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Title	Sharing Made Easy: Essential Skills in the Digital age
Keywords	Sharing, Digital Sharing, Social Media, Email, Cloud Storage, Online Document Collaboration Tools, Video Conferencing, Privacy Settings, Visibility Control
Provided by	IDP European Consultant & IHF asbl
Language	English
Training area (X where applicable)	
	Information Literacy
X	Communication & Collaboration
	Safety
	Problem Solving
Objectives / Learning outcomes	
<p>At the end of this module, you will be able to:</p> <ul style="list-style-type: none"> • Identify the benefits and challenges of digital sharing • Be empowered to confidently share information online • Gain practical skills in using sharing tools effectively • Understand best practices for protecting your personal information • Recognise and handle potential risks and concerns 	
Description	
<p>Welcome to the “Sharing Made Easy: Essential Skills in the Digital Age” training course!</p> <p>In today’s interconnected world, sharing information online has become an integral part of our lives. This course is designed to equip you with the necessary knowledge and skills to navigate the digital landscape confidently and responsibly.</p> <p>Key themes covered in this module include:</p> <ul style="list-style-type: none"> • The importance of sharing information online for staying connected and engaged • The benefits and challenges of digital sharing • Popular tools and platforms for sharing information online • The safe and effective use of sharing tools • Practical tips and strategies for managing shared files • Common pitfalls, potential risks and concerns associated with digital sharing 	
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Module: Sharing Made Easy: Essential Skills in the Digital Age

Unit 1: Introduction to Sharing Online

Section 1.1. Importance of Sharing Information Online

Sharing information online is crucial for **staying connected and engaged** in today's digital age.

It allows individuals to **communicate, collaborate, and interact with others**, both personally and professionally.

Through the **DIGITAL SHARING**, we are able to:

INFORMATION

- Access a wealth of resources and knowledge
- Help individuals stay informed about current event and trends

INTERACTION

- Exchange ideas
- Foster a sense of community
- Collaborate on projects

Section 1.2. Benefits of Digital Sharing – Examples with Social Media

PERSONALLY

Social media platforms like **Facebook** enable individuals to:

- **Connect and engage** with friends, family, and acquaintances
- **Share personal experiences:** updates, photos, and videos
- **Join communities** of shared interests

- **Break geographical distances**

PROFESSIONALLY

Social media platforms like **LinkedIn** enable professionals to:

- **Build and expand** their **network**
- **Share** industry **insights**
- **Showcase** their **expertise**

Section 1.3. Popular Platforms and Tools for Sharing

Social Media Platforms

Facebook, Instagram, TikTok, and Twitter are popular for sharing photos, videos, and updates with friends, family, and followers

E-mail

It is a widely used tool for sharing files and documents, providing a convenient way to send and receive information

Cloud storage services

Dropbox, Google Drive, and iCloud – for example – allow users to store and share files securely across different devices

Document collaboration tools

Google Docs and Microsoft Office 365 – for example – enable multiple users to work on the same document simultaneously, enhancing teamwork and productivity

Video conferencing platforms

Zoom and Microsoft Teams – for example – facilitate real-time communication and screen sharing, making it easy to collaborate and present information remotely

Unit 2: Essential Sharing Tools and Platforms

Section 2.1. Social Media: Sharing Photos, Videos, and Updates

Digital sharing on social media platforms has revolutions **the way we connect and share experiences**.

Instant Sharing

Social media enable instant sharing of photos, videos, and updates. Users can **capture a moment**, edit it, **and share it within seconds**, allowing for **real-time** interaction

Global Reach

There are **no geographical boundaries**. It allows users to **share** experiences, cultures, and perspectives **on a global scale**

Visual Storytelling

Platforms like Instagram and TikTok emphasise visual content. Users can **showcase** their **creativity**, share their passions, and engage with others through visually compelling content

Community Engagement

Users can follow accounts, join groups, and participate in conversations, creating a **sense of belonging and connection**

Privacy Control

Platforms offer **privacy settings** that allow users to control the visibility, choosing to share publicly, with specific individuals, or within private groups, ensuring their comfort and security

Examples of Social Media – Main social media platforms and features:

- **Facebook**
With over 2.8 billion monthly active users, Facebook allows users to share photos, videos, and status updates with their network. Users can **create albums, tag friends, and share content** on their timeline or in groups and communities
- **Instagram**
Known for **its visual focus**, Instagram allows to share photos and videos with followers. Users can apply filters, add captions, and use hashtags to reach a wider audience. **Instagram Stories** and **Reels** provide options for **sharing more temporary or long-form content**
- **TikTok**
This **short-form video platform** has gained immense popularity for **its creative and entertaining content**. Users can share videos up to **60 seconds** long, add effects, filters, and music, and engage with a global community through likes, comments, and shares
- **Twitter**
With its character **limit of 280 characters**, Twitter is a **microblogging platform** that allows users to share updates, thoughts, and links. Users can also share photos and videos, as well as engage in conversations through replies, retweets, and hashtags

Section 2.2. Email: Sending and Receiving Files and Documents

Email is a widely used tool for sharing files and documents electronically, providing a convenient way to send and receive information.

