

Fasahar Ilimin Dijital Don Kowa

Matsakaicin Jagorar Horas da Ilimin Kimiyar Dijital

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Jerin Tebura**

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**1. Wa ya kamata ya
karanta wannan Littafin**

**2. Yanda zaku yi amfani
da wannan Littafin**



1. Wanene ya kamata ya karanta wannan littafin?

Anyi nufin wannan jagorar don duk masu horarwa da masu koyo waƙanda ke son haƙaƙa faƙimƙarsu da haƙin kai da faƙaƙar dijital. Wannan jagorar na samun damar bayanai da kirƙirar abun ciki da amfani da software don inganta aikin ku da tallafawa karatunku ko saukake rayuwar ku.

Wannan littafi anyi shi ne saboda waƙanda suke da kwarewa a ilimin kimiyya don su koyar da waƙanda basu da ilimin.



2. Yadda ake amfani da wannan littafin

Idan ku masu horarwa ne to ya kamata ku karanta wannan jagorar, don ku masu tallafawa ne a cikin bayanai da ke tafe da Jagoran koyarwa na SIDP: Jagoranci da shawarwari ga masu horarwa ta yin amfani da kwarewa don haƙin ku na Dijital. Wannan jagorar ya kunshi jagora da shawarwari kan yadda ake samun mafi yawan wannan takaddar. Hakanan yana ba ku jagorar mataki-mataki kan yadda ake yadƙa albarkatun koyo iri-iri waƙanda ake nufi ga masu sauraro da waƙanda suka haƙa da dalibai daban-daban.

A matsayin masu koyarwa ko malami, muna daƙa cewa kuna da kyakkyawar faƙimƙar yadda ake amfani da kayan horo don haƙaƙa ilimi, kwarewa da amincewa ga daliban ku. Muna kuma daƙa cewa za ku yi amfani da kayan da suka dace da daliban ku.

Mun tsara kayan kwas ɗin zuwa cikin batutuwa masu cin gashin kansu don taimaka muku ba da sassauci lokacin da kuke amfani da waƙannan kayan. Kuna iya isar da duk kayan aikin horarwa ga duk

Ɗaliban ku, ko kuma za ku iya zaɓar sadar da batutuwan da ke da amfani ga Ɗaliban ku don karin koyo. Fatanmu ne cewa wannan sassauci a cikin amfani da kayan horo zai taimaka muku wajen isar da tafiye-tafiyen koyo masu dacewa ga Ɗaliban ku.

2.1 Batutuwa na wajibi da shawarwari da hankali

Abubuwan da ke cikin waɗannan littattafan an raba su zuwa batutuwa. Maudu'in littafin jagora kuma an kasasu kashi uku:

1

2.1.1 Batutuwa na wajibi

Waɗannan batutuwa dole ne ku yi. Kyakkyawan fahimtar waɗannan batutuwa shine muhimmin tushe don haɓaka kwarewar dijital.

2

2.1.2 Batutuwan da ba da shawara

Waɗannan batutuwa ne masu mahimmanci ga Ɗalibai da yawa, amma masu yiyuwa ba ga dukkan Ɗalibai ba. Ya kamata a rufe batutuwan da ba da shawarar idan zai yiwu.

Batutuwan da bazu ba da shawarar na iya zama da amfani sosai kamar:

- Tsahon koyo a cikin horo ko zaman horarwa.
- A matsayin aiki bayan taron horarwa.
- A matsayin aikin shirye-shirye kafin taron horo, misali lokacin da Ɗalibi ya yi kaura daga ainihin littafin zuwa wani littafin.

3

2.1.3 Batutuwan hankali

Ya kamata a kammala waƙannan batutuwa idan akwai lokaci, ko sha'awar batun. Waƙannan batutuwan sun kunshi mahimman fannonin ilimi da kwarewa, amma kila sun ɗan ci gaba a yanayi, ko kuma musamman a aikace.

2.2 A shawarar tafiya na koyo

Wannan jagorar yana gabatar da mahimman kwarewar dijital kuma yana bayyana dacewarsu da mahimmancinsu a cikin al'amuran duniyar dijital.

Wannan jagorar yana da ɗan karin fifiko gun koyarwa mataki-mataki saboda wannan jagorar gabatarwa ce fiye da littattafan bibiya.

Wannan littafin ya kunshi batutuwa masu zuwa:

Topic	Category
Samun Bayanai Kkan Intanet	Wajibi
Kirƙirar abun ciki har da;	Wajibi
intanet (Kayan Samfura) Software na Ofis	
Ofis (kayan samfura) Software Ofis	Wajibi
Sadarwa kan intanet	Wajibi
Gabatarwa zuwa kafonin watsa labaru da dandamali na kafonin watsa labaru	Hankali
Gyara Hotuna	Hankali
Yin Rajista don Kos na kan intanet	

Tebur 1: Batutuwa don jagorar basirar dijital na matsakaici

2.2.1 Bi shawarari na tafiyar da koyo

Mun ba da shawarar batutuwan da muke tunanin suna da mahimmanci a gare ku don yin nazari (batutuwa na wajibi) da batutuwa masu amfani don yin nazari idan kuna da lokaci (batutuwan hankali).

Yi nazarin duk batutuwan da suka zama wajibi kuma cikin tsari. Dole ne a kammala wadannan batutuwan don cancantar samun takardar shaidar shiga.

