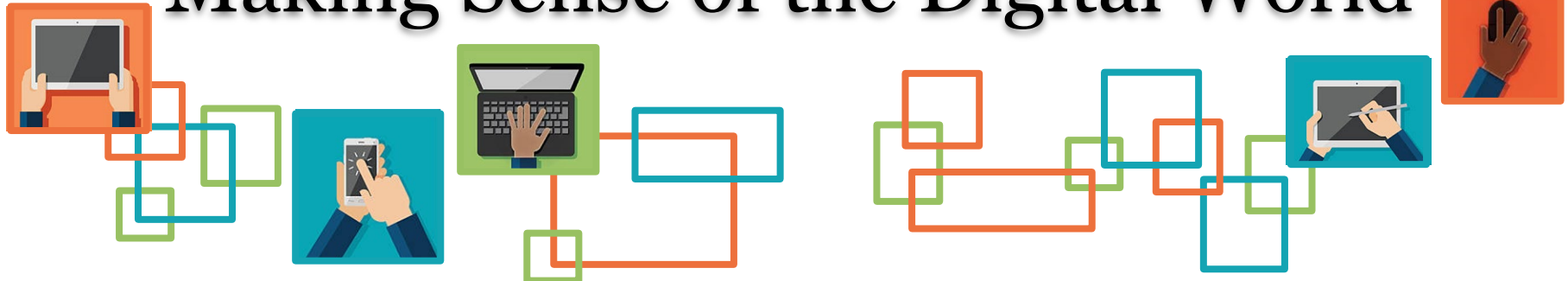




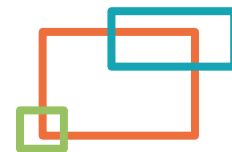
# Unscrambling Technology Vocabulary: Making Sense of the Digital World



Michelle Wolney

Vital Living Program Coordinator  
East Side Neighborhood Services





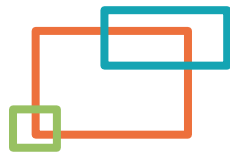
# Our Technology Education Program: Connect 2 Tech

- East Side Neighborhood Services (ESNS) is a nonprofit in NE Minneapolis that serves community members of all ages through older adult services, childcare, our food shelves, wellness programs, an alternative high school, employment programs, and family healing.
- The Vital Living Program is a program within ESNS that serves older adults through wellness classes, caregiver support services, respite programs, technology education, and community events.
- We recognized a need in our older adult community for tech help and found an organization called Senior Planet that provides free curriculum to nonprofits like us. We also create our own curriculum and partner with other organizations like Senior Community Services!



Vital Living Program



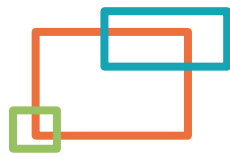


# Introduction

- You are smart and have been forced in many ways to adapt to technology quickly. I want to acknowledge the intelligence you do have and if I repeat anything you already know, I appreciate your patience. My goal is to reach as many folks as I can who might not have had much access or exposure to technology education.
- I am continuing to learn with you! Although I grew up with more recent technology, I still recognize how some technology is not intuitive, even for people who grew up with it.
- This is a safe place for any question!

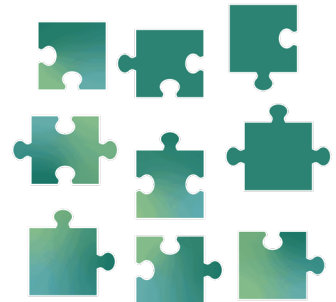


# Before we jump in...



There are popular terms that are now highly associated with technology but could be confusing because, prior to advancements in technology, we gave them a different meaning.

Today we'll be putting more of those pieces together to help unscramble and make sense of basic technology concepts. We are building a larger picture of how things fit together in the digital world as well as in our own lives.

