

Mobile Internet Skills Training Toolkit

A guide for training people
in basic mobile internet skills



Module 4: Google

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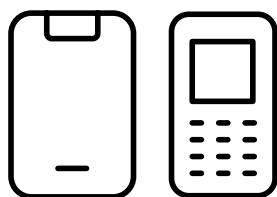
What is it?



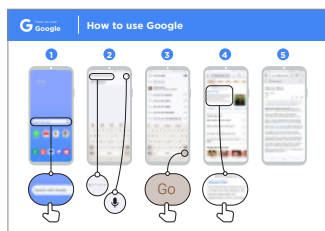
Show Google Search on the phone.

Explain: “Google Search helps you to find information. You tell Google what information you want to find, e.g. ‘how to start a business’ or ‘how to cook a recipe’ and it will search through all the information that people have put on the internet to find what you want.”

Materials you will need:



Smartphone handsets



Google poster



What can you use it for?

“You can get information on jobs, cooking recipes, films, songs, news or information for school or college.”

“You don’t have to go anywhere to find the information, it is all available on the internet on your phone.”

Share your own examples with the trainee about the benefits of Google and how you personally use it.



What can you use it for?

Make it relevant to the trainee by discussing how it can be beneficial in the trainee's own life. Consider examples that will be relevant to the following types of trainees:

Older person: Search for and watch videos about the news, sermons, entertaining programmes and music; find cooking recipes; read the local news.

Mother or homemaker: Search for articles or videos to learn a new recipe; manage your home or business; help your children with their health or schoolwork; mend clothes and more.

Business owner: Learn and discover new things for your business like how to register and manage a business; get tips and ideas from other business owners like new recipes, hairstyles, clothing patterns, repair tricks etc.

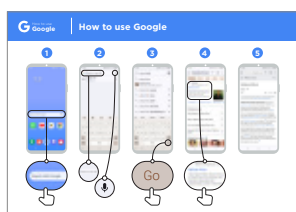
Farmer or rural person: Watch videos to learn better ways to grow crops, protect them from pests, change crops in different seasons, and keep the soil healthy. This helps you grow more food and take good care of your land for the future.

Young person: Watch videos to help you with your education or learn new skills to get a job or start a business; find articles to help with your CV or tips for finding jobs; watch videos of your favourite actor or singer; seek out information about local sports or updates on your favourite sports team.



How does it work?

Put the phone in the trainee's hands and help them follow the steps.



Show the poster and go through the steps for a simple search e.g. search for a famous local landmark or a celebrity.

Explain: "The microphone can be used to do voice searches. You do not have to type in any text."

Demonstrate the microphone: Where it is and how to use it



Practise!

“Now that you know about Google Search, what are you interested in using it for?”

Give the trainee keywords to search for, according to their interest. Try to keep the search simple, use only one or two words.

Explain that there are other similar services to Google which allow people to search. Some examples of this are Yahoo and Bing.



Safety

“There is a lot of great information on the internet, but also some that is not so great, and some that is not truthful. It is always best to look at a minimum of two to three results or websites to get the best answer to what you are looking for.”

“On some websites, you may be asked to share information like to complete a registration form or create an account. Never share your personal information online like your PIN for mobile banking or where you live.”



Show the ‘Top tips to stay safe online’ poster.

Discuss with your trainees what these tips mean when using Google. Bring the tips to life by using examples that are relevant for your trainee. For example, certain people may be worried about some of the content on Google. Some people may be worried about scammers using Google and some women may be more concerned about how to prevent harassment.

Posters and Cut-Outs

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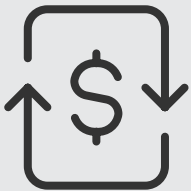
Top tips to stay safe online

Remember that the internet is open to everyone around the world and so it is essential to treat it like a real-life public place (e.g. a marketplace) and stay safe by protecting yourself and being responsible with what you do online.



Remember that not everything you see online is real

Anyone can post anything online, so don't believe everything you see. Even if it's from someone you trust, it might not be true. Be careful before sharing information with others.



Think twice before sending money to someone you meet online

Be careful with emails, messages or pop-ups you didn't ask for, especially if they ask for money or contain strange links.



Keep your personal information private, including passwords

Avoid sharing personal details like your full name, home address or phone number unless absolutely necessary.



Don't cause harm to others online

Be kind and respectful. Don't bully, spread false information or harass anyone. Your actions online can affect people in real life.



Be aware of scams and fraudsters

Just like in real life, thieves and criminals are on the internet too. Some people online pretend to be someone else.