Idan kuna son ci gaba da karatu fiye da ainihin kwarewar dijital, muna ba ku shawarar ci gaba zuwa batutuwan hankuli. Kuna iya zaɓar yin nazarin wasu, ko duka, daga cikin batutuwan da suke da sha'awa.

2.2.2 Haɗe-ɗaɗe da takardun aiki

Don tallafa muku yayin da kuke aiki ta wannan jagorar akwai karin kayan da ake samu. Wadannan su ne:

2.2.2.1 Takardun aiki da haɗe-ɗaɗe

Akwai daidaitattun takaddun ayyuka, da zanen gadon tunani. Kuna iya buga wadannan kuma amfani da fom yayin da kuke ci gaba ta cikin shirin.

Ana iya cika wadannan takaddun aikin a cikin horo, ko a matsayin wani ɓangare na karin aiki kamar aikin shirye-shirye ko ayyukun aikin gida da aka bayar bayan horo.

2.2.2.2 Kayyadaddun bayanai na kasa

Kowane littafin yana da rakiyar bayanai daga kasashen da ke cikin ayyukun a – Indonesia, Kenya da Najeriya.

Wadannan makullan sun kushi abun ciki na gida, nazarin shari'a da misalai, motsa jiki da albarkatun da suku dace da wannan kasa. Wadannan karin kayan kari ne masu mahimmanci kuma masu fa'ida ga kayan keɓantacce don kasashe da al'adu daban-daban.

Kirar kayyadaddun bayanai masu goyan bayan wannan jagorar sun haɗa da:

- Hade-haden_Matsakaicin bayanan kwararrun Dijital_Indonesia
- Hade-haden_Matsakaicin bayanan kwararrun Dijital_kenya
- Hade-haden_Matsakaicin bayanan kwararrunDijital_Nigeria

2.2.3 Tafiya na koyo na SIDP da takaddun shiga

Ana sa ran daliban su kammala akalla batutuwan da suka wajaba kuma suna da shaidar ayyukansu (ta hanyar kammala aikin da aka ba da izini da takaddun aiki na tunani) don cancanci samun takardar shedar shiga.

2.3 Kundin jagora akan isar da shirin SIDP

Don karin bayani kan yadda ake amfani da wannan jagorar da kayan aiki don isar da shirin SIDP a koma zuwa sashe na Jagorantar dalibanku kan tafiyar da koyo a cikin Jagorar Ilimi.

2.4 Don karin jagora

Don karin bayani kan yadda ake yin wannan a koma zuwa sashen Jagorantar dalibanku kun tafiyar koyonsu a cikin Jagorar Masu Horar da Masu Koyarwa.

Idan kuna amfani da wadannan kayan ba tare da jagora daga masu horar da SIDP ba, to ya kamata ku karanta wannan jagorar da kayan tallafi a cikin bayanan da ke gaba.

The background is a dark blue gradient. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from light cyan to dark navy. In the bottom-right corner, there are white geometric shapes, including a circle and several rounded rectangles, some of which are partially cut off by the edge of the frame.

3. Samun Bayannai akan intanet



3. Samun bayanai akan intanet

Don takaitaccen gabatarwar shiga gidajen yanar gizo da fatan za a koma zuwa littafin jagora na Basic Digital Skills Manual.

3.1 Injin bincike

Injin bincike wani nau'in software ne wanda ke ba ku damar nema da nemo albarkatu akan intanet. Masu lilo a tsare yana bincika gidan yanar gizo na Duniya ko gidan yanar gizo a takaice, don bayanin da aka kayyade.

Bayanin da kuka bayar ana kiransa “search term” kuma yawanci a cikin nau'in rubutu ne. Hakanan akwai hanyoyin bincike da hotuna, da sautuna. Ana gabatar da sakamakon bincike gaba daya a cikin tsari masu saukowa na dacewa, galibi ana kiransa shafin sakamakon injin bincike.

Bayanin na iya zama hadadfiyar hanyoyin haɗi zuwa shafukan yanar gizo, hotuna, bidiyo, bayanan bayanai, labarai, takaddun bincike, da sauran nau'ikun fayiloli.

Mafi yawan injunan bincike bisa ga shahararsu sune Google, Yahoo, Bing da Ask.

Duba karin bayani na musamman ga kasarku don karin jagora kan shahararrun injunan bincike.


3.1.1 Sabunta sakamakon bincikenku

Kuna iya takaitawa da tsara sakamakon bincikenku don nemo ainihin abin da kuke so ta amfani da kewayon ma'auni don tace sakamakon bincike.

Misali, zaku iya nemo sabbin shafuka a cikin awanni 24 da suka gabata, duba bidiyo ko hotuna kawai.

3.1.2 Amfani da shafukan burauzar yanar gizo akan kwamfuta

Shafukan suna ba ku damar budewa da tsara gidajen yanar gizo da yawa a cikin taga guda. Wannan yana kiyaye allonku daga yin rikici kuma yana saukaka sauyawa tsakanin shafuka.

1. Bude sabon shafin.
2. A saman tagar Chrome din ku, kusa da shafin karshe na hannun dama, danna Sabon shafin (wannan yana iya kusancewa da alama ).
3. Ko gajeriyar hanyar keyboard na Windows da Linux: Ctrl + t.
4. Ko gajeriyar hanyar keyboard ta Mac: ⌘ + t.

