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Eurhope

EU as a solidarity's house for minors out of home
Erasmus+ project n. 2023-2-IT03-KA220-YOU-000184370



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Digital Skills Module 1

Information and Data Literacy

CUORE
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HELLENIC
AMERICAN
UNION



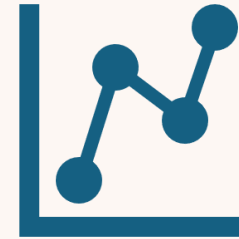
PROGETTO FAMIGLIA
CENTRO STUDI

In this module we will talk about:



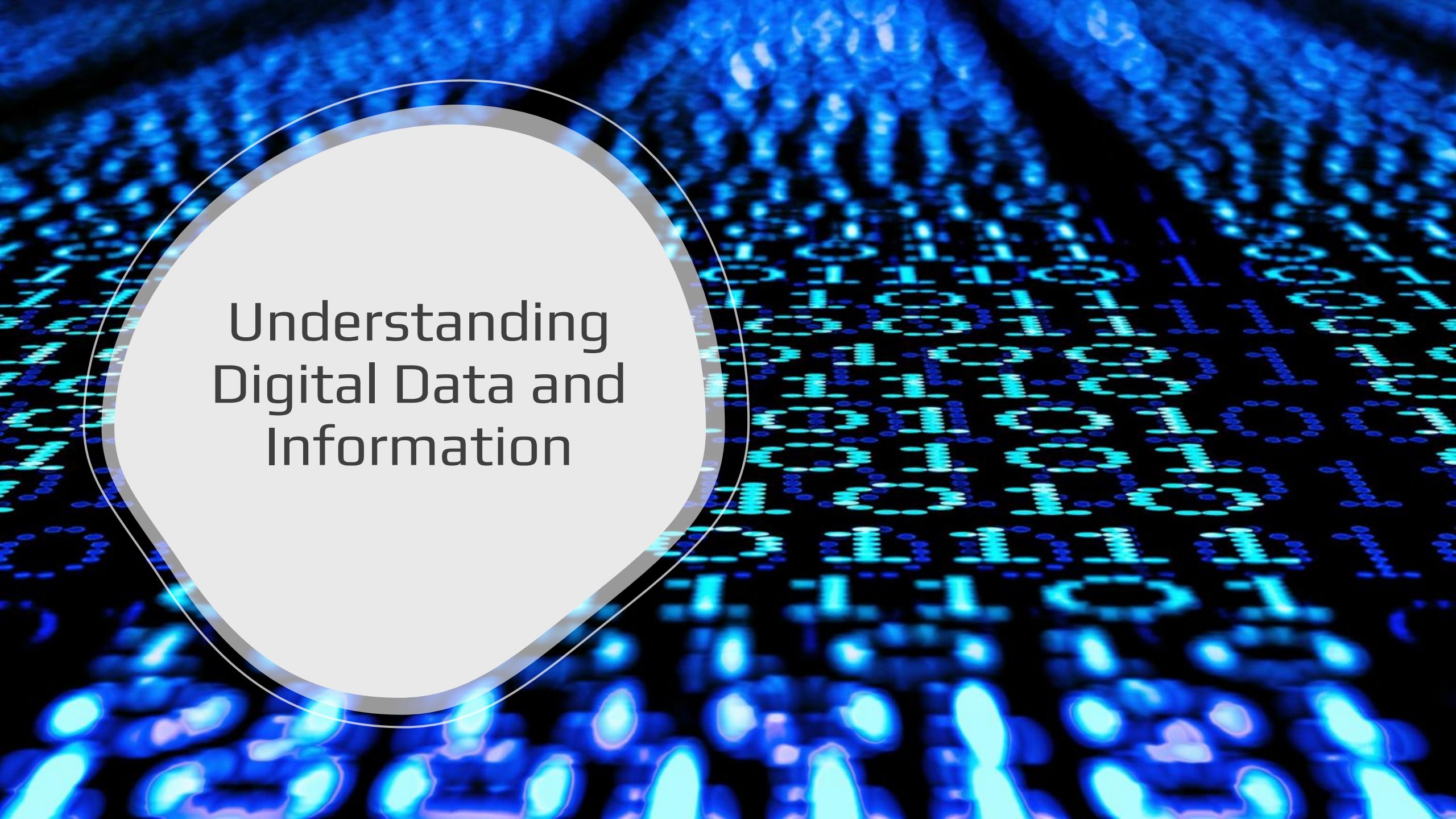
Understanding Digital Data and Information

