

# TECH

# Literacy Guide



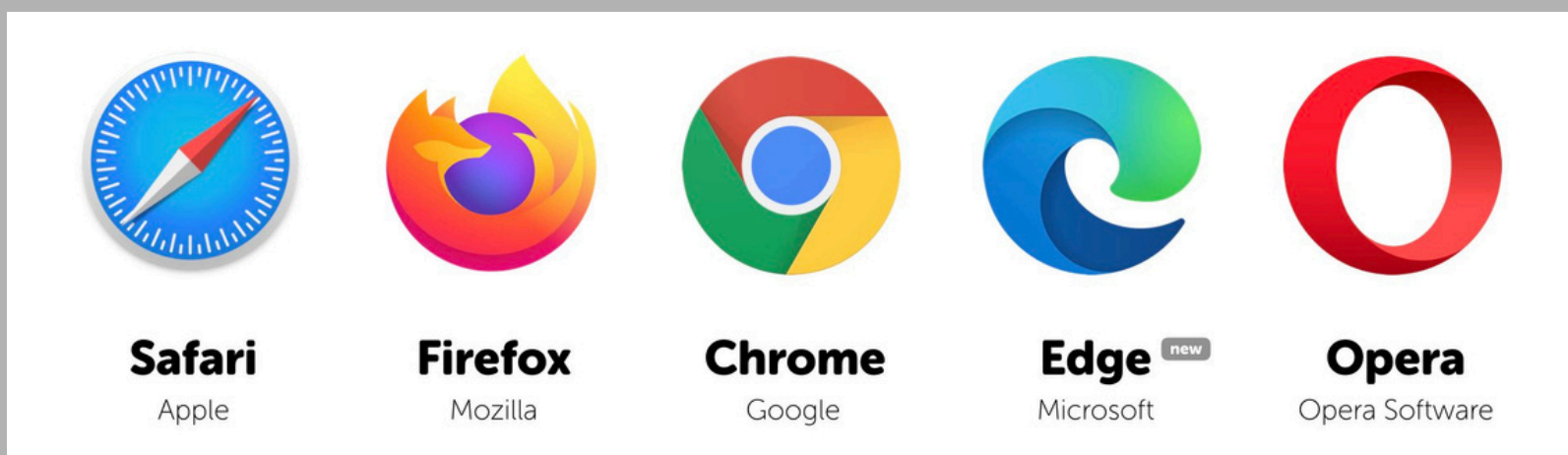


# OPENING/CLOSING BROWSER

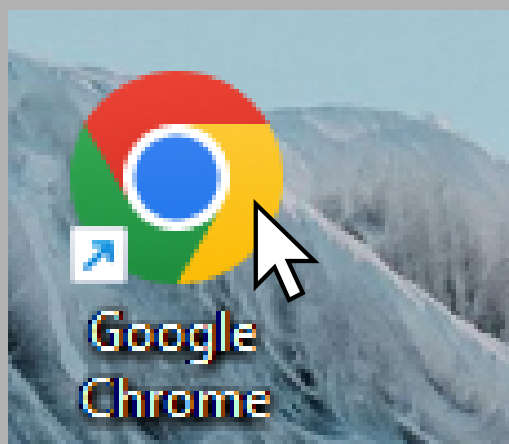
- What is a browser?

A browser is an application that allows users to access information on the internet

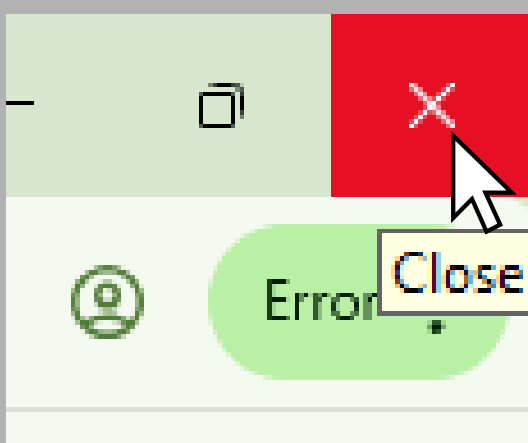
Examples of browsers are:



- To open a browser, place the cursor over the browser icon, and double-click the left button