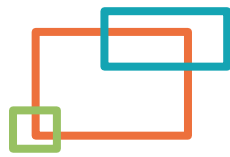




# Goals for Today

- We will go over some of the basic definitions and explanations of key technology concepts.
- We will lessen the confusion surrounding ambiguous technology vocabulary.
- You will leave today with a handout that you can reference anytime to help to remember all this information. There are also additional resources available on the handout!

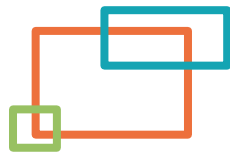




# Overview

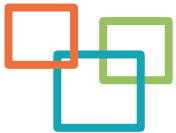
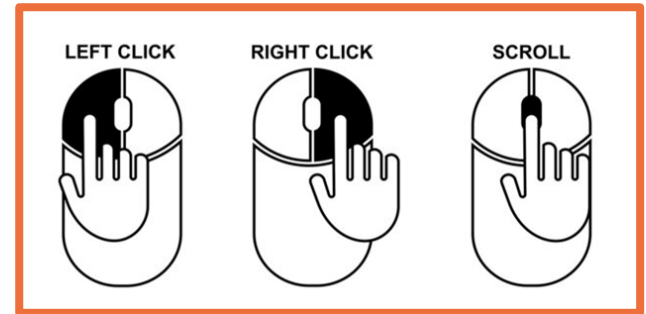
- **Computers:** Left Click vs. Right Click, Mouse vs Touchpad, & How to Scroll
- **Internet:** What is the internet? Wi-Fi, Web Browsers/Websites, Windows vs window, & Tabs
- **Smart Devices:** Android vs Apple, Applications (Apps), & Important Gestures for Smart Devices (Tap, Swipe, & Scrolling)
- **Personal Accounts:** Username, Password, Profile, The Cloud, & Files





## Computers: Left Click vs. Right Click

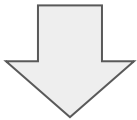
- **Left Clicking:** Most common form of “clicking” used to select, open, and interact with the computer. You typically use your pointer finger on the left side of a touchpad or mouse.
- **Right Clicking:** Used to pull up a hidden menu that contains settings options. Not used as often.
- **Scroll:** The action of moving the web page up or down to view the entire page in different segments.



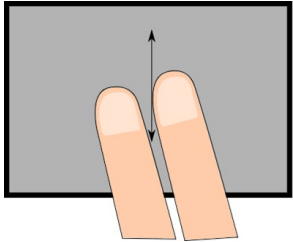
# Computers: Mouse vs Touchpad



Left click



Right click



Scroll up and down using two fingers



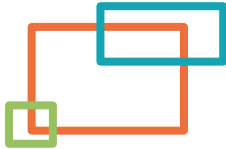
Scroll up and down using center wheel



Left click



Right click



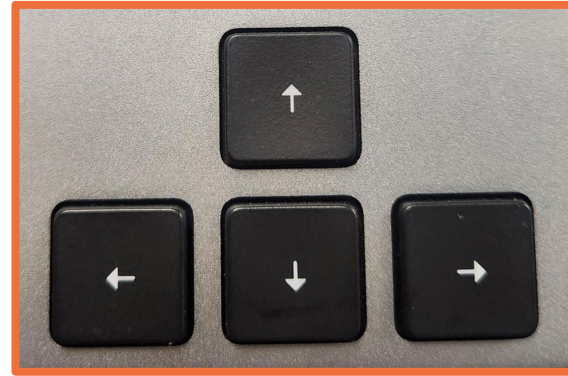


# Computers: Other ways to Scroll

Finding the scroll bar (usually on right hand side of web page)