Introduction to digital data types and sources
Effective Search Strategies (broad and narrow)
Bookmarking information
Cloud storage and file sharing services



Analyzing Data and Information

Critical evaluation of sources for credibility, relevance, bias, and accuracy
Techniques for assessing the reliability of sources



Understanding Digital Data and Information

Introduction to digital data types and sources

DATA

- Raw, unorganized facts that need to be processed. Data can be something simple and useless until it is organized

INFORMATION

- Data that is organized, structured or presented in a given context so as to make it useful

Here's how you can remember the difference

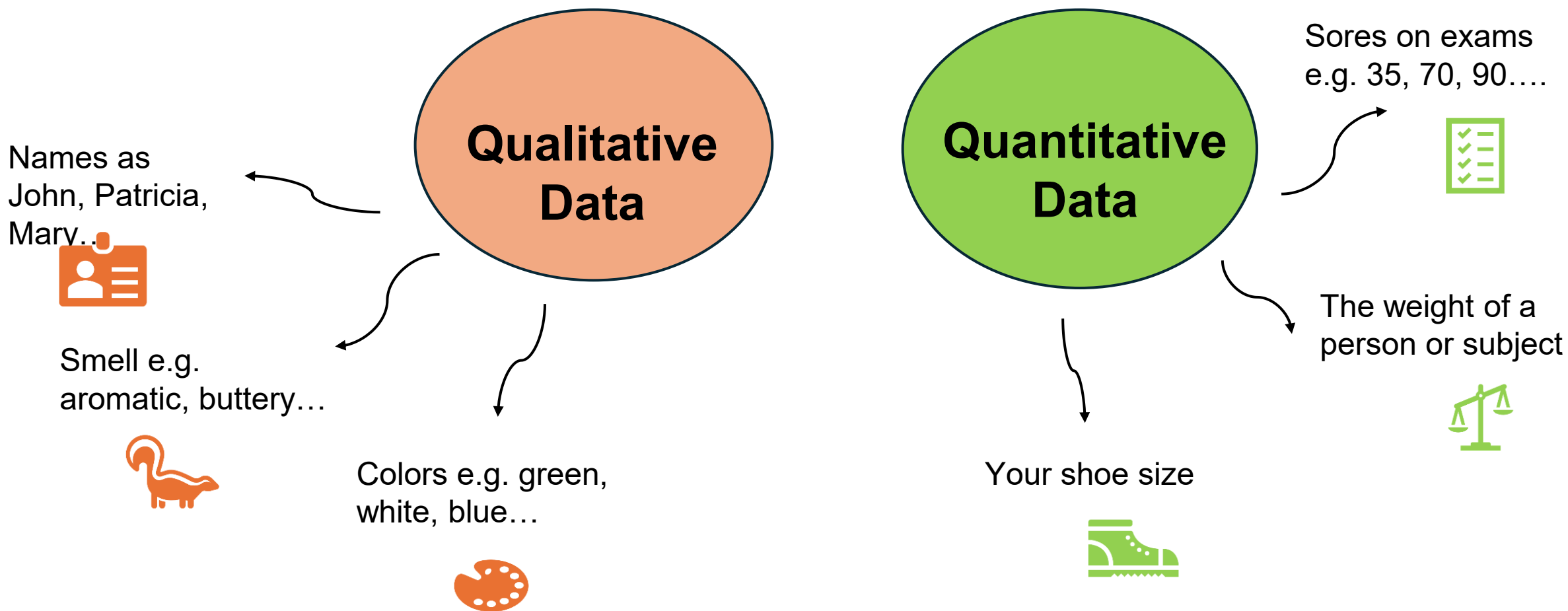
Data doesn't depend on information.

Information depends on data.

Raw data alone is insufficient for decision making

Information is sufficient for decision making

What are the different types of data?



Where digital data come from?

