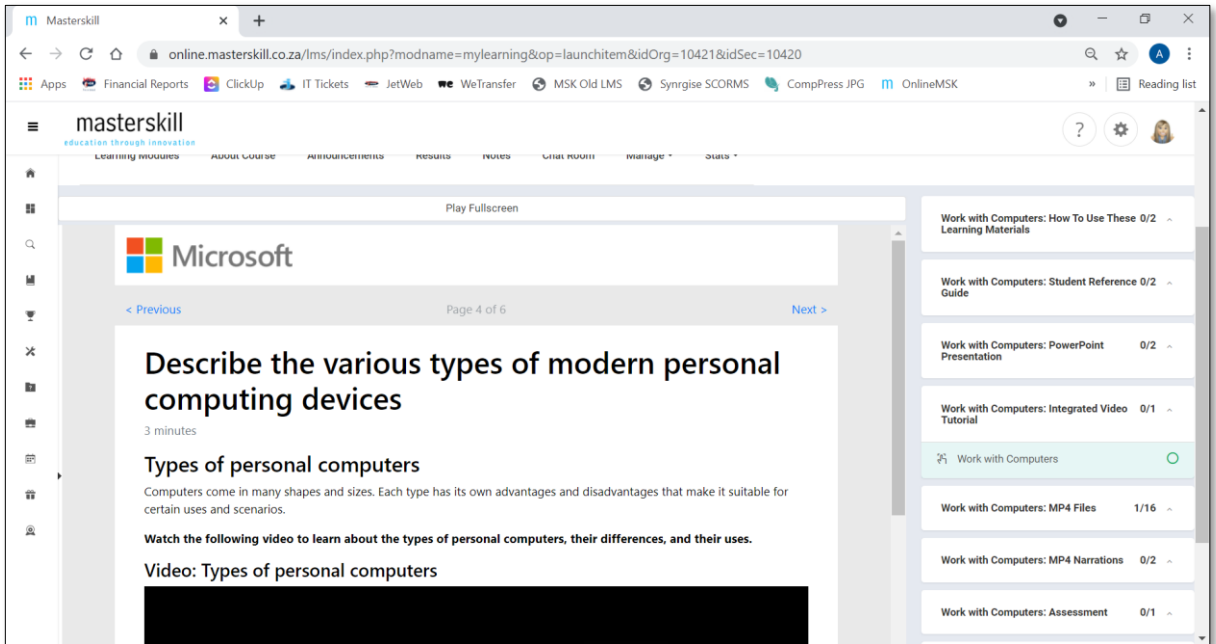
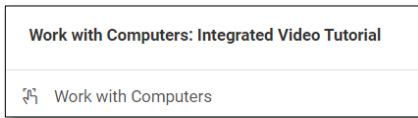


The PowerPoint Presentation in FLIPVIEW Format:



Integrated Video Tutorial

The integrated video tutorial contains all the video demonstrations, animations, simulations, and hands-on labs that allow for a rich learning environment to thoroughly explore each topic.



1. Listen and watch the videos. You can Pause (||) the video and replay the video again by click the play button (▶).



2. When the video is finished, scroll down to the 'Continue' button, to go to the next video.



the central processing unit, that keeps data moving.

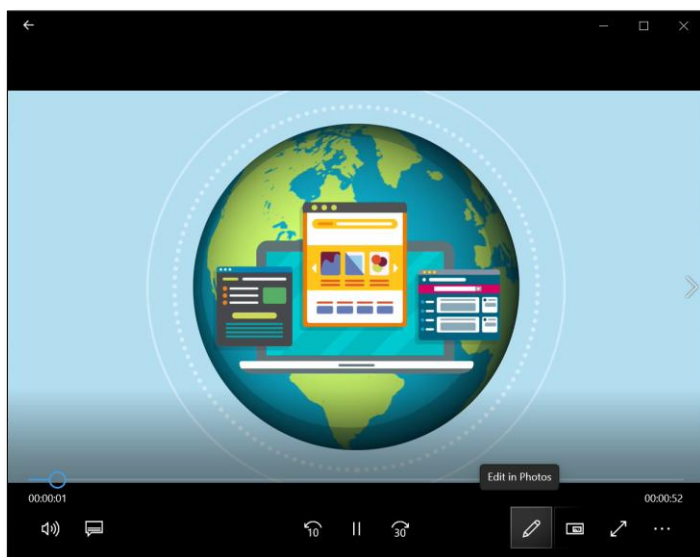
Next unit: Describe the primary parts of a computer