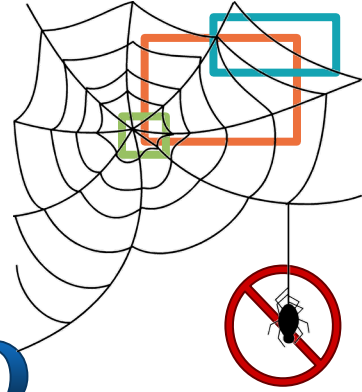
Using your keyboard arrows

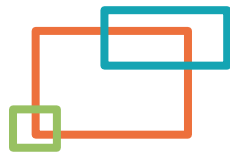


Internet: The Web

# World Wide Web

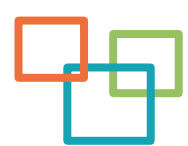
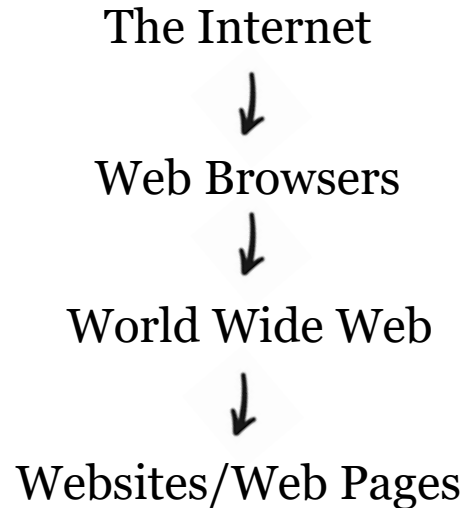
An online, interconnected system of digital information in the form of web pages that uses the internet to connect users across the globe.





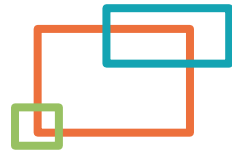
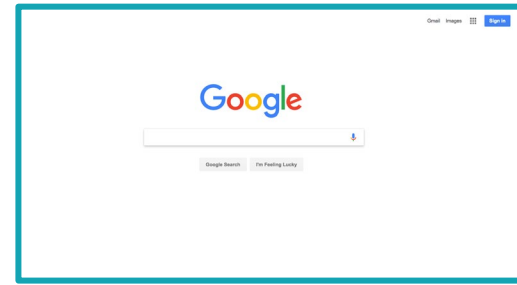
# Internet: What is the internet?

- Decentralized system of interconnected, independently operated networks.
- Local service providers, companies, universities, and governments all work with each other based on voluntary agreements to ensure end to end connectivity of every part of the network.





# Internet: Web Browsers



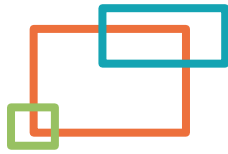
- **Web Browsers:**
  - Applications that provide users access to websites & media from the world wide web while on the internet.
  - They can retrieve information from the web and display it on your device.
- **Examples: Safari, Google, Bing, Microsoft Edge, Yahoo, Firefox, DuckDuckGo**
  - While there are differences in how they look and sort through websites, these web browsers all adhere to certain web standards, so that websites can be accessed across browsers.
  - Website: Collection of web pages.
  - Web page: A single page of a website.



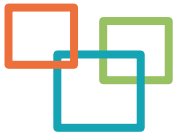
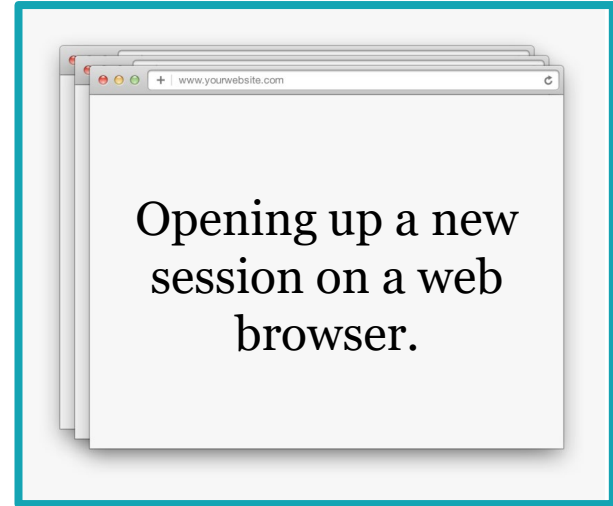
DuckDuckGo.