- A data source is the initial location where data is born or where physical information is first digitized





Effective Search Strategies

Different browsers

We use different browsers to search for information. Some of them are:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Internet Explorer
- Apple Safari
-



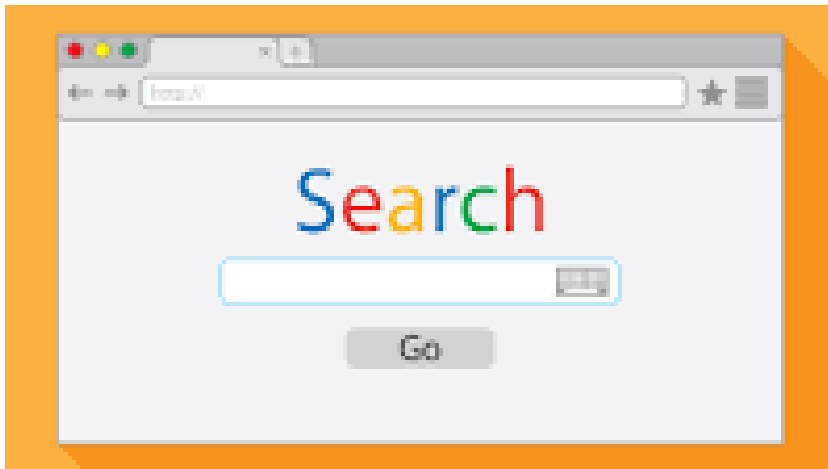
Different search engines

- Search engines organize information from different sources and help us find what we are looking for. The most common ones are:
 - Google
 - Bing
 - Yahoo
 - ...

There are also specialist search engines, like:

<https://scholar.google.co.uk/> can help you with research papers, books, and other articles.

<https://archive.org/> Search the past on the internet. Pages you thought were gone are stored here.





Keywords

- Keywords are the words and phrases that we type into search engines to find what we're looking for.