3.1.3 Ayyuku: Bincika intanet

Zaku:

- Zabi injin bincike da ya dace.
- Bincika labaran duniya.
- Nemo bayani akan garin ku.

Bayan kun gama ayyukan suna nuna kuma kuyi rikodin aikinku.

Don aikin mara komasu da samfurin tunani da fatan za a duba haɗe-haɗe. Haɗe-haɗen_Ayyukun da samfurin tunani.docx

3.1.4 Harshe da burauzar gidan yanar gizon ku

A wasu lokuta, yana da mahimmanci don canza yaren burauzar ku zuwa yaren da kuke fahimta da kyau, kamar harshen gida, don sa binciken yanar gizo ya fi dacewa gare ku.

3.1.5 Ayyuka: Fassara shafin yanar gizo tare da burauzar ku

Don wannan nunin za ku iya amfani da mashigar gidan yanar gizo kyauta kuma akwai wanda ake kira Google Chrome.




1. A kan shafin yanar gizon da aka rubuta a cikin wani yare, danna maɓallin Fassara a kusurwar hannun dama na taga masu binciken ku.
2. Chrome zai fassara shafin yanar gizon zuwa harshen da kuka zaɓa wannan lokaci guda.

Bayan kun gama ayyukan suna nuna kuma kuyi rikodin aikinku. Don aikin mara ko masu da samfurin tunani da fatan za a duba haɗe-haɗe.

Haɗe-haɗe_Ayyukan da samfurin tunani.docx

3.1.6 Aiki: Canja saitunan harshe akan burauza

Kuna iya saita Chrome don nuna duk saituna da menus a cikin yaren da kuke so. Ana samun wannan zaɓi akan kwamfutocin Windows kawai. A kan Mac ko Linux Chrome zai nuna shafuka ta atomatik a cikin harshen tsarin da ya dace don kwamfutarku.

1. A kan kwamfutarku, bude Chrome.
2. A saman dama, danna Karin Saituna  
3. A kusa, danna gaba.
4. A karkashin "harsuna," danna Harshe.
5. Kusa da yaren da kuke son amfani da shi, danna kri. 
6. Idan ba a jera yaren ba, ku kara shi ta danna kara harsuna

7. Danna Nuna Google Chrome a cikin wannan harshe.
8. Sake kunna Chrome don aiwatar da canje-canje.

Bayan kun gama ayyukan suna nuna kuma kuyi rikodin aikinku.

Don aikin mara ko masu samfurin tunani da fatan za a duba haɗe-haɗe. Haɗe-haɗe_Ayyukan da samfurin tunani.docx

The background is a solid dark blue color. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from a light cyan to a dark navy. In the bottom-right corner, there are white geometric shapes, including a circle, a rounded rectangle, and several parallel lines, some of which are also in a light blue shade.

4. Koyon Kan intanet



4. Koyo Kan intanet

Koyon kan intanet hanya ce ta nazari da koyo ta amfani da intanet da yanar gizo. Kuna iya koyo da karatu a gida, a wurin aiki ko duk inda kuka zaba, ta hanyar intanet.

Azuzuwa, kayan koyarwa da tallafi duk ana isar da su akan intanet ta na'urar dijital dinku. Yawancin azuzuwan da aka gabatar ta hanyar bidiyo kuma ana yin rikodin din su don a sake kallon su. Wannan na iya taimakawa sosai tare da koyo da bita.

Koyon kan intanet ya hada da masu digiri zuwa gajerun darussa da gwaje-gwajen aiki.

- Yana da mahimmanci a nemi sahihan shafukan yanar gizo don nazari da koyo, don haka ba shakku kuyi binciken ku.
- Koyo akan intanet kuma yana bukatar ku fahimci fasahar kan intanet. Kuna bukatar sanin yadda ake kunna kwamfutarku da kwamfutar tafi-da-gidanka da kwamfutar hannu da rajista ko yin rajista don dandalin ilmantarwa.
- Hakanan kuna bukatar sanin yadda ake kewayya allon
- Fahimtar salon koyo da kuka fi so da kuma yanayin koyarwa wanda ya fi dacewa da lokacin ku.

Akwai dalilai da yawa da ya sa shirye-shiryen koyo kan intanet suka zama sanannun nau'in koyon nesa. Ga jerin wasu manyan fa'idodin shirye-shiryen koyo akan intanet:

4.1 Amfanin koyon kan intanet

4.1.1 Ko'ina

Dalibai za su iya shiga cikin darussa daga ko'ina cikin duniya, muddin suna da kwamfuta da haɗin Intanet. Dalibai suna shiga aji ta kwamfutoci ko wayoyin hannu kusan maimakon suje aji a zahiri.

4.1.2 Kowane lokaci

Ajin idan anyi rikodn din shi, ko kuma yana samuwa azaman rubutu, ana samun damar sa'o'i 24 a rana, kwanaki 7 a mako.

4.1.3 Duk wani taki

Masu koyo na iya yanke shawarar yadda za suyi sauri ko jinkirin ci gaba da kwas ɗin kan intanet. Wannan sassauci na iya zama da amfani ga mutanen da ke neman aiki da iyali da karatu.

4.1.4 Samun dama ga albarkatu

Yana da sauki a haɗa kwararrun baki ko dalibai daga wasu cibiyoyi a cikin ajin kan intanet. Bugu da kari, dalibai suna da damar yin amfani da albarkatu da kayan da za su iya kasancewa na zahiri a ko'ina cikin duniya.

