BARBARA’S LEGACY

MY DIGITAL SKILLS WORKBOOK

Practice • Confidence • Independence

Name (optional): _____

My learning goal: _____

A skill I want to feel more confident using: _____

You are welcome here. You do not need to know everything already. Ask questions, practice at your own pace, and celebrate each new skill.

My Learning Plan

Mark each skill as you practice it. It is okay to leave a box blank and return to it later.

Course 1: Computer & Technology Basics

■ Getting to Know Your Device

Today I practiced: Identify the main parts of a laptop or desktop; understand power, charging, volume, and basic settings.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

■ Keyboard, Mouse & Touchpad Skills

Today I practiced: Use click, double-click, right-click, scroll, drag, and common keyboard keys.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

Course 2: Smartphone & Everyday Technology

■ Smartphone Confidence

Today I practiced: Navigate the home screen, settings, Wi-Fi, volume, camera, and accessibility features.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

■ Apps, Photos & Sharing

Today I practiced: Install apps carefully, manage permissions, send photos, and recognize app-store warning signs.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

Course 3: Email, Internet & Online Communication

■ Email Essentials

Today I practiced: Create or access an email account, compose a message, reply, and identify To, Subject, and attachment fields.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

■ Searching & Online Forms

Today I practiced: Use search terms, assess results, navigate websites, and complete common online forms.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

Course 4: Internet Safety & Digital Protection

■ Passwords, Privacy & Account Safety

Today I practiced: Create strong unique passwords, use a password manager where appropriate, and enable multifactor authentication.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

■ Scams, Phishing & Safe Decisions

Today I practiced: Recognize suspicious messages, links, urgent payment demands, impersonation, and job or housing scams.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

Course 5: Digital Job Readiness

■ Resume & Job Search Basics

Today I practiced: Create or update a basic resume, search legitimate job sites, and save job details.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

■ Online Applications & Virtual Interviews

Today I practiced: Complete application fields, upload documents, communicate professionally, and prepare for video interviews.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

Course 6: Digital Independence & Everyday Life

■ Finding Community Resources Online

Today I practiced: Locate trustworthy housing, benefits, education, health, and community-service information.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

■ Documents, Video Calls & Intro to AI

Today I practiced: Download and organize documents, join video calls, and use AI tools thoughtfully.

One thing I learned: _____

One thing I want to practice again: _____

My confidence today (circle one): 1 2 3 4 5

Quick Reference: Pause Before You Click

• Be cautious with unexpected messages, urgent demands, prize claims, and requests for gift cards, money, passwords, or verification codes.

• Do not click a suspicious link. Contact the organization using a phone number or website you find independently.

• Never share a one-time verification code with someone who contacts you.

• Use a unique password for each important account. Consider a reputable password manager.

• Keep your phone, computer, browser, and apps updated.

• When unsure, stop and ask a trusted person or the organization through an independently verified channel.

My Safe Technology Habits

■ I know not to share my password or verification codes.

■ I can recognize at least two warning signs of a scam.

■ I know how to find an official website or contact number.

■ I know where to ask for help if something feels suspicious.

My Next Steps

A digital skill I will use this month: _____

A person or organization I can ask for technology help: _____

A resource I want to learn more about: _____

My note to myself: I can learn new things one step at a time.

Course Feedback

The most useful thing I learned: _____

Something we could explain more clearly: _____

A topic I would like to learn next: _____