[Continue](#)

MP4 Files

For your convenience, the MP4 videos have been extracted from the Integrated Video Tutorial so that you can access the videos individually, without having to navigate through the whole session again.

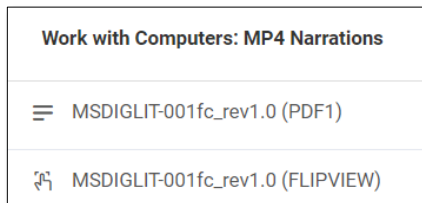
Work with Computers: MP4 Files
01-what-is-a-computer.mp4
02-parts-of-a-computer.mp4
03-types-of-personal-computers.mp4
04-what-is-an-operating-system .mp4
05-get-to-know-operating-system.mp4



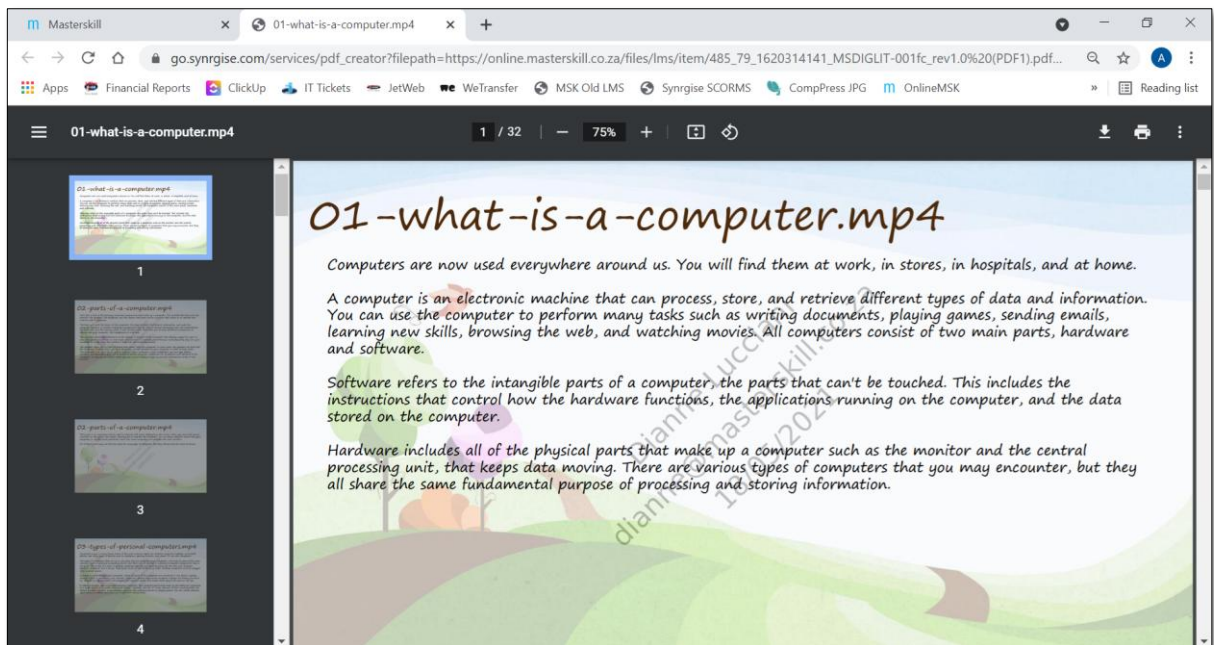
MP4 Narrations

The video narrations or the audio content of the MP4 files have been extracted and placed in a PowerPoint presentation for you to read. You can either read the presentation slides on their own, or you can read them as you are watching the relevant video.

