Digital and Technological Proficiency for Young Adults

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Use technology to complete daily responsibilities while protecting accounts, money and attention. Start with the tasks you actually need: documents, email, appointments, applications and file storage.

Protect access

Use unique passwords and a trusted password manager. Turn on multifactor authentication where available. Keep recovery methods current. Never give another person a one-time security code or approve an unexpected sign-in prompt.

Recognize suspicious requests

Pause when a message creates urgency, changes payment instructions or asks for credentials. Open the official app or type the known site address yourself. Verify consequential requests through a trusted channel. A familiar name or logo does not prove the sender is genuine.

Organize files

Use descriptive names including topic and date. Keep a clear current version and a separate archive. Back up important work to a location you can recover from. Test that a backup opens before relying on it.

Work with documents

Learn headings, tables, comments, track changes, PDF export and basic spreadsheet formulas. Verify totals and units. Share a copy or appropriate viewing permission instead of exposing a whole folder. Remove private notes before sending an application.

Use AI carefully

Check facts and links before using generated material. Never invent qualifications or submit another person's work as yours. Avoid entering sensitive identity, customer, health or employer information without a clear authorized purpose and appropriate protection.

Practice checklist

- Secure one important account.
- Find and open a backup copy of one file.
- Create a document with a clear title and headings.
- Build a small expense table and check the sum manually.
- Review sharing permissions on a file before sending it.

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