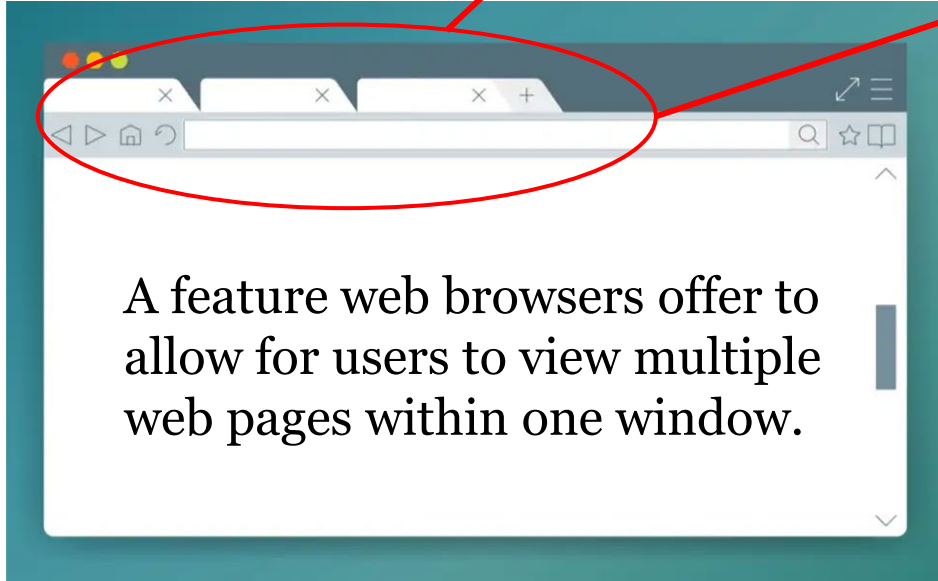
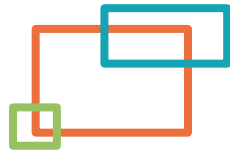
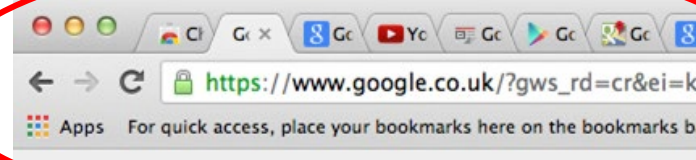
# Internet: Windows vs window



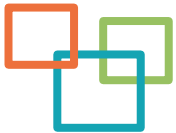
A computer operating system, owned by Microsoft, that is used to run personal computers (PCs).

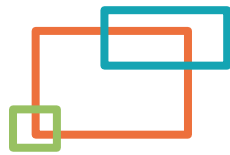


# Internet: Tabs



Traditional file folders and tab cards



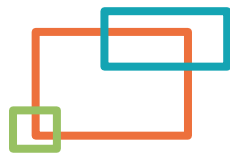


## Smart Devices: Android vs Apple

- Android devices use an operating system (OS) called “Android” which is the hardware that they own and use for their products. It is an open system, meaning that it’s not the same across all android devices. (Google Pixel/LG/Samsung)
- Apple devices use an iOS operating system which is closed, meaning it is the same across all devices.
- You generally need a gmail to use Android devices which helps make it easier to use, download apps, and keep everything together. Google is also popular among Apple users as many people have a gmail account.