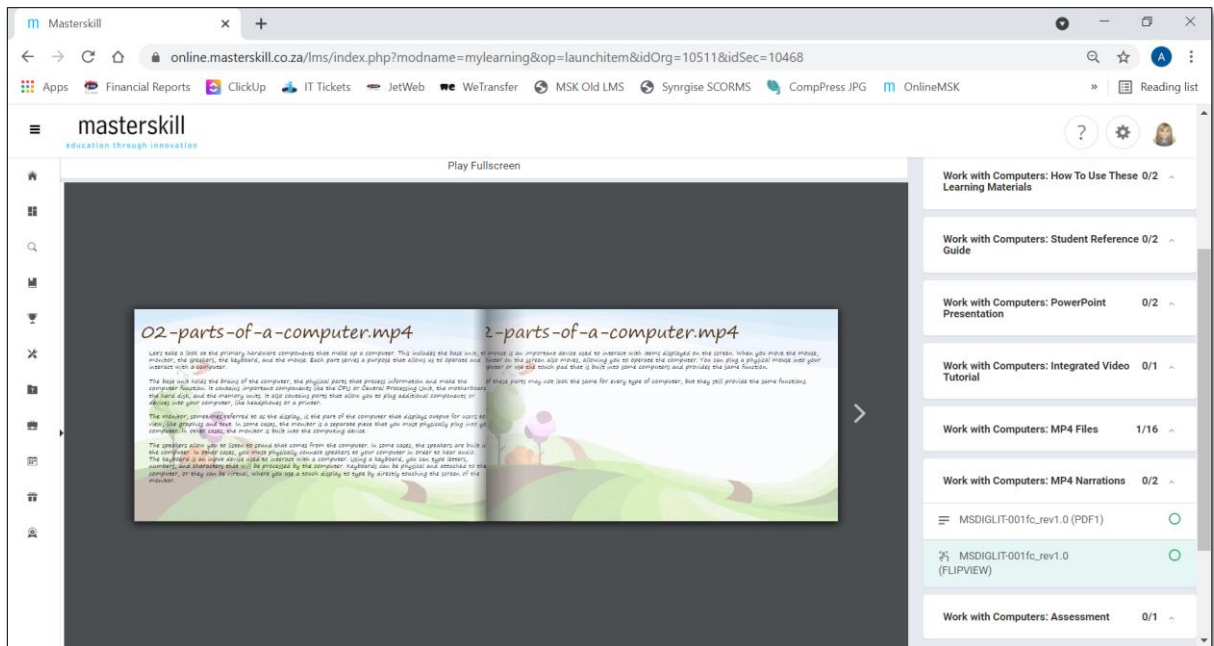
You have two options to open and view the MP4 Narrations, i.e., in PDF format or FlipView format. Please follow the steps as previously explained under the **How To Use These Learning Materials** section.



The MP4 Narrations in PDF Format:

