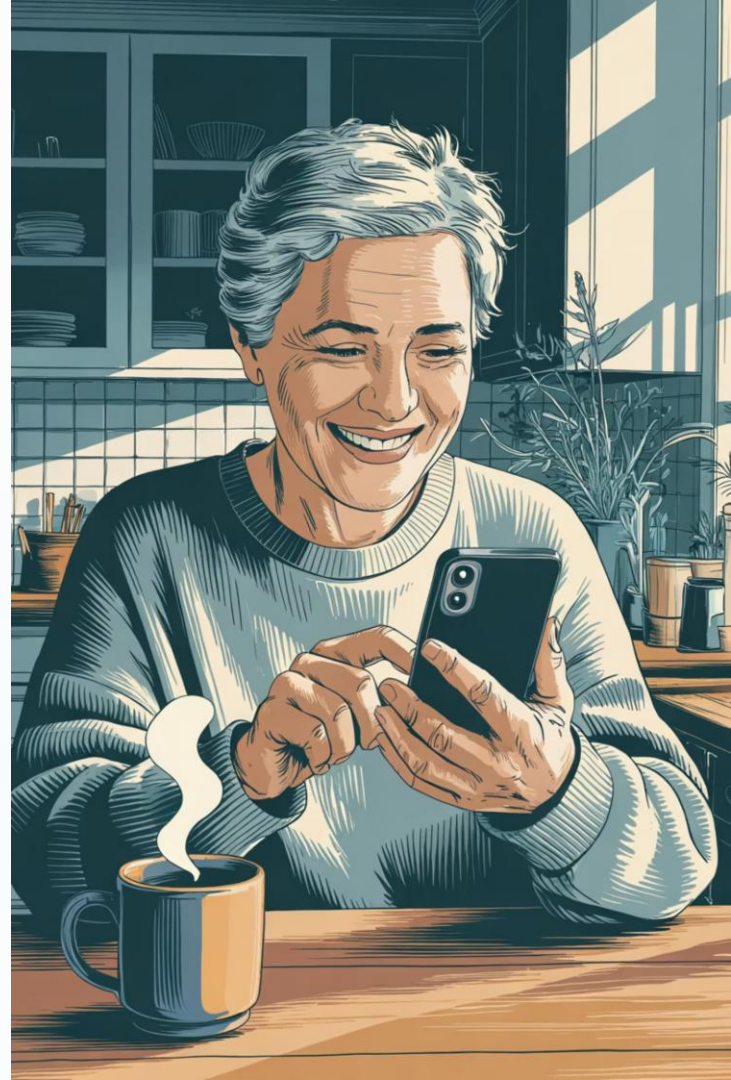


# Basic Smartphone & Computer Use

A beginner-friendly guide for older adults — learn at your own pace, one step at a time.

LESSON 1

DIGITAL LITERACY COURSE



# What You Will Learn

By the end of this lesson, you will feel comfortable with the basics of your smartphone and computer. No experience needed — we start from the very beginning.



---

## Turn On & Lock Your Phone

Start, restart, and lock your screen safely.



---

## Touch Gestures & Buttons

Tap, swipe, scroll, and use volume controls.



---

## Connect to WiFi

Get online at home or at a public place.



---

## Apps, Camera & Notifications

Open apps, take photos, and manage alerts.



---

## Basic Computer Use

Mouse, keyboard, and desktop icons explained.

# Getting to Know Your Phone

Before we begin, let's identify the most important parts of a smartphone. Every phone is slightly different, but these parts are found on almost all of them.

## Power Button

Usually on the right side. Press it once to wake the screen.  
Hold it for 3 seconds to turn the phone on or off.

## Volume Buttons



Two buttons on the left side. Press the **top button** to make sound louder. Press the **bottom button** to make it quieter.

## Charging Port

A small slot at the bottom of the phone. This is where you plug in the charging cable.

## Front Camera

The small circular lens at the top front. It takes selfies and is used for video calls.

  **Helpful Tip:** Look at your own phone right now and try to find each of these buttons. It's okay if yours looks a little different!

# Turning On, Off & Locking Your Screen



## Step-by-Step: Power & Lock

1. **Turn ON:** Press and hold the power button for about 3 seconds until the screen lights up.
2. **Turn OFF:** Press and hold the power button, then tap "Power Off" or "Shut Down" on the screen.
3. **Lock the screen:** Press the power button once quickly. The screen goes dark — your phone is now locked.
4. **Wake the screen:** Press the power button once quickly again, or tap the screen.

✔️ **Good to know:** Locking your screen saves your battery and keeps your phone safe when you're not using it.

# Touch Gestures — How to Use the Screen

Smartphones use your finger instead of a mouse. Here are the five most important finger movements to know.



## Tap

Touch the screen once with one finger. Like clicking a mouse button. Use to open apps or press buttons.



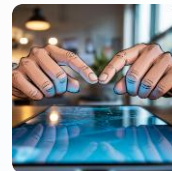
## Press & Hold

Touch and keep your finger still for 2–3 seconds. Opens extra options or moves icons.





## Swipe

Slide your finger across the screen quickly — left, right, up, or down. Used to scroll or switch screens.