4.2 Wasu rashin amfanin koyon kan intanet

Yayin da shirye-shiryen ku na intanet suke da mahimman karfi suna ba da damar da ba a taɓa ganin irin ta ba ga ingantaccen ilimi.

4.2.1 Kuna bukatar shiga intanet

- Samun damar Intanet ba kowa ba ne yake samu.
- Haɗin Intanet ɗin ku na iya raguwa ko gazawa gaba ɗaya.
- A wasu wuraren samun intanet kuma yana haifar da tsada masu yawa ga masu amfani/koyi. Wasu masu amfani suna biyan kuɗaɗɗen haɗin yanar gizon su na wata-wata, yayin da wasu kuma ana cajin su na tsawon lokacin da suke ɗauka akan intanet.

4.2.2 Kuna iya bukatar taku na'urar dijital ko software

- Masu koyo suna bukatar wadatattun kayan aikin dijital don samun damar koyo akan intanet.

4.2.3 Kuna bukatar tsayayyiyar wutar lantarki

- Rashin samun wutar lantarki na iya haifar da matsalar shiga ko haɗa intanet.

4.3 Mata kai na farko don koyon intanet

Shirye-shiryen kan intanet suna ba da yanayin koyarwa na tushen fasaha wanda zai iya zama mai inganci kuma yana ba da damar faɗaɗa damar koyo.

- Mataki 1: Gano abubuwan da kuke so da halayenku da ɗabi'u da abubuwan da kuke so
- Mataki na 2: Binciko sana'o'l da kwarewa, da manyan wuraren karatu masu jituwa tare da zaɓinku na sirri.
- Mataki na 3: Sababbin sana'o'i suna kunno kai, waɗanda yanzu suke bacewa. Don haka ya kamata ku yanke shawarar sana'ar ku ta dogara da kusuwancin aiki na yanzu da wanda zai zo nan gaba.
- Mataki na 4: Rashin sanin waɗanne sana'a suka fi dacewa da ku? Yi bincikenku kuma ku tattauna tare da kwararru daban-daban waɗanda tuni ke aiki a cikin masana'antar da kuka zaba.
- Mataki na 5: Bayyana kwarewa da batun shigarwa don zaɓin aikin da kuka zaba kuma ku shiga karin damar koyo ta amfani da dandamalin koyo kan intanet.

Mafi kyawun wuri don bincika idan kana neman koyo kyauta sai a duba wannan dandamalin dake kasa.

dandalin ilimin kan intanet	Yanar Gizo
Google digital garage	https://learndigital.withgoogle.com/digitalgarage/
FAO elearning Academy	https://elearning.fao.org/course/view.php?id=737
Agora	https://agora.unicef.org/
WHO	https://openwho.org/
Futurelearn	https://www.futurelearn.com/
Udemy	https://www.udemy.com/
Coursera	https://www.coursera.org/
Alison	https://alison.com/
Khan Academy	https://www.khanacademy.org/
Skillshare	https://www.skillshare.com/
Edx	https://www.edx.com

Tebur1: Dandamalin kasashen duniya



5. Tsara Bayanan Ku



5. Tsara bayananku

Don jagora kan kirƙirar kundayen adireshi da tsarin kundin adireshi da fatan za a duba jagorar masu rakiyar Littafin basira na asali don sashin kewayawa na'urar dijital ɗin ku da ayyukan haɗin gwiwa.

5.1 Adana da tsara bayananku akan intanet

Tare da ma'ajiyar yanar gizo za ku iya kiyaye bayananku akan intanet. Wannan yana nufin ba kwa buƙatar saka hannun jari a cikin na'urar ajiya ko ɗauka. Ma'ajiyar yanar gizo tana ba ku damar raba da canja wurin bayanai cikin sauƙi.

Ma'ajiyar kan intanet yawanci amintacce ne da aminci. Ana adana bayanai domin babu asara kuma ajiyar na iya zama masu rahusa fiye da na'urorin ajiya na zahiri.

Wasu sanannun wuraren ajiyar an jera su a kasa. Yawanci suna da ma'auni na asali kyauta.


- OneDrive.
- Dropbox.
- IDrive.
- Apple iCloud.
- Amazon Drive.

5.2 Google Drive azaman hanyar ajiya

Google Drive ya shahara sosai saboda kusancinsa da tsarin aiki na Android. Kana iya loda da saukewa da rabawa da shirya fayiloli a Google Drive. Lokacin da ku loda kowane fayil ko babban fayil zuwa Google Drive, zai ɗauki sarari akan Drive.

5.2.1 Aiki: Loda da kuma duba fayiloli daga android

1. A kan wayar Android ko kwamfutar hannu da buɗe app na Google Drive.

2. Matsa kuri .
3. Matsa Upload.
4. Nemo kuma ku matsa fayilolin da kuke son lodawa.
5. Duba failolin da aka dora a cikin My Drive
6. Kana iya matsar ko share fayilolin kamar yadda ake bukata

5.2.2 Ayyuka: Lodawa da kuma duba fayiloli daga kwamfutar tafi-da-gidanku ko PC

1. A kan kwamfutarku, za ku iya lodi daga drive.google.com ko kwamfutar kan tebur. Kana iya loda fayiloli zuwa manyan fayiloli masu zaman kansu ko na raba.
2. A kan kwamfutarku, shiga drive.google.com.
3. A hannun hagu na sama, danna Sabo> Zazzage fayil ko Loda fayilolin.
4. Zabi fayil ko babban fayil din da kuke son lodawa.