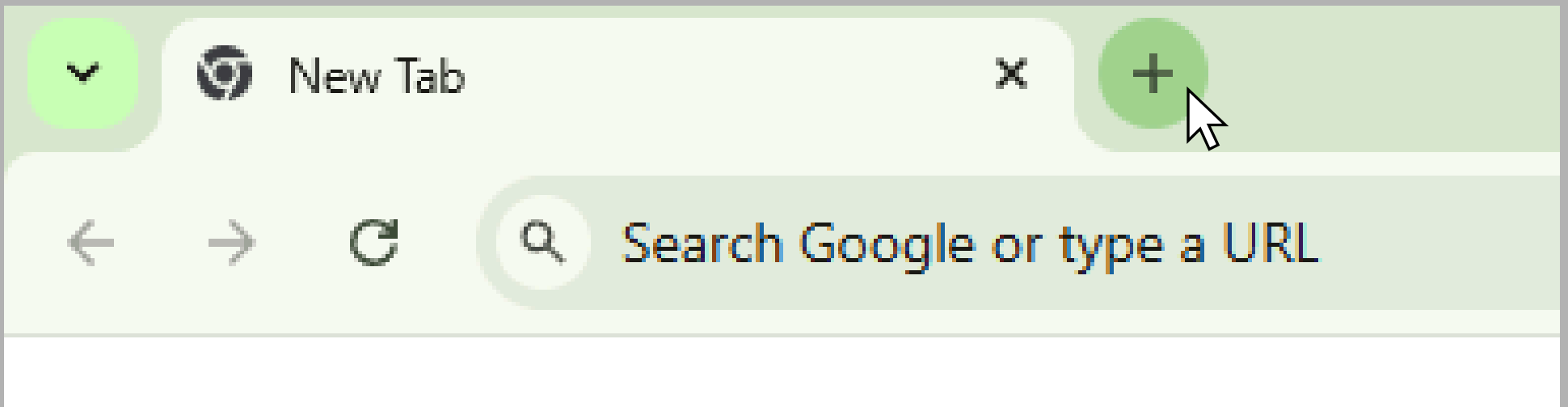


- To close a browser, click on the X on the top right corner of the screen



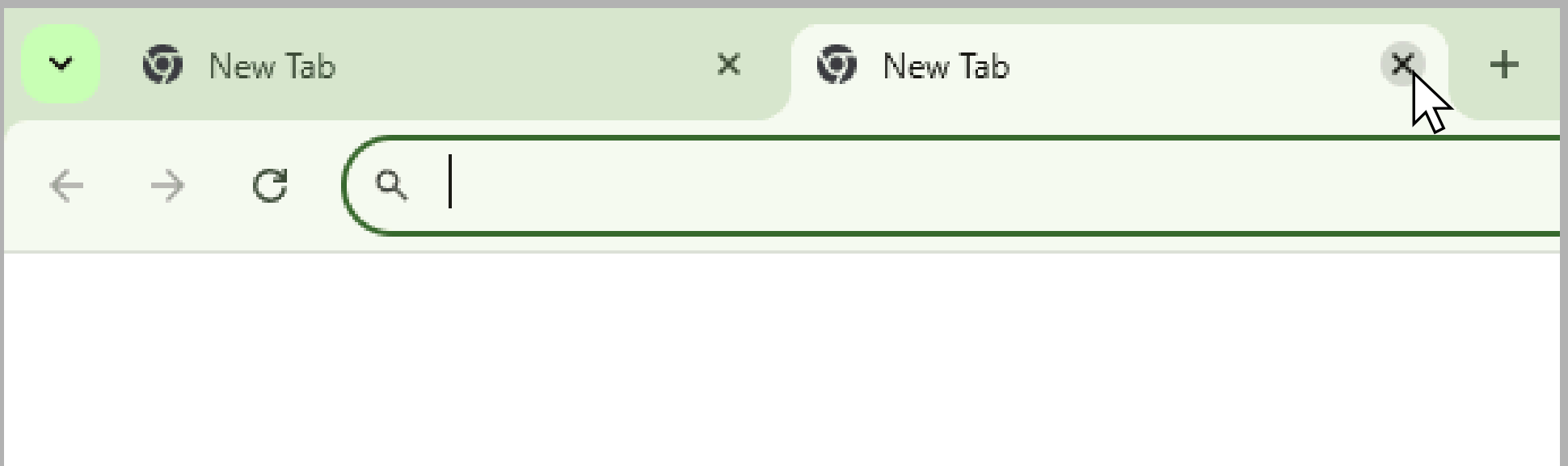
# OPENING/CLOSING TAB

- To open a new tab, click on the “plus” icon (+)