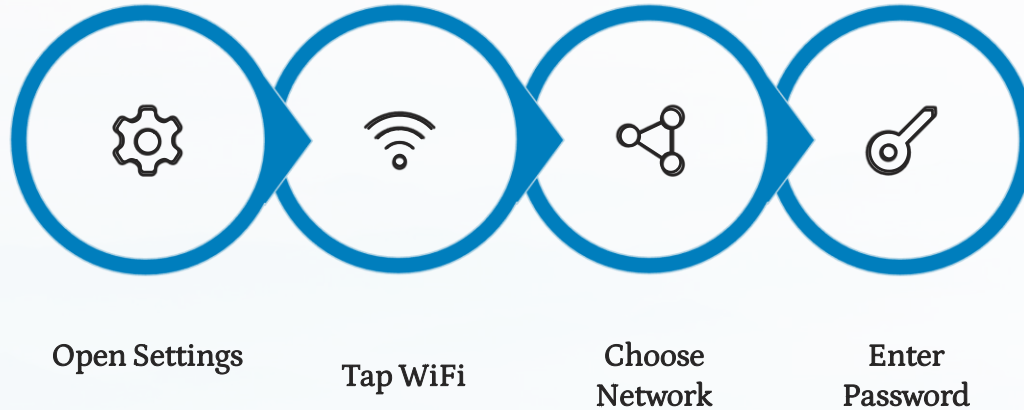
## Pinch to Zoom

Place two fingers on the screen. Move them **apart** to zoom in (make bigger). Move them **together** to zoom out.

  **Try It Yourself:** Open your phone's photo gallery and try pinching to zoom in on a photo. Then pinch back to zoom out.

# Connecting to WiFi

WiFi means a wireless internet connection. When you are connected to WiFi, your phone can access the internet — like visiting websites, checking email, or video calling family — *without* using up your mobile data plan.



Look for the WiFi symbol (it looks like a fan with waves) in the top corner of your screen. When it appears, you are connected!

**⚠ Safety Tip:** At coffee shops or libraries, avoid logging into your bank on public WiFi. Use it only for general browsing.

# Understanding Your Home Screen







## What Is the Home Screen?


The home screen is the first thing you see when you unlock your phone. Think of it like your desk — it holds shortcuts called **apps**.

## What Are Apps?

An **app** (short for application) is a program on your phone. Each app has its own icon — a small picture that represents it.

-  **Phone** — make and receive calls
-  **Camera** — take photos
-  **Browser** — visit websites
-  **Settings** — adjust your phone



 **Tip:** To open an app, simply tap its icon once. To go back to the home screen, press the Home button (a circle or square at the bottom).

# Adjusting Brightness, Volume & Charging Properly


## Adjusting Brightness


Swipe **down** from the top of your screen. A sun icon with a slider appears. Drag the slider right for brighter, left for dimmer. Brighter is easier to read outdoors.

## Adjusting Volume

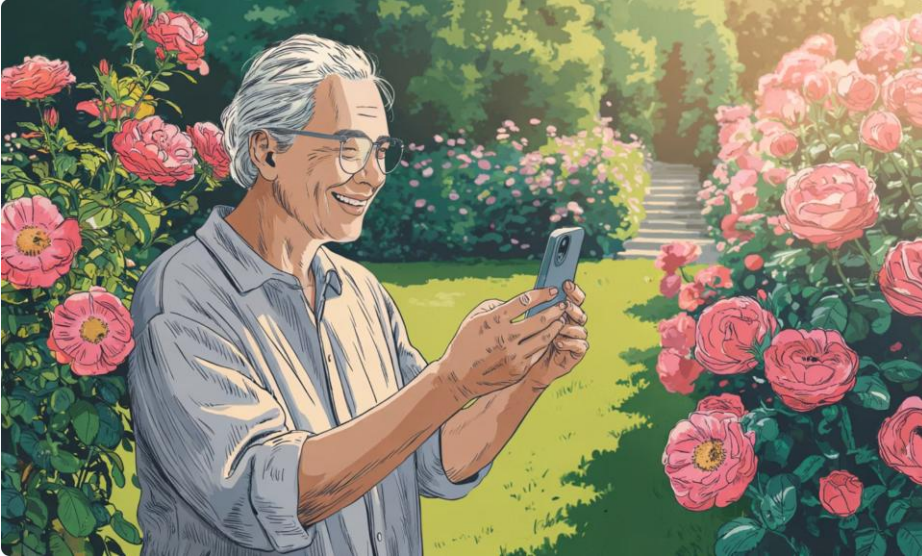
Press the **Volume Up** or **Volume Down** button on the side of your phone. A bar appears on screen showing the level. Adjust it until your ringtone or caller feels comfortable.

## Charging Your Phone

Plug the small end of the cable into the **bottom port** of your phone. Plug the large end into a wall outlet or USB adapter. A lightning bolt  icon means it is charging.

 **▲ Charging Safety:** Do not charge your phone under your pillow or blanket overnight. Always charge it on a hard, flat surface like a nightstand.


# Taking a Photo & Using the Camera



## How to Take a Photo — Step by Step

1. Find the **Camera** app on your home screen. It usually looks like a small camera icon.
2. Tap it once to open.
3. Point your phone at what you want to photograph.
4. Tap the large **white circle button** at the bottom of the screen to take the photo.
5. Your photo is saved automatically to your **Gallery** or **Photos** app.



 **Try It Yourself:** Open your camera app and take a photo of something nearby — a flower, your pet, or a favorite book. Then open your Photos app to see it!

# Basic Computer Use: Mouse, Keyboard & Desktop

## Using a Mouse



Move the mouse on a flat surface to move the arrow on screen. **Left-click once** to select. **Double-click** (click twice quickly) to open a file or program. **Right-click** to see a menu of options.

## Using a Keyboard

Press keys to type letters, numbers, and punctuation. **Backspace** deletes the last letter. **Enter** starts a new line or confirms an action. **Spacebar** (the long bar at the bottom) adds a space.

## The Desktop

The desktop is the main screen of your computer — like a home screen. Icons on the desktop are shortcuts to programs. Double-click any icon to open it. Look for a **trash can icon** to delete files.

  **Helpful Tip:** If you accidentally click the wrong thing, press the **Escape (Esc)** key — it often cancels the last action, just like taking a step back.