6. Kirkirar Abun Ciki



6. Kirkirar abun ciki

Kirkirar abubuwa na ciki shine tsari na habaka bayanan ku a cikin nau'o'i daban-daban waƙanda suka dace, Kuma suna samuwa, da tasiri ko wasu.

Akwai nau'ikan abubuwan ciki da yawa da suka haɗa da:

- Takaddun bayanai tare da rubutu
- Takaddun bayanai
- Sakonnin rubutu
- Hotuna da GIF
- Bayanai da hotuna
- Bidiyo
- Tallan hoto da kwaikwayo.

6.1 Sakamakon koyo da ake tsammani daga wannan batu

A karshen wannan rukunin, ta amfani da samar da Aikin Ofis, ko wasu ayyukan kan intanet, ko kayan aikin da zaka iya

- Kirkira da sarrafa takardu (kamar haruffa, Takaddun neman aiki, mintuna)
- Kirkira da sarrafa bayanai da kumar kasafin kudi
- Kirkiria ku sarrafa gabatarwa
- Gyara hotuna da hotuna

6.2 Mataki na farko don kikirar takardu

Software na samarwa wani lokaci ana kiransa suites na ofis, tarin aikuƙe-aikuƙe ne waƙanda ke taimaka muku wajen kirkirar takardu, gyara, sarrafa da raba takaddun masu amfani ga kusuwancin ku, ilimi, sirri da rayuwar zamantakewa.

Akwai manyan hanyoyi guda biyu, ana amfani da waƙannan nau'ikan software:

- Gajimare, ko kan intanet, ta hanyar burauzar gidan yanar gizo ko intanet da kuma ta wani nau'in.

- Apps na gida, ko na intanet, tare da adana software akan na'urar dijital dinku

6.3 Kan intanet (samfurin) software na ofis

Software na samarwa intanet shirye-shirye da aikace-aikacen da ake amfani da su ne don samarwa da sarrafa bayanai ta nau'ikan takardu daban-daban. Wadannan takaddun na iya zama takaddun da aka rubuta ko gabatawa ko takaddun aiki, bayannan bayanai da sigogi da zane-zane da zanen dijital da bidiyoyin dijital.

Mafi sanannun hanyoyin samar da aikin kayan intanet sune Microsoft Office (Office 365), da Google Docs (da Google Workspace).

Ayukan intanet	Gidan yanar gizo
Google Docs	https://docs.google.com
Google Workspace	https://workspace.google.com/
MS Office 365	https://www.office.com/
iWork (apple)	https://www.apple.com/uk/iwork/
Zoho Workspace	https://www.zoho.com/

Table 3: Ayukan kan intanet

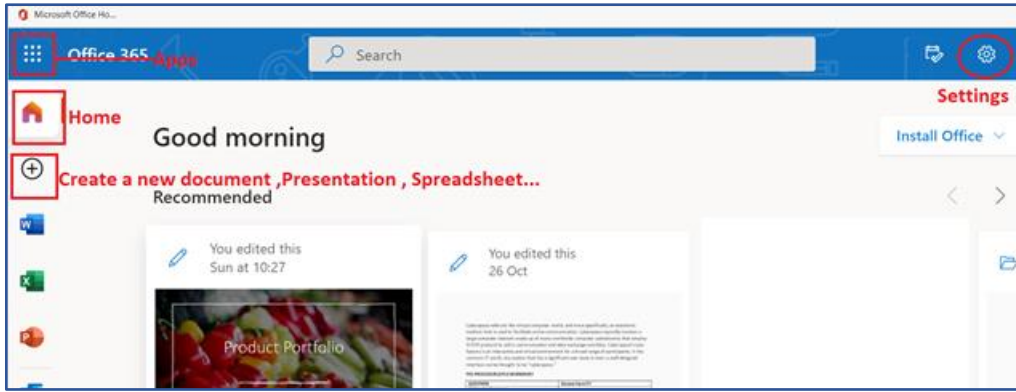
6.3.1 Ayyuka: Fara amfani da Office 365

1. Bude Ofis 365, <https://www.office.com/>.
2. Yi rajista ko shiga ta amfani da adireshin imel da kalmar wucewa.




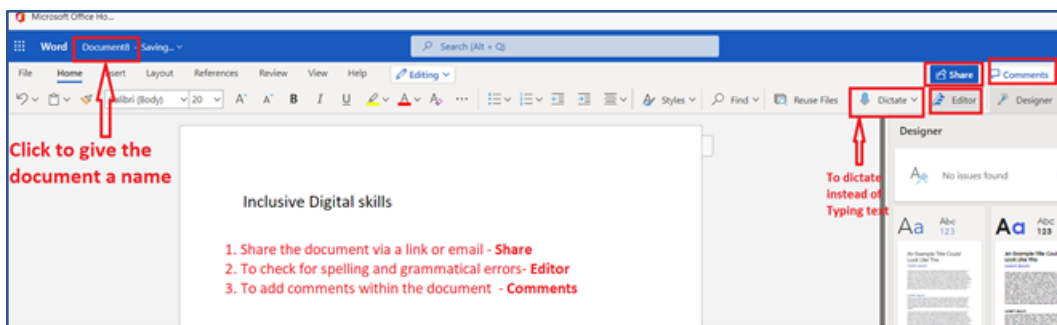
Hoto 1: Shiga Office 365

Za ku ga taga kamar wadda ke kusa



Hoto 2: Allon farawa na Office 365

3. Don kirkirar Sabon Takardu da Fayil da Gabatarwa, Danna alamar **Plus** 
4. Don canza harshe, kulmar sirri, jigogi, yankin lokuci, Danna Saituna.
5. Don samun damar duk aikce-aikcen da ke cikin Office 365, danna kan dake 9 a samar da kusurwar hagu na taga.