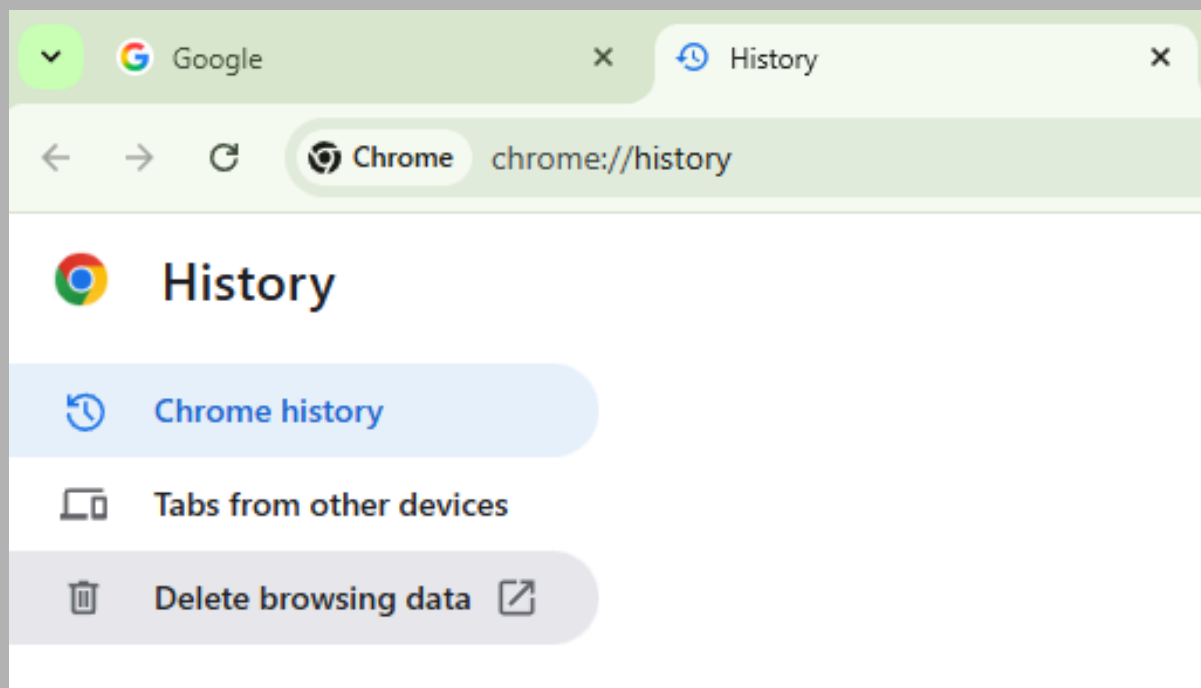
**Tip:** press Ctrl + T on the keyboard to open a new tab without using the mouse

- To close tab, click on the “X” at the end of the tab

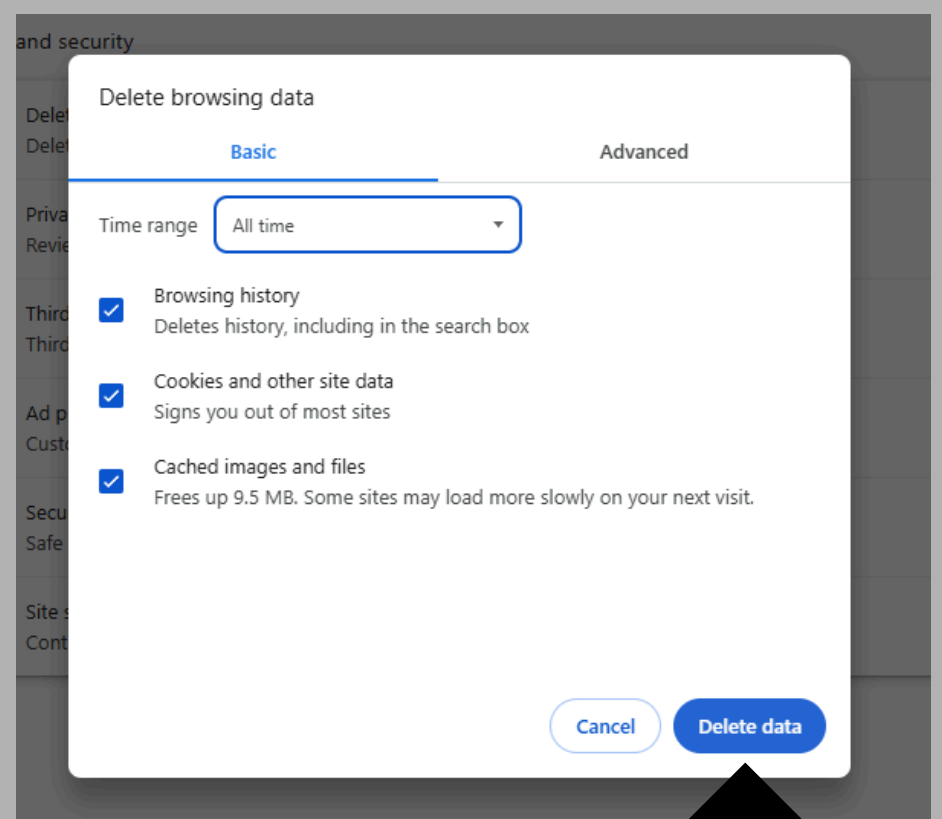
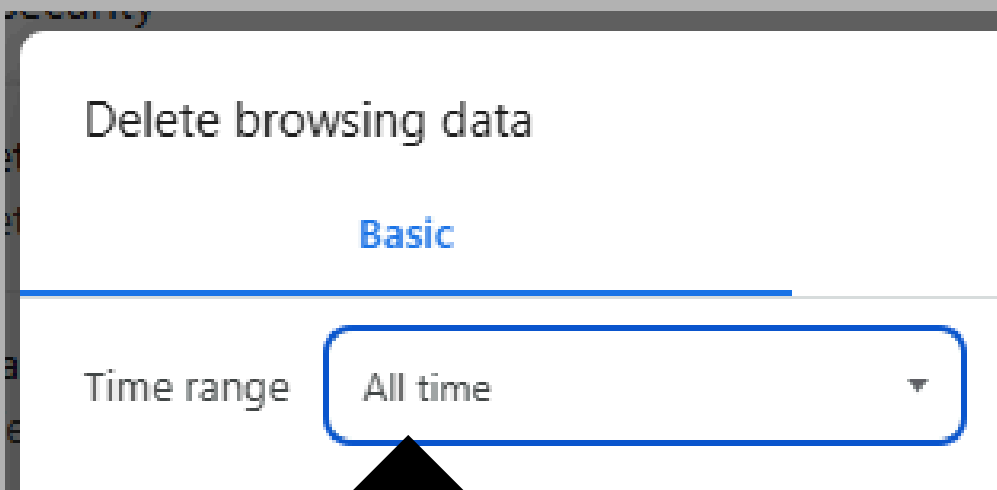