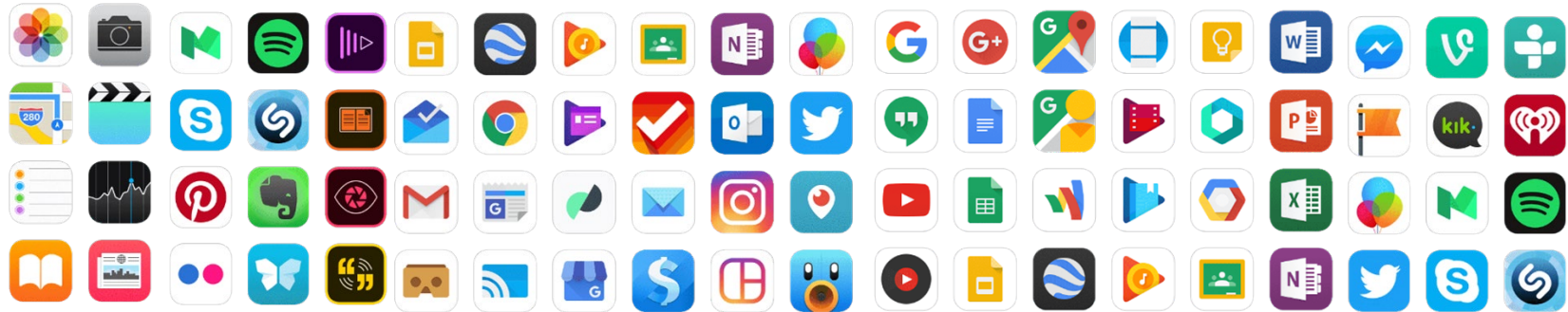


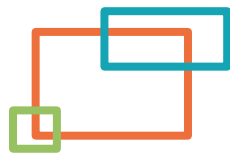




# Smart Devices: Applications (Apps)

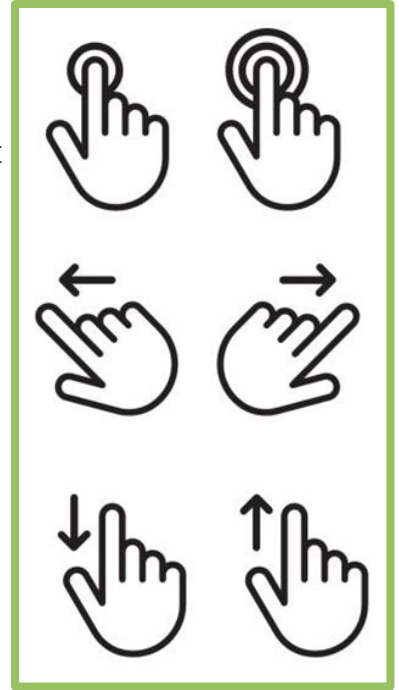
- What is an app?
  - “App” is short for “application” and can be understood as a software program you can run on your device to help you or other programs perform specific tasks.
- Desktop vs. mobile apps
- How to download an app: Google Play Store/Apple App Store
- There are thousands of apps out there that have many different uses
  - Language, pictures, reading, streaming, shopping, games, music, etc.





# Smart Devices: Important Gestures for Smart Devices

- **Tap (Select):**
  - Using the pad of your finger, briefly make contact with the screen in the indicated spot for one second, then quickly release. Requires no other contact points on the screen to select.
- **Swipe (horizontal motion):**
  - Using the pad of your finger, hold down finger on one side of the screen and gently swipe your finger to the opposite side of the screen, lifting your finger off the screen as you reach the other side.
- **Scroll (vertical motion):**
  - Similar to swiping, but instead you hold finger down on the top or bottom of the screen and swipe your finger to the other end of the screen, lifting your finger off the screen as you reach the other end. Similar to a flicking motion.

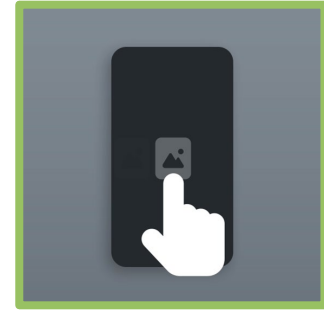
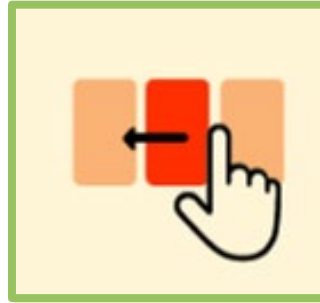
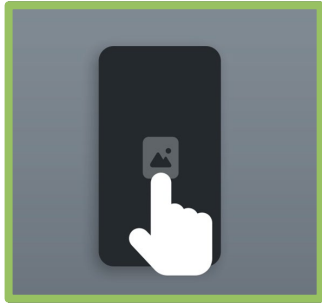