Email providers such as **Gmail, Outlook, and Yahoo Mail** offer **various functionalities** for digital sharing:

- **Attachments**
Users can **attach files**, such as documents, images, or presentations, to an

email and send them to recipients

- **Large File Sharing**

Email providers offer **options for sharing large files** that exceed the attachment size limit. Users can **upload files to the cloud and share a link** to the file in the email, allowing for easy access and download

- **Security**

Email providers offer **security features** that protect sensitive information from unauthorised access. Users can **encrypt emails**, set up **two-factor authentication**, and use **spam filters** to prevent phishing attacks

Section 2.3. Cloud Storage: Sharing and Collaborating on Files

As anticipated in the previous slide for large file sharing, there are cloud storage services (Dropbox, Google Drive, iCloud, etc.) that allow users to **store and share files securely across different devices** → *You can access files from anywhere* → **Accessibility**. Cloud storage services provide **diverse functionalities** for digital sharing:

- **File Sharing**

Users can **share files / folders with others**, allowing for collaboration and teamwork. They can **set permissions and access levels** to control who can view, edit, or share

- **Version Control**

Users can **track changes** and maintain a **history of document revisions**. This ensures that everyone is working on the latest version of the file

- **Syncing**

Syncing features automatically **update files across different devices**. Users can access to the latest version of the file, regardless of the device they are using

- **Scalability**

Cloud storage services **offer** scalable storage options, allowing users to increase or decrease **storage capacity** as needed

- **Security**

Security features protect files from unauthorised access. Users can **encrypt files**, set up **two-factor authentication**, and use **password protection**

Section 2.4. Online Document Collaboration: Working Simultaneously on Documents

Specifically for the files for which collaboration is required, there are tools (Google Docs, Microsoft Office 365, etc.) that allow **multiple users and simultaneous work on a document** → **Real-time collaboration**

Users can **see changes in real-time** and communicate through comments and chat. It is also a tool to **track changes** and **maintain the history** of revisions → **Version Control**

This last characteristic (Version Control) does not only concern a temporal and therefore quantitative check, but also a **qualitative one**.

Therefore, **each user** will log in with his or her **own account** and any changes made by the individual co-developer account of the document will be tracked and recorded.

Furthermore, due to the simultaneity feature, **no conflicting copies** will be created.

Section 2.5. Video Conferencing: Sharing Screens and Presentations

Digital Sharing through video conferencing has made it easier to **conduct virtual meetings and presentations**, regardless physical location or time zone →
→ **Collaboration and Remote Work**

The basis of interaction for a videoconference is the **activation of the video camera and microphone**, which allow **face-to-face interaction** to be replicated in virtual settings, also asking question providing instant feedback.

Moreover, the **main digital information** sharing takes place with the **screen sharing and presentations**.

Specifically, users can share their screens to showcase presentations, documents, or other visual content during virtual meetings. This allows for effective collaboration, remote presentations, and demonstrations.

...**on a side note**: Video conferencing platforms are **cost-effective**, reducing the need for travel and in-person meetings.

Unit 3: Practical Tips and Common Pitfalls

Section 3.1. Managing Shared Files

After delivering the main digital tools and platforms for sharing, let's introduce **the importance of managing the shared information and files**. The effective management appears **essential for organisation and accessibility**.

Users should establish a clear **file organisation system** and **naming conventions** to ensure easy retrieval. By the way, here are the **best practices** taking a document with input for tax return as example:

- Use **descriptive file names** to save, share and facilitate easy navigation and search

Example: **YYYYMMDD* Surname of the person Topic Year of reference.docx**
20230615 Smith input for Tax Return 2022.docx

***saving date in the format year/month/day**

- Utilise features like **timing and version control** to track changes and maintain a history of document revisions

In our **example** (tax return), it's important to save **multiple versions** of the document whenever changes are made. This can be achieved by creating copies of the file with different dates and retaining previous versions, **as follows**:

20230515 Smith input for Tax Return – 2022.docx

20230601 Smith input for Tax Return – 2022.docx

20230615 Smith input for Tax Return – 2022.docx

Section 3.2. Protecting Personal Information while Sharing

Likewise, it is crucial to protect personal information – especially from unauthorised access.