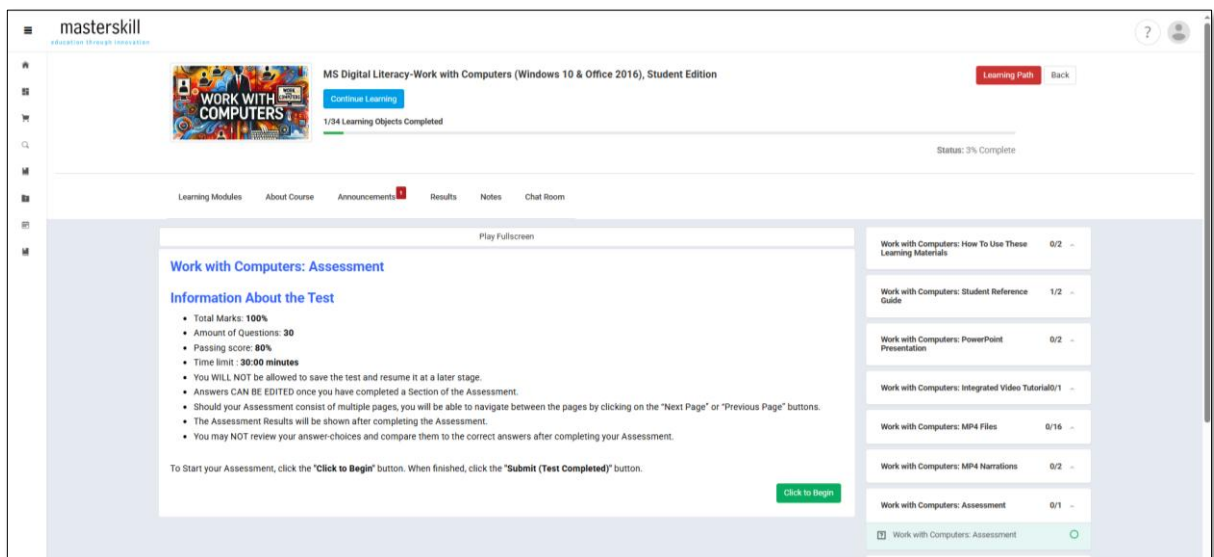
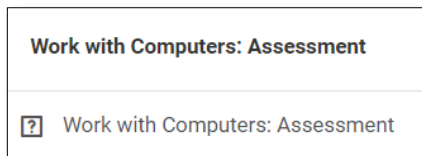


The MP4 Narrations in FLIPVIEW Format:

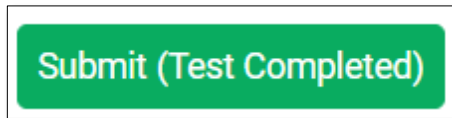


The Assessment

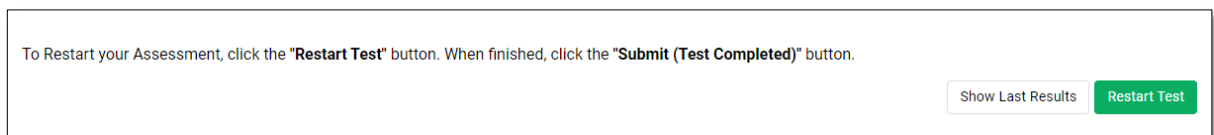
The Assessment has been designed to assess your knowledge. A pass mark of 80% is required per module. You will receive a digital certificate for each module completed. Once all 6 modules have been completed, the Learning Management System will issue a Digital Literacy Certificate to show competencies for all the modules.



1. The first page contains information regarding the assessment. When you have read the information, click the green **Click to Begin** button.
2. You need to achieve 80% to pass the assessments. Read the questions carefully and note that some questions require more than one answer selection. Answer all the questions before submitting the assessment.
3. Single answer questions have a circle (o) and the multiple-choice question have squares (□).
4. Once you have completed the assessment, click the **Submit (Test Completed)** button.

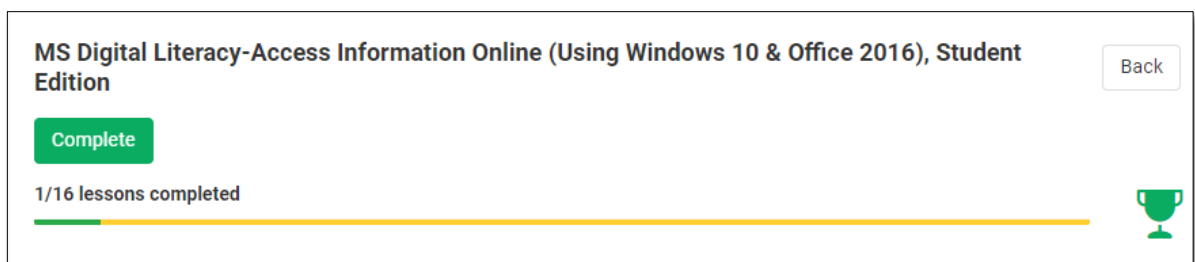


5. Your result is available immediately.
6. You can redo the assessment to increase your score. Two attempts are allowed.
7. Open the assessment from your **Learning Modules** and select the **Restart Test** button.