# Smart Devices: Tapping



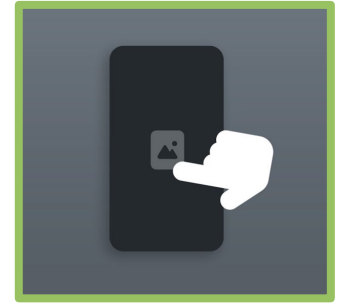
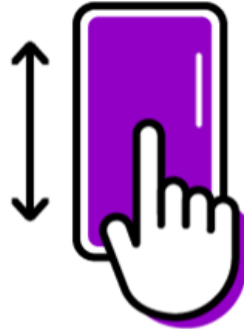
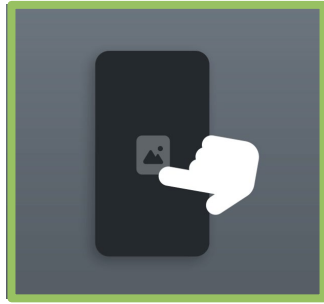
The tap and hold gesture allows you to move apps around on your home screen and does not allow you to select.

# Smart Devices: Swiping

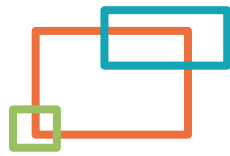


While you can swipe to the left or right of your screen, often to view photos, this image captures what it looks like to swipe to different panels of your home screen.

# Smart Devices: Scrolling

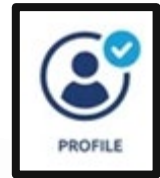
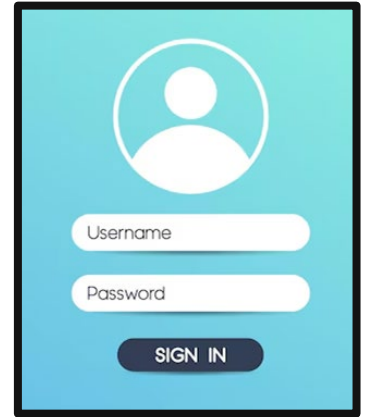


This image shows the scroll bar moving downward as the hand scrolls down the page.

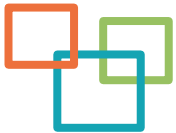


# Personal Accounts: Username, Password, & Profile,

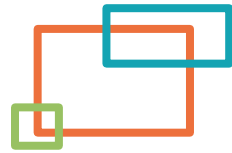
- **Username:**
  - An importance piece of information you need to log into a personal account, often an email address. It identifies which account you want to log into.
- **Password:**
  - The key you need to unlock a device or personal account. A combination of letters, numbers, & special characters that only you know. Keeps account secure.
- **Profile:**
  - A section of an account where you can find the personal information connected to the owner of that account. You can usually edit personal information here.



Common profile symbol



# Personal Accounts: The Cloud & Files



- The Cloud:

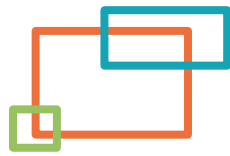
- A way to save & store photos, documents, music, and other files through offsite secure online servers rather than on your device.
- Allows you access to data stored on the cloud from any device with an internet connection.
- Allows you to backup photos and other files safely.
- File: A collection a data stored on an electronic device (images, documents, ect.



- Where can I get cloud storage?