# DELETING BROWSER HISTORY

- To delete browser history, press Ctrl + H on the keyboard to open the History Tab, then click on “Delete browsing data”

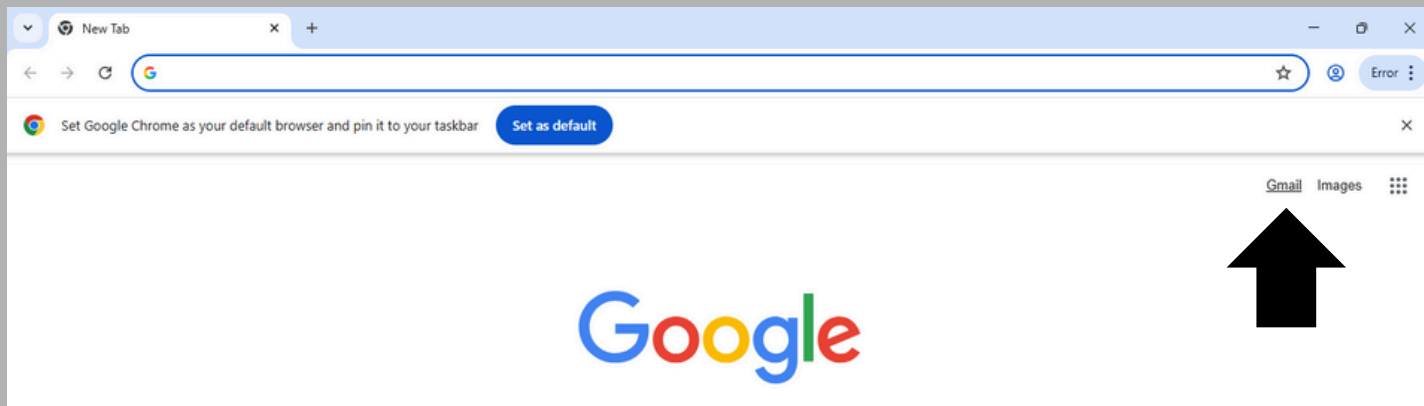


- Make sure to select “All Time” in the Date Range dropdown menu, then click on “Delete Data”