Hoto 3: kirkirar takardun amfani da Office 365

Gwada waɗannan ayyukan:

- Latsa masu maƙon buga rubutu ta amfani da fasalin shifta. Wannan yana nufin za ku iya magana da kwamfutarku, kuma za ta buga maku jawabinku.
- Kara labari masu juwuwa zuwa rubutu ta amfani da fasalin Rubutu.
- A gyara aikinku nan take ta amfani da fasalin editan wanda ya kididdige aikinku.

Bayan kun gama ayyukan su nuna kuma kuyi rikodin aikinku.

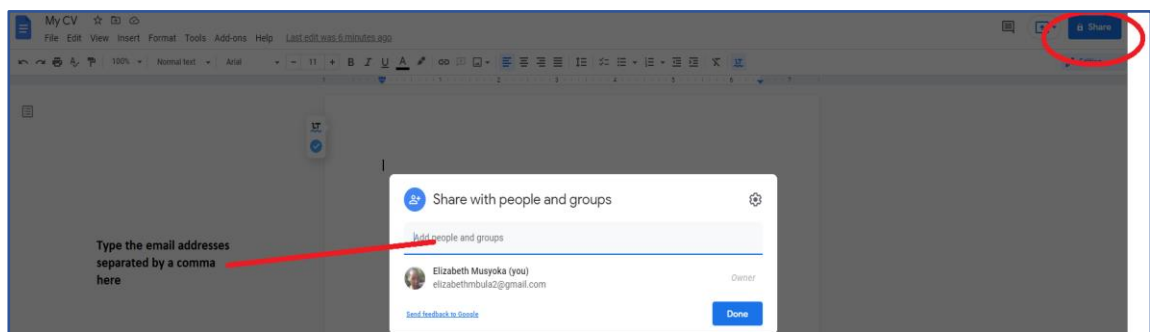
Don aikin mara da samfurin tunani da fatan za a duba haɗe-haɗe. Haɗe-haɗen_Ayyukan da samfurin tunani.docx

6.3.2 Ayyuka: Yin aiki tare da raba takardu akan intanet

Google Docs shine mai sarrafa kalmomin kan intanet wanda ke bazu damar kirƙira da tsara takardu da aiki tare da wasu mutane a tare. Hakanan kirƙirar takaddun za ku iya raba takaddun ta google tare da abokan aiki da abokai da dangi. Wannan na iya zama hanya mafi karfi don yin aiki tare da yawa a lokaci ɗaya.

Raba Takaddun aiki ta imel

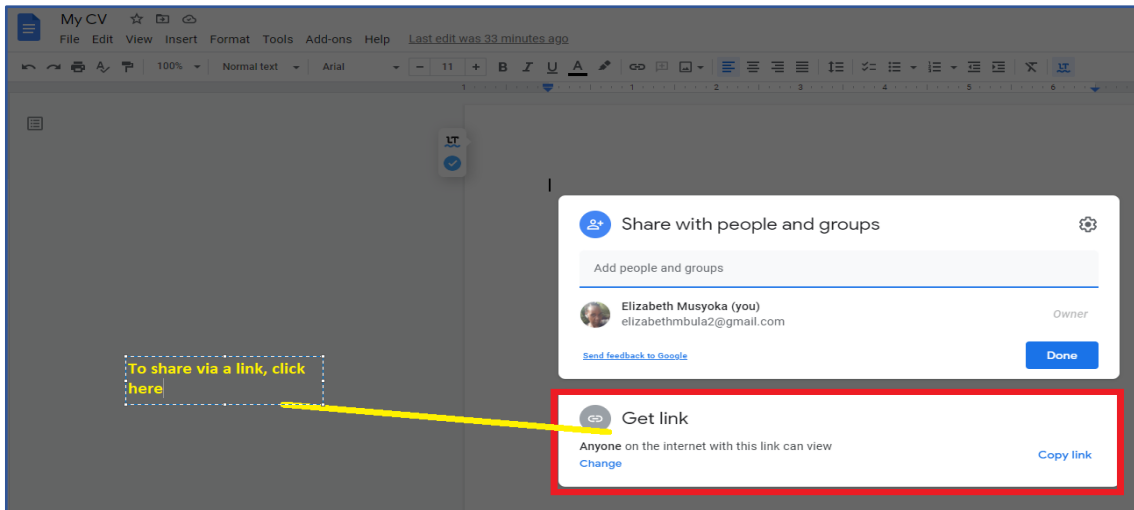
1. Daga buɗaɗɗen takaddun aiki, dana maballin share a saman kusurwar hannun dama na taga masu binciken ku.
2. Kura adiresoshin imel na wasu da wakafi ya rabu.