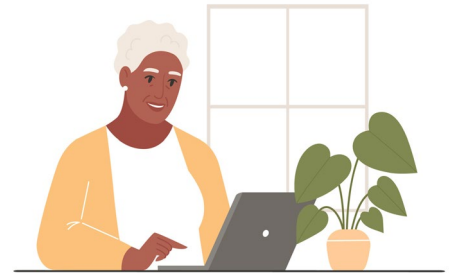
- Apple (free 5 GB with Apple account)
- Phone Service Providers (ex. Verizon offers extra cloud storage)
- Google (free 15 GB with every Google/Gmail account)
- Microsoft (free 15 GB for mailbox storage)



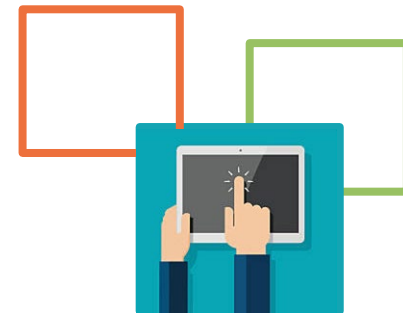
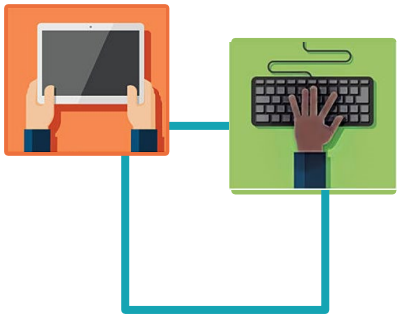
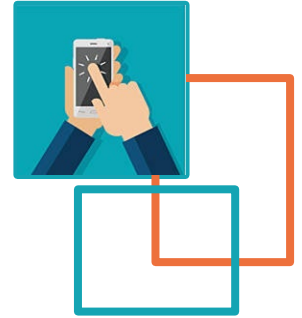
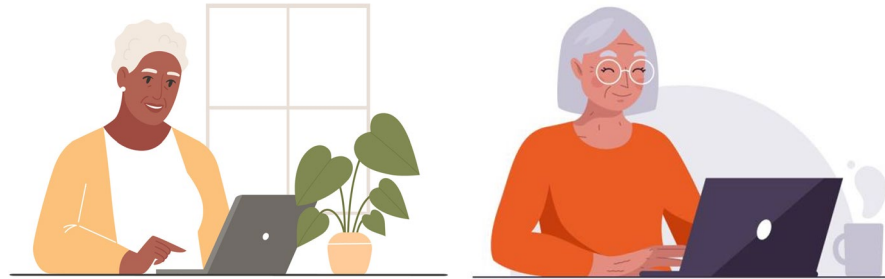
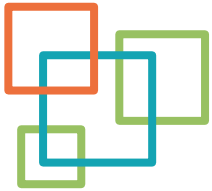
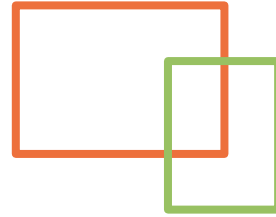
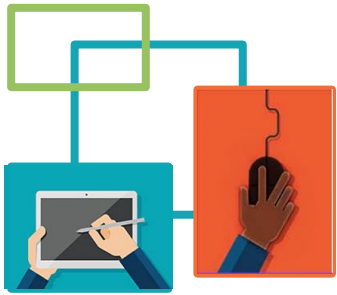


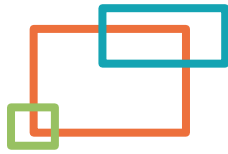
# Review & Takeaways

- Building up your basic knowledge can lead to greater understanding and easier re-learning.
- Repetition is important in building up lasting skills.
- Learning basic terms also builds confidence!





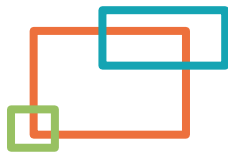




Thank you for joining me today!

Any questions?





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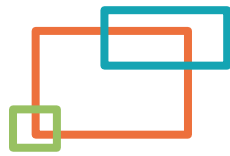
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