# OPEN GMAIL IN BROWSER

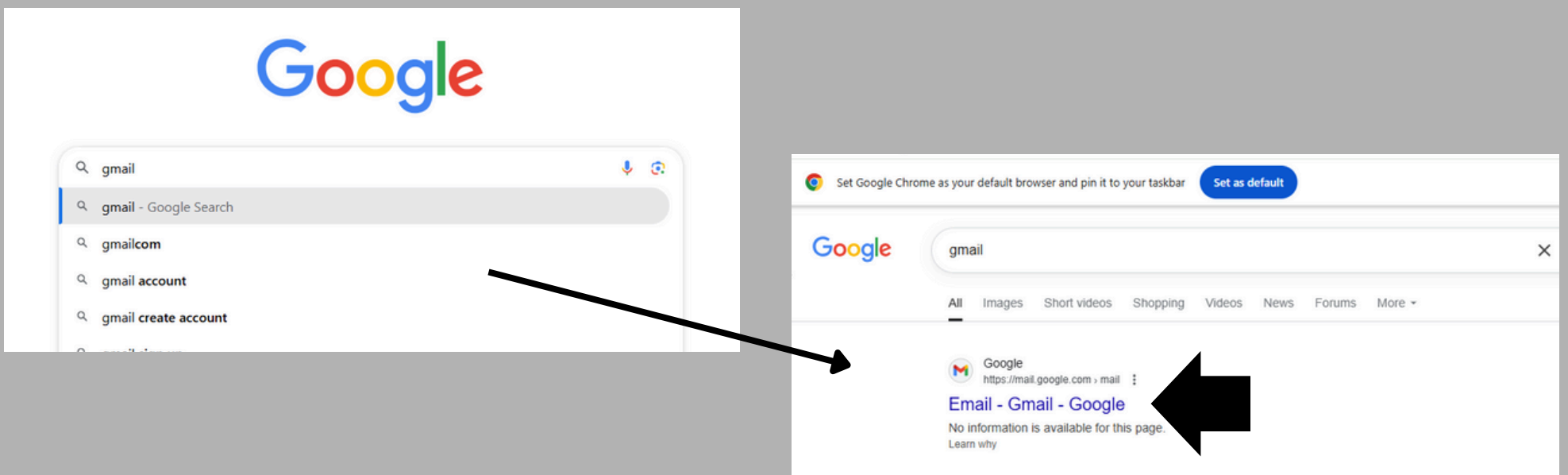
- To open Gmail, open a new tab, and at the corner of the screen, click on “Gmail”



- Click on “Sign In” and input your email address and password to login to Gmail



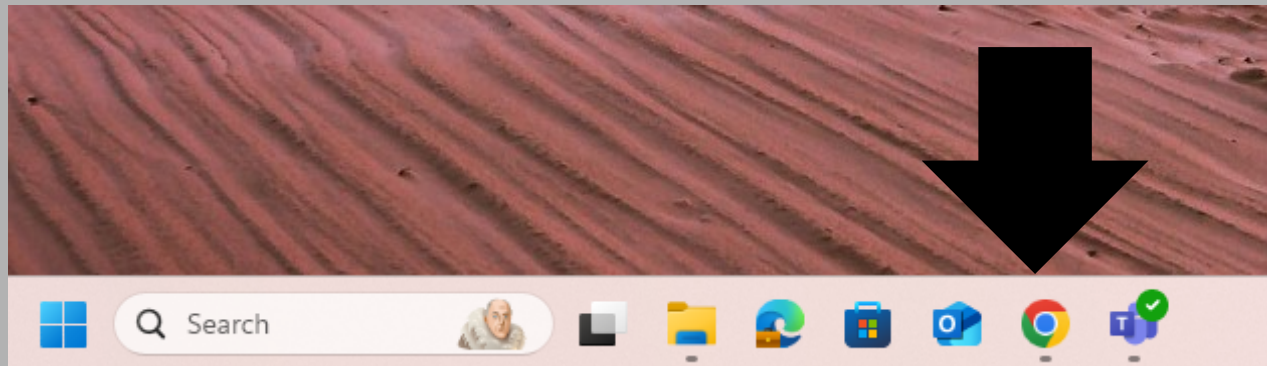
- Another option is to search “Gmail” in the search bar, then select the first result



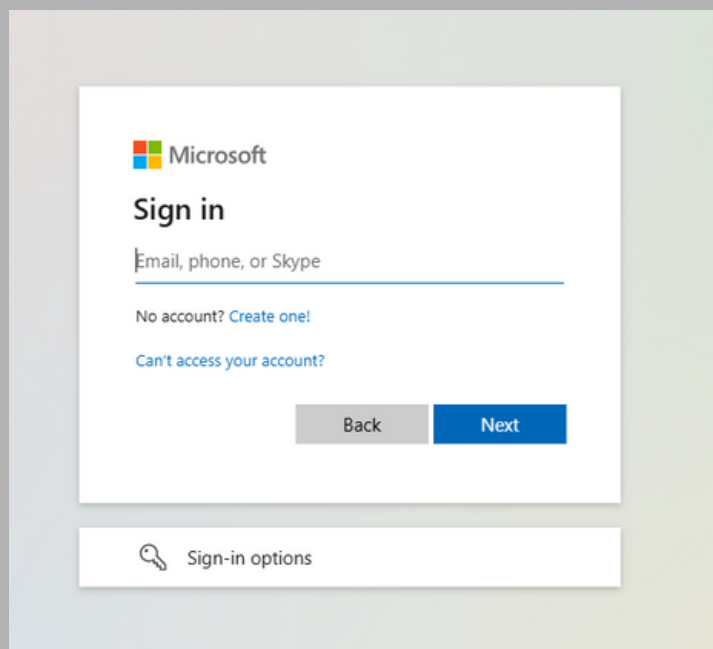
**Tip:** Your Gmail Account is also your Google Account. You may choose to sync both accounts to save Bookmarks and Browse History