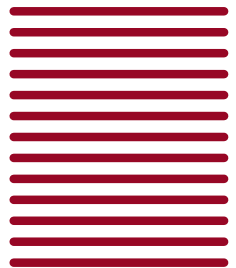
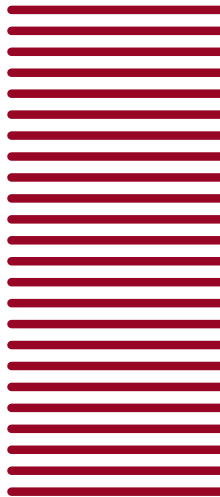
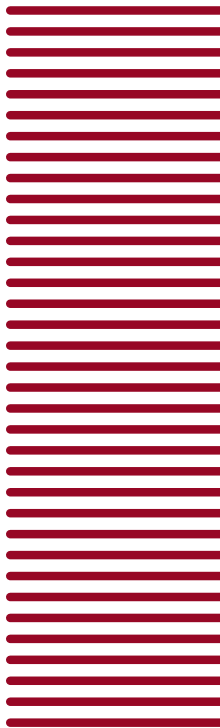
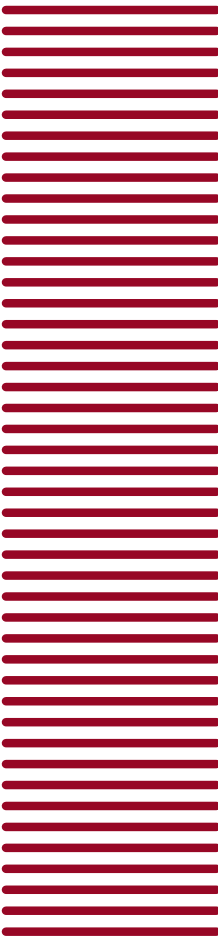
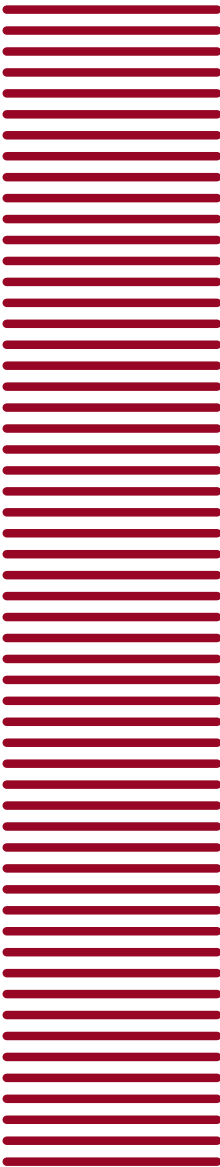


Take action by blocking or ignoring someone who is bothering you

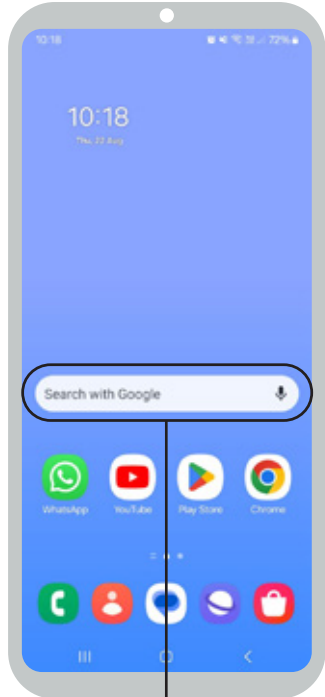
If someone is bothering or harassing you online, ask for help and tell someone or report it.



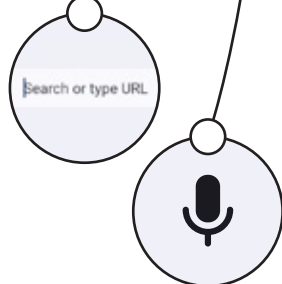
Data Costs



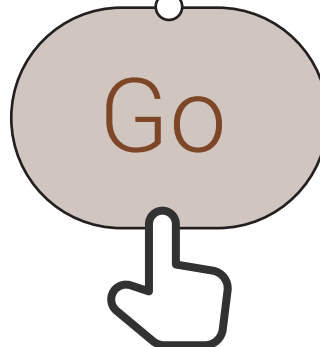
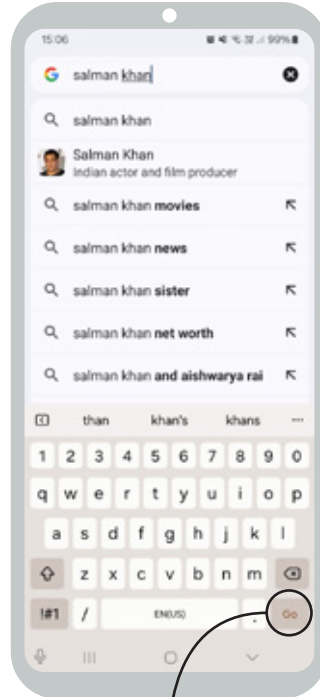
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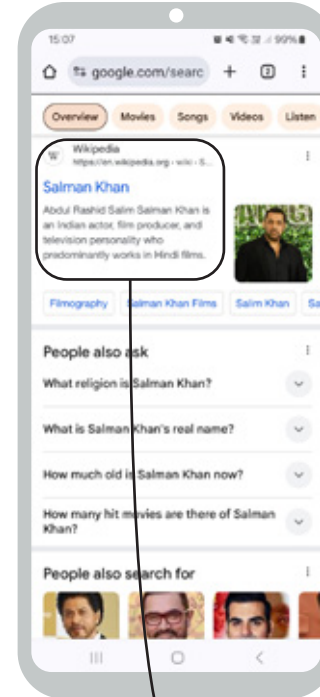
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