Users should **be cautious** about sharing sensitive details such as addresses, phone numbers, or financial information, limiting themselves to provide **only the necessary information** and always read **the terms and conditions of use**.

**Do not tick any boxes without first reading the terms behind them
and never authorise actions if you are not sure of the authenticity of the message!**

Best practices for protecting personal information while sharing:

- **Avoid** sharing them in **public forums** or through **unsecured Wi-Fi** networks
- **Use secure** sharing **platforms** that encrypt data – **e.g.**, WhatsApp with the **“end-to-end” encryption**
- **Use** strong and unique (**complex**) **password** for each online account
- Regularly **review and adjust privacy settings** to control who can access your personal information

Section 3.3. Privacy Settings and Visibility Control

Specifically, privacy settings and visibility control options are essential for **managing the audience and accessibility** of shared content and information.

It is important **to manage**:

- **At a preventive level**
Examples: Most sharing platforms offer **customisable settings** to control who can view, comment in, or share your content. For example, when posting on Facebook, you can choose between **options such as public, friends-only, or custom settings**.
Through this option you can align settings with your desired level of privacy.
- **Ongoing**
Examples: Set an **authorisation method through alerts of access from a new device** on a main online account – e.g., Gmail.
Through this option you can know if there is someone (who is not you) is trying

to access your accounts and thus your information.

5 Glossary entries

Social Media: It refers to online platforms and websites that enable users to create and share content, connect with others, and engage in social networking. They are often used for sharing photos, videos, and updates, and include platforms such as Facebook, Twitter, Instagram, TikTok and LinkedIn

Pitfalls: They are common mistakes or challenges that individuals may encounter while engaging in digital sharing. They include sharing sensitive information with the wrong recipients, falling victim to phishing attacks, or unintentionally granting unauthorised access, among others

Personal Branding: It refers to the process of creating and managing a unique and authentic image or identity for oneself in the digital world. It involves identifying one's strengths, values, and goals, and communicating them effectively. Personal branding is essential for establishing a positive online reputation, building credibility and trust, and creating opportunities for personal and professional growth. It includes activities such as creating a personal website, developing a social media presence, and engaging in online networking and collaboration

Tax return: It is a document that individuals or businesses are required to file with the tax authorities to report their income, expenses, and other relevant financial information for a specific tax year. It serves as a formal declaration of one's taxable income and allows the tax authorities to calculate the amount of tax owed or the refund due

Encryption: It is the process of converting plain text or data into a coded message that can only be read by authorised parties. It is used to protect sensitive information from unauthorised access, as it requires a decryption key to access the original data

5 multiple-choice self-assessment questions

Question 1. What is the importance of sharing information online?

Option a: It is a fun way to pass the time

Option b: It helps to stay connected and engaged in the digital age

Option c: It is a requirement for social media popularity

Option d: It is a way to invade others' privacy

Correct option: b

Question 2. How can you recognise and handle potential risks and concerns associated with digital sharing?

Option a: By continuing to share new information

Option b: By sharing personal information with as many people as possible

Option c: By activating new online accounts

Option d: By being aware of common pitfalls and taking proactive measures to avoid them



Correct option: d

Question 3. What are some popular tools and platforms for sharing information online?

- Option a. Cloud storage and social media
- Option b. Mobile phone, social media and Wi-Fi
- Option c. Cloud storage and pen drive
- Option d. Smoke signals and Fax machines

Correct option: a

Question 4. How can you effectively use email to send and receive files and documents?

- Option a: By sharing sensitive information in email attachments
- Option b: By being cautious and verifying the authenticity of email attachments before opening them
- Option c: Don't send email with attachments
- Option d: By opening attachments from unknown senders without hesitation

Correct option: b

Question 5. What is one practical tip for protecting personal information while sharing online?

- Option a: Share password with trusted individuals
- Option b: Regularly update privacy settings
- Option c: Share personal information freely on public forums
- Option d: Use public Wi-Fi networks for secure sharing

Correct option: b

Bibliography and further references

N.A.

Related material	20230620 BOOMER WP4 Sharing Made Easy – EN.pptx
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Reference link	N.A.
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Video in Powtoon format	BOOMER_IDP&IHF_SharingMadeEasy_EN.mp4
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