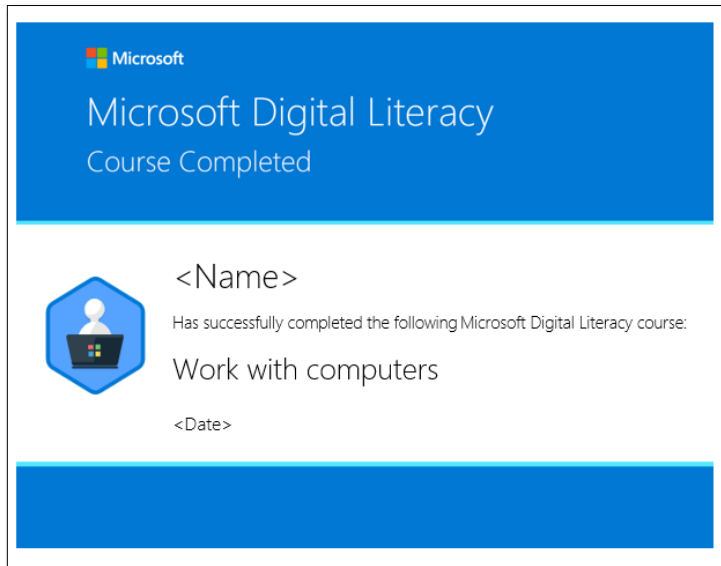


Certificates

1. Once you have passed the assessment(s) you will receive the certificates for the modules completed. After submitting your assessment, click the **TROPHY** icon on the top right of the window:



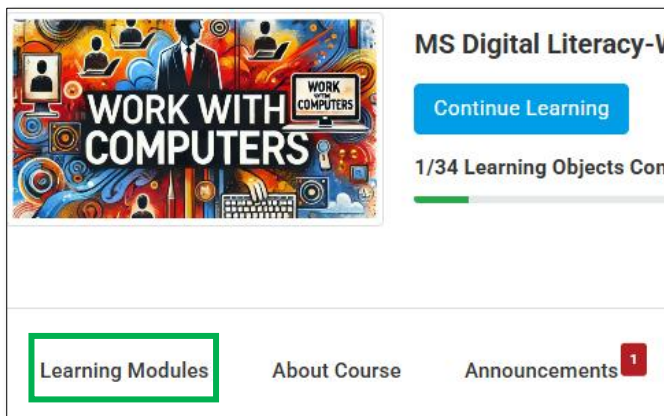
2. The certificate will download in a PDF format to be found in your **Downloads** folder.
3. Open the **Downloads** folder on your computer and print your certificate.



- Once you have completed all six modules, you will receive a final certificate of completion:



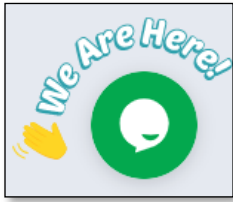
- Click the **Learning Modules** link to return to your course.



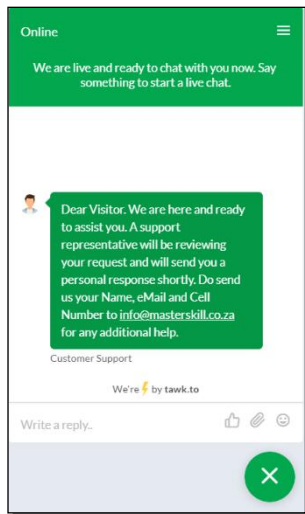
Getting Support on the LMS

Should you require any assistance, we have Agents on the platform to assist you.

1. Look for the following Icon on your page:




2. Click the **We Are Here** icon to display the following Messaging Text box:



3. Type in you support request and an Agent will respond to you as soon as possible.

Logging Out

1. At the top right of the window, click the user button  and from the list of options, select **Sign Out**.