Hoto 4: Raba Google Docs ta adireshin imel

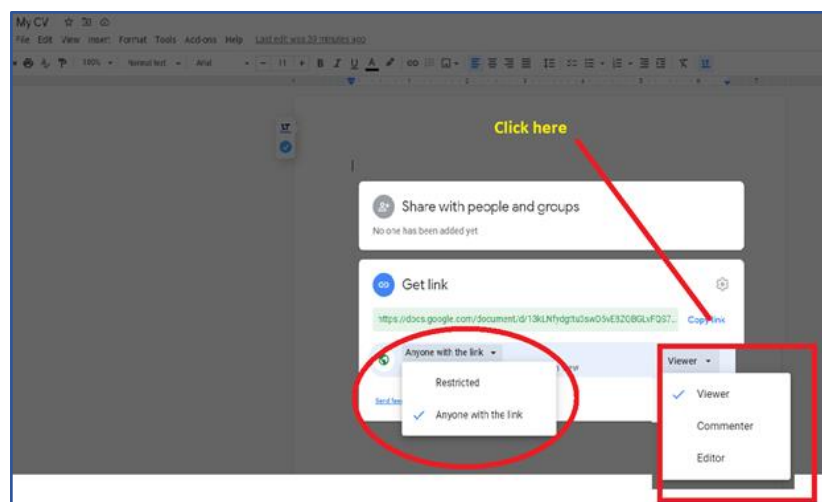
Raba Takaddun aiki ta hanyar hadi

1. Daga buɗaɗɗen kundun aiki, danna kan Samun hanyar hadin gwiwa kumar yadda aka nuna a kusa:



Hoto na 5: Raba Google Docs ta hanyar hafi

2. Zabi wanda kuke so a raba daftarin aiki tare da (An kantata ko Duk wanda ke da hanyar hadin gwiwa).
3. Ba su Hakkokin samun dama daga menu na kusa kumar masu kullo, sharhi, ko edita.
 - a. Zabin masu kullo yana ba da izinin kurantawa amma babu wani canji ga takaddar.
 - b. Zabin sharhi yana ba da izinin yin sharhi da bayanin kula.
 - c. Zabin edita yana ba da izinin cikukken gyara daftarin aiki (kura, share, ko gyara takaddar).



Hoto 6: Saita hakkin shiga don takaddar Google da kuke son rabawa

4. Danna mahadin Copy.
5. Sannan manna shi zuwa sabon wurin, kumar sako a cikin rukanin WhatsApp.

Bayan kan gama ayyukan suna nuna kuma kuyi rikodin aikinku.

Don aikin mara komasu da samfurin tunani da fatan za a duba hade-hade. Hade-hade_Ayyukan da samfurin tunani.docx

6.4 Software na ofis: bayan sauku akan intanet ko apps na gida

Wadannan shirye-shiryen aikuce-aikuce ne waƙanda ke ba ku damar kirƙira, gyarawa da duba takaddun ofishi na gaba daya (wasiku, makansar bayanai, gabatarwa, gyaran hoto, bayanan bayanai da sauransu) lokucin da ba a haɗa ku da intanet ba.

Wannan yana yiwuwa ne saboda an shigar da software, ko software na aikuce-aikuce akan na'urar dijital din ku. Ana iya amfani da software ba tare da hadin Intanet ba. Sanannun misalan sun haɗa da:

- MS Office (MsWord, Ms Excel, Ms PowerPoint da sauran su).
- Open Office.
- LibreOffice.
- Apple iWork Suite (Shafuku, Fayiloli da Mahimmin bayani).

6.4.1 Kayan aikin sarrafa kulmomi

MS Word yana aiki a kusan intanet ta hanya masu kuma da takwararta ta kan intanet a cikin Office365. Hakanan yana da kumanceceniya da yawa tare da Google Docs. Babban bambance-bambancen su ne:

- Ba kwa bukatar hada ku da intanet don kirƙira, adanawa da samun dama ga takaddunku
- Fayil din da aka ajiye yana kan na'urar dijital ku (ba cikin gajimare ba).

Akwai wasu kyawawan kayan aikin sarrafa kulmomi da yawa a cikin amfani gama gari. Wasu daga cikin waƙannan sune:

- WPS word.
- iWork Pages.
- OpenOffice Writer.
- WordPerfect.
- FocusWriter.
- LibreOffice Writer.
- AbiWord.

Dubi bayanin da ke biye don kusarku don misalai da koyon aiki ta amfani da software masu dacewa da ke akwai a wurinku.

6.4.1.1 Kurin albarkutu don sarrafa kulmomi na kusan intanet da na intanet

- Tushen sarrafa kulmomi <https://sites.google.com/site/wordprocessingwithoffice07/basic-word-processing-skills/day-3---fun-with-fonts>
- Google Docs, <https://edu.gcfglobal.org/en/googledocuments/>
- Jagorar sabon shiga zuwa Google Docs, <https://www.howtogeek.com/420971/the-beginners-guide-to-google-docs/>
- Video tutorials, <https://youtu.be/xJiUTXGv3PE>
- WPS, <https://www.youtube.com/watch?v=snyeUA1Fo-g>
- Google Docs na wayar hannu, <https://www.youtube.com/watch?v=38R9Uc-0oXg>
- Yadda ake rubuta wasikur shawarwarin kusuwanci https://www.doctemplates.net/business-proposal-letter-samples/#google_vignette

6.4.2 Kayan aikin gabatarwa

An kera software na gabatarwa don bawa masu amfani damar kirƙirar gabatarwar ra'ayoyi ta kirƙirar nunin faifai. Ana amfani da gabatarwa, ko nunin faifai, don ba da labari ko tallafawa magana ko gidan yanar gizo.