# OPEN MICROSOFT 365

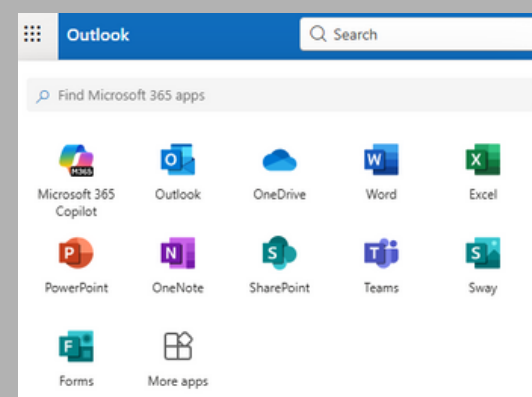
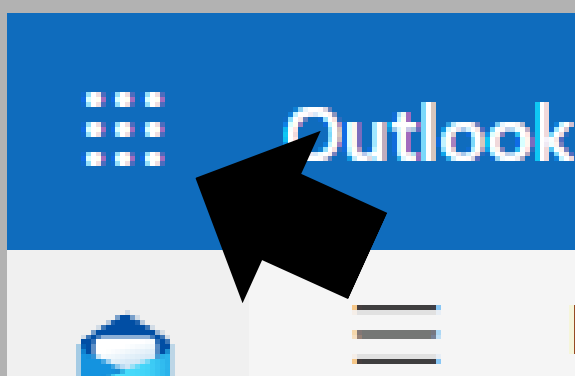
- To access your Outlook, open up a Web Browser



- Search "Outlook Login" and click on the applicable link
- Enter in your Outlook email (@myacmail.ca) and password

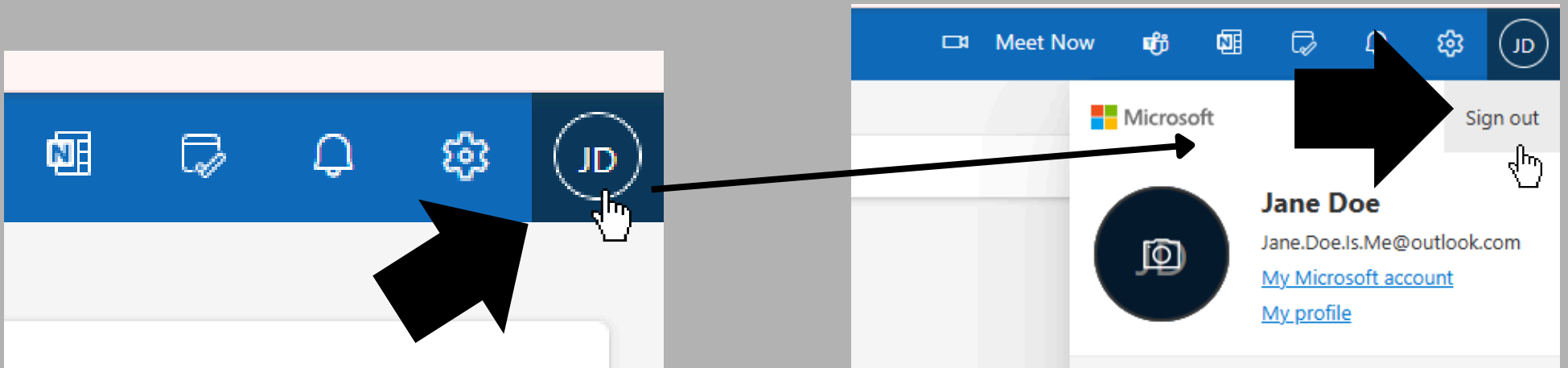


- All Microsoft apps (ex. Word, PowerPoint) can only be accessed through a Web Browser. Once logged in to Outlook, these apps can be found by clicking the **dots** in the top left corner of the screen