Refine search
by adding a
place opening
hours, etc

pharmacy in Kalamaria

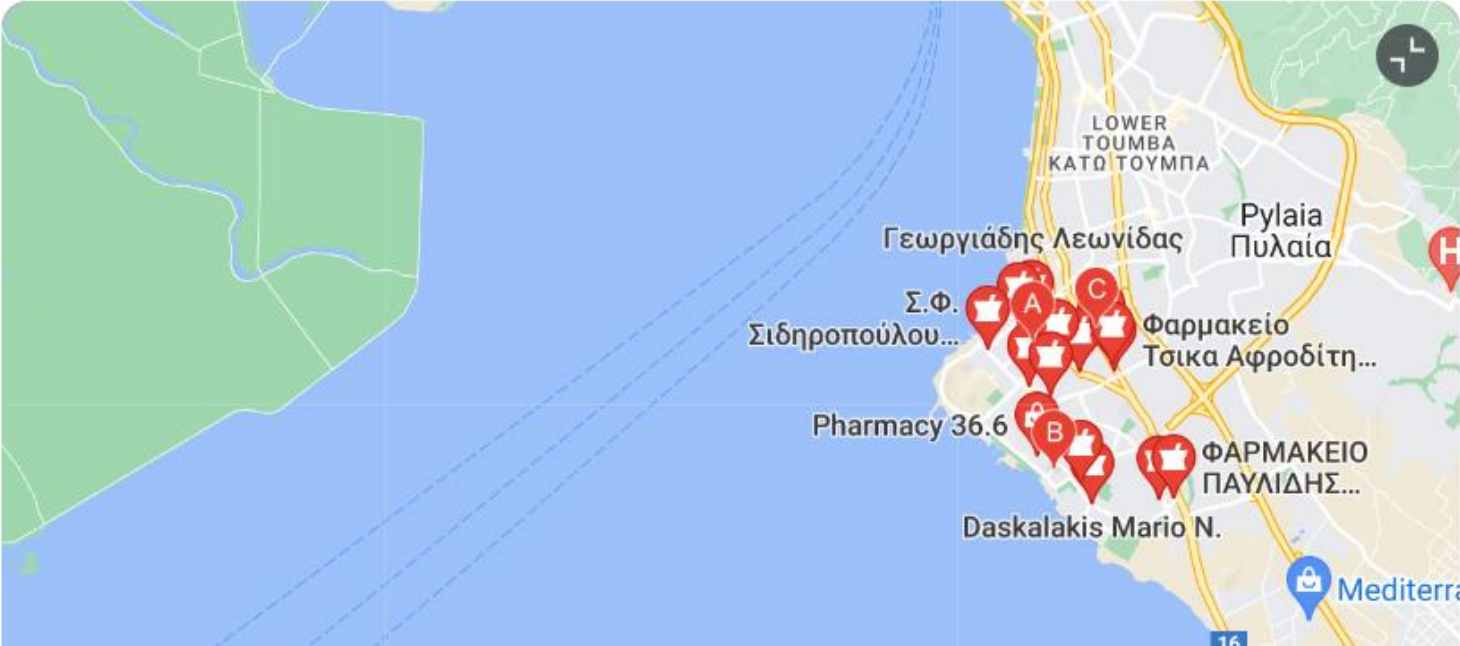
× | 🗣️ 📷 🔍

All Images Places Places sites Videos ⋮ More Tools

Open now

Results for **Kalamaria** · Choose area ⋮

Places ⋮




The map displays the coastal town of Kalamaria, Greece, with several red location pins. Three pins are specifically labeled with letters: 'A' is located near the intersection of Γεωργιάδης Λεωνίδας and Σ.Φ. Σιδηροπούλου...; 'B' is near Pharmacy 36.6; and 'C' is near Φαρμακείο Τσικα Αφροδίτη... Other visible labels include LOWER ΤΟΥΜΒΑ ΚΑΤΩ ΤΟΥΜΠΑ, Ρυλαία Πυλαία, ΦΑΡΜΑΚΕΙΟ ΠΑΥΛΙΔΗΣ..., and Daskalakis Mario N. A blue location pin for 'Mediterranean' is also visible in the bottom right corner. The map includes standard navigation controls like a compass and zoom in/out buttons.



Use "..."

- You can use "... " to narrow your search for a specific phrase.
- If you type the phrase without "", the results will be for all the component words as individual items.



Use a - to exclude words

- Use a minus sign (-) immediately before a word to exclude it from your search. This will tell the search engine to ignore that word from the overall search. This is useful for times when you're searching for a word or term that has multiple meanings.
-



Use *

- Add an asterisk (*) as a placeholder to complete a phrase you've forgotten or to see variations of that phrase. The search engine will fill in the word(s) where the asterisk is. To get even better results put the phrase in "..."

