Ascentis

Essential Digital Skills E3 & L1
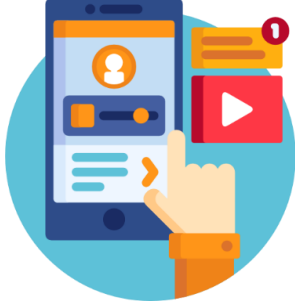
Digital Literacy Resource

SAMPLE
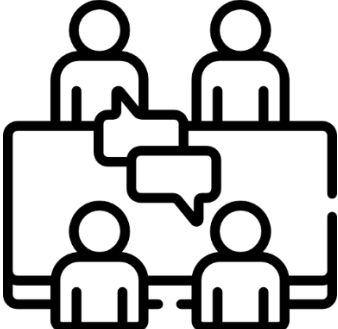
ESOL*

Unit 1. Using Devices and Handling Information – Nouns
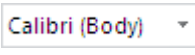
|		
Accessibility 🎧		Accessibility features help people use technology more easily. For example, reading and listening to a text at the same time, making the letter size bigger or changing the colour.
Application 🎧		Software on your device that allows the person to carry out a task.
Audio		Audio is the sound that comes out of the device.
Browser 🎧		A program that allows you to view web pages from your digital device. Common browsers include Chrome, Edge and Safari.

Unit 3. Communicating – Nouns

Blog		A type of website where someone regularly posts articles, opinions or other content on various topics.
Chat room		A space on the internet where a group of people can send each other messages.
Video call		A call where two or more people can see, talk and listen at the same time. *Video calls are used for meetings or discussions.*
Contact		Information about someone, like a phone number or email address.

Do You Know Your Icons?

An **icon** is a small symbol or picture that represents a series of instructions or programs.

ICON	Name / Function / Short Cut Command	ICON	Name / Function / Short Cut Command
💾	**Save (Ctrl + S)**	Calibri (Body) ▾	
↩		11 ▾	
↻		**B**	
📋		*I*	
✂		U̲	
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