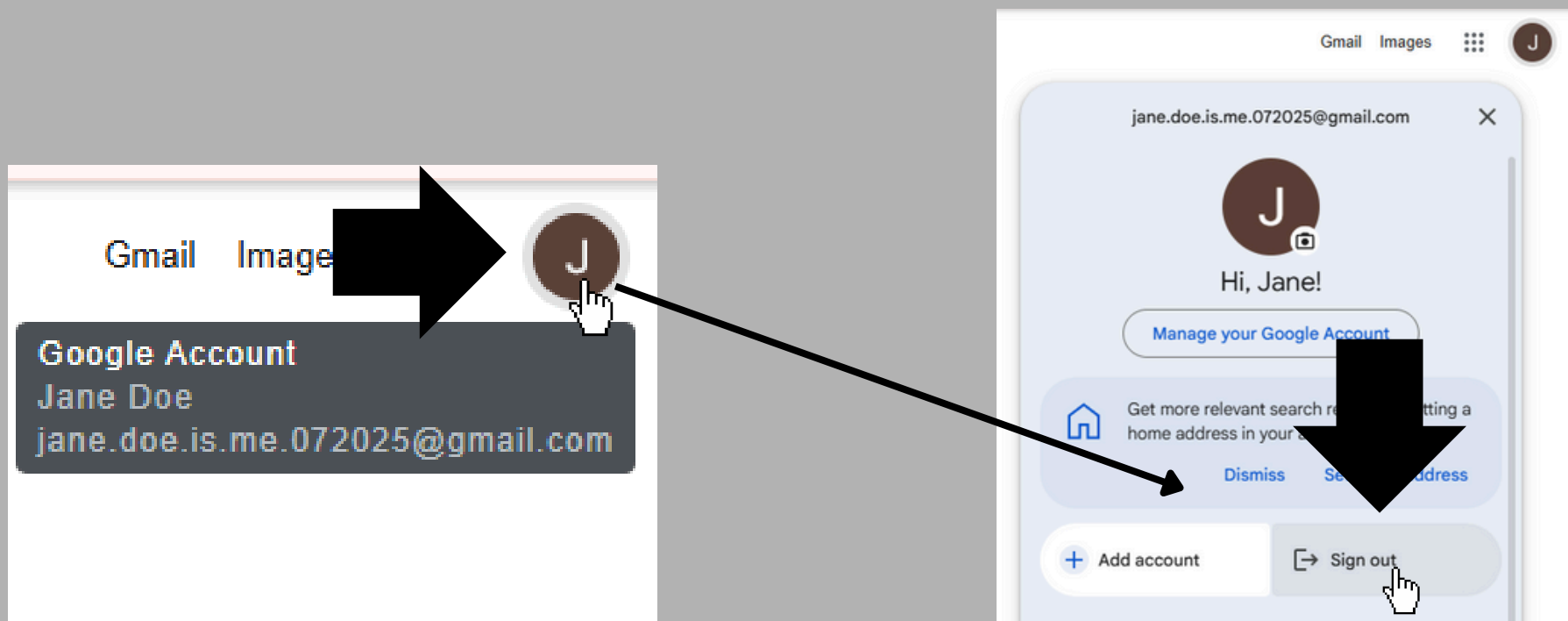


# LOG OUT OF OUTLOOK/GMAIL ACCOUNT

- To log out of Outlook/Microsoft, click on your initials on the top right corner of the screen
- Then click on “Sign Out” to be signed out of all Microsoft Apps



- To log out of you Gmail/Google Account, click on your initials on the top right corner of the screen, then click on “Sign Out”



**Tip:** If your using a public computer or laptop, DO NOT allow Google Password Manager to save your passwords

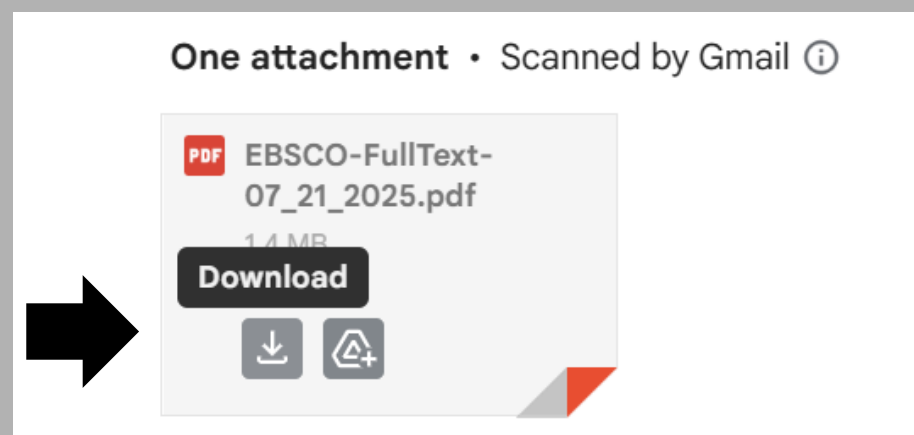
**Tip:** It is important to always log out of all of your accounts, so others cannot access your personal data