Using tools and suggestions



ice cream bowl



All

Images

Products

Videos

News

More

Tools

Nearby

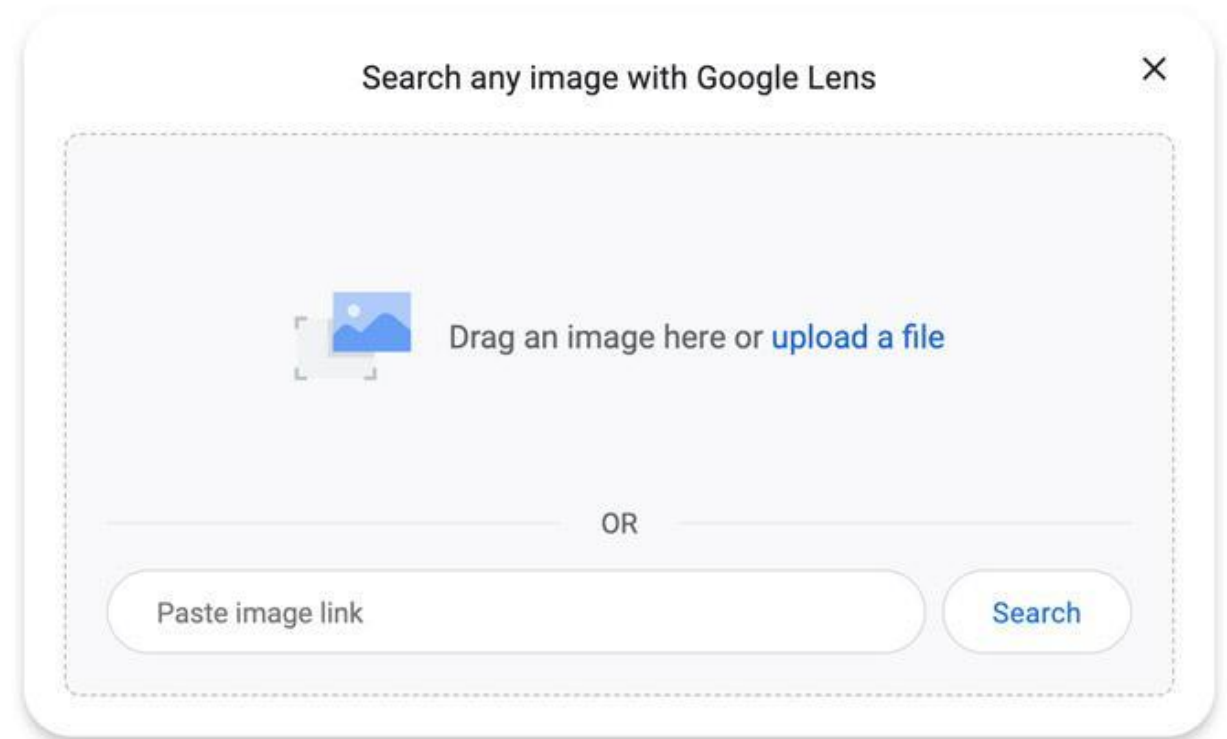
Used

Luminarc

Baccarat

Reverse Image search

- You can locate the same image if it's been used somewhere else online and related or similar images.



Set time restraints

The image shows a Google search interface for the query "iphone 13". The search bar contains the text "iphone 13" and has a "Tools" button to its right, both highlighted with red boxes. Below the search bar, navigation tabs for "All", "Shopping", "News", "Images", "Videos", and "More" are visible. A dropdown menu is open under the "Any time" filter, showing options: "Any time" (checked), "Past hour", "Past 24 hours" (highlighted), "Past week", "Past month", "Past year", and "Custom range...". The search results include a featured snippet for "iPhone 13 mini - Apple" with a small image of the phone. Below this, there are more search results for "iPhone 13" and "iPhone 13 - Apple". At the bottom, there is a "People also ask" section with two questions: "Will there be an iPhone 13?" and "Is iPhone 13 coming out in 2021?". A "Feedback" link is located at the bottom right of the page.

How to bookmark a page

Bookmarks allow you quick access to pages instead of having to browse to them or search for them.

How to do it:

<https://www.youtube.com/watch?v=UhZKffAcGAA>



Cloud storage and file sharing services

Cloud storage allows you to easily share and access files from anywhere and restore them if something goes wrong.



OneDrive



IDrive



Egnyte



Dropbox



iCloud



Sync



Google Drive



pCloud



Amazon Drive





Analyzing Data and Information

Organic results Vs. Ads



When you do a search online you get two types of results: search results and ads.



With search results, the search engine determines which results are most relevant to your search query. These are also known as organic search results.



In your search results, you can also be served ads which are paid for by businesses to appear when there's a match with the term you're searching for. This is why, for example, you might see an ad from a bank when you search for 'best savings rates'.

Criteria to use to evaluate information



Credibility

Author's credentials
(qualifications, role, etc)

Publisher (academic
publishers, government
agencies or reputable
organizations are more
credible than blogs, social
media, etc)

References and Citations:
Reliable sources often cite
other credible sources



Relevance

Scope: Determine if the
source covers the topic
comprehensively and
appropriately.

Purpose: Understand the
purpose of the source—
e.g. to inform, persuade,
entertain, or sell.



Bias

Objectivity: does the
source present information
fairly and without a
significant bias?

Point of View: does the
source present multiple
perspectives on the issue?

Language: Is the language
full of emotional or loaded
words?



Accuracy

Evidence and Support:
Evaluate whether the
source provides evidence,
data, and references to
support its claims.

Errors: Look for any factual
errors, typos, or
grammatical mistakes
which can undermine
credibility.

Techniques to use to evaluate a source

01

Publication Date:

Ensure the source is up-to-date, especially in fields where information changes rapidly.

02

References:

Examine the references cited to ensure they are from credible sources.

03

Cross-Checking for Consistency:

Compare the information with other sources to identify potential biases.

Extra tips:

- If the information is too good to be true, it is not
- Never trust social media for important information (i.e. medical questions, political analysis, etc)
- Don't spread fake news to your contact lists. First check if the information is true. If everybody did the same there would be no room for fake news
- **Be cautious of misinformation or propaganda, designed to manipulate or deceive the audience.**

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Thank You



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