# DOWNLOADING/DELETING FILES

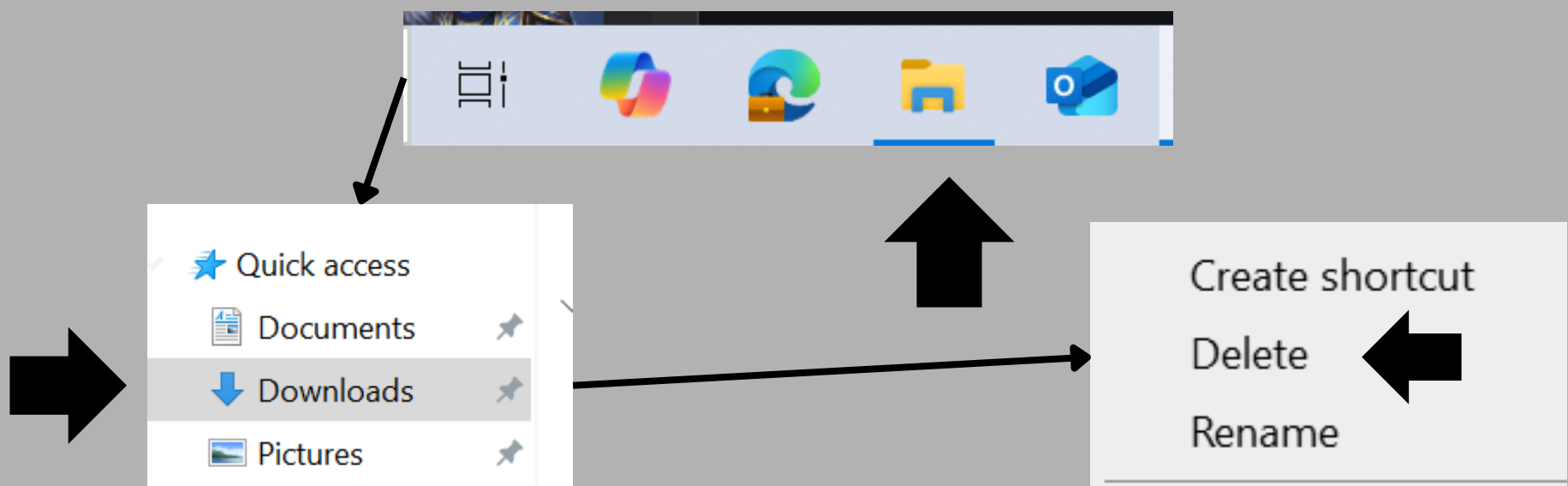
- To download files from the Library Databases, select “Download”



- To download files from your Gmail, click on the “Download” option



- To delete your files, click on the file folder and select “Downloads”. Right click on the file and select “Delete”



**Tip:** If you do not delete your files, someone can access them without your permission. Sensitive documents can be stolen by and shared with other students



# Tech-Literacy Online Resources

## AC Microsoft Help Course

<https://alexandercollege.ca/student-support/writing-and-learning-centre/software-skills/>



## Microsoft Digital Literacy Courses (Available in Multiple Languages)

<https://www.microsoft.com/en-us/digital-literacy>



## Digital Literacy Online Courses - ABC Connect for Learning

<https://abconnectforlearning.ca/resources/#computer-skills>



## Tech/Applications Literacy

### Video Tutorials

<https://www.digitallearn.org/>



## Linkedin Computer Literacy Course and Certificate

<https://www.linkedin.com/learning/working-with-computers-and-devices>



# Local Libraries Public Events/Workshops

## Vancouver Public Library

[https://vpl.bibliocommons.com/v2/events?  
types=5911fd0447b4863400441277](https://vpl.bibliocommons.com/v2/events?types=5911fd0447b4863400441277)



## Burnaby Public Library

<https://bpl.bc.ca/events#/>



## Surrey Libraries

<https://surreylibraries.ca/events>



## UBC Workshops

[https://learningexchange.ubc.ca/community-based-  
programs/learn-computer-skills/](https://learningexchange.ubc.ca/community-based-programs/learn-computer-skills/)



## Richmond Public Library

[https://yourlibrary.bibliocommons.com/v2/events?  
types=5ade5d20824ca32f00f6ae40](https://yourlibrary.bibliocommons.com/v2/events?types=5ade5d20824ca32f00f6ae40)