Kusuwanci suna amfani da shirye-shiryen gabatarwa don inganta fahimtar batutuwa ba tare da kuranta dogayen takardu ba. Don haka, sun shahara da masu horarwa da malamasu. Gabatarwa na iya kansar abubuwa kumar:

- Rubutu.
- Hotuna
- raye-raye.
- Audio.
- Bidiyo

Sanannun misalan software na gabatarwa sun hada da MS PowerPoint, OpenOffice Impress, Canva (kayan aikin kan intanet) da Mahimmin bayani (Apple iOS).

Dubi bayanin da ke biye don kusarku don misalai da koyon aiki ta amfani da software masu dacewa da ke akwai a wurinku.

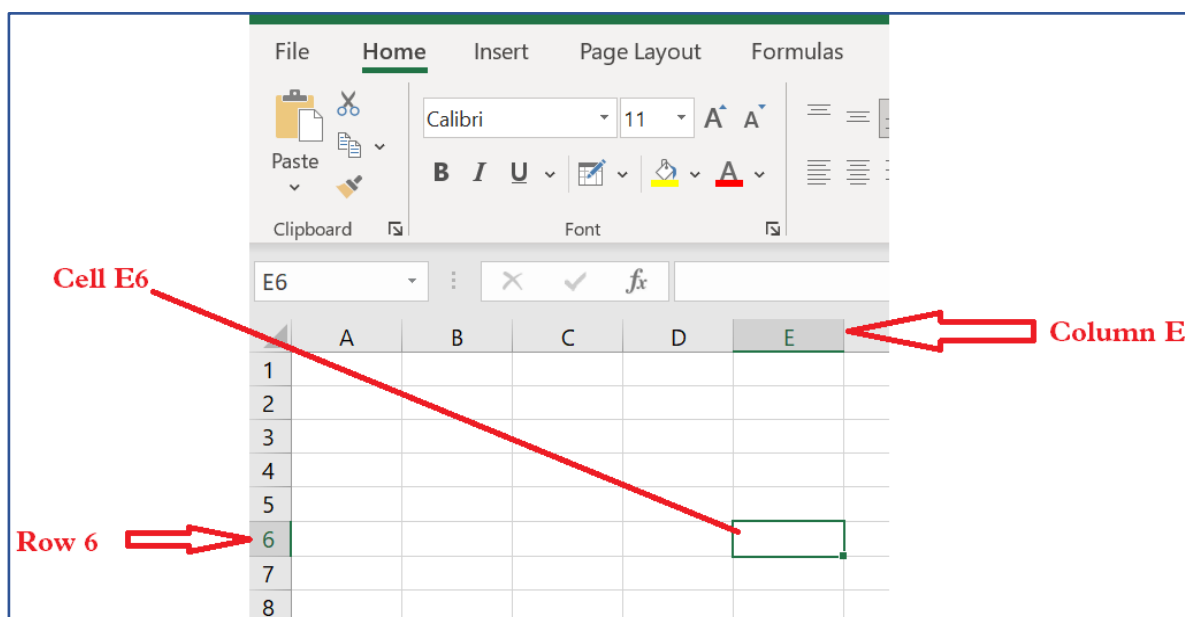
6.4.2.1 Karin albarkutun don software na gabatarwa na kan intanet da na kusan intanet

- Microsoft, <https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787>
- Google, <https://support.google.com/a/users/answer/9282488?hl=en>
- Koyarwa na bidiyo, https://youtu.be/sTKzs_E5Sx4
- Koyarwa na bidiyo, <https://youtu.be/og7yuqh3QOc>
- Koyarwa na bidiyo, <https://youtu.be/mqAANGaWIDw>
- Koyarwa na bidiyo, https://youtu.be/K2CNM_pznWM

6.5 Takaddun bayanai

Makansar rubutu kayan aiki ne da ake amfani da shi don sarrafa lambobi ta hanyar yin kididdigewa da gabatar da bayanai ta hanyar hoto. An tsara bayanan a cikin layuku da ginshikan sel. Wannan tsarin zai iya taimakawa wajen tsarawa, kididdigewa da rarraba bayanai cikin sauri da tsari.

Bayanan da ke cikin makansar bayanai galibi suna cikin nau'ikan lambobi amma ana iya hada wasu nau'ikan bayanai kumar su rubutu, dabarun lissafi, nassoshi da ayyuku.



Hoto na 7: Ma'auni na yau da kullun

Wasu sanannun misalan shirye-shiryen makansar bayanai sun hada da:

- Microsoft Excel (Kan intanet / gajimarai, Windows, Android, IOS).
- Google Sheets (Web, IOS, Android).
- LibreOffice Calc (Windows, Mac, Linux, Android).
- Smartsheet (Kan intanet / gajimarai, Android, IOS).
- Quip (Windows, Mac, Android, IOS).
- Zoho sheet (Kan intanet/ gajimarai, Android, IOS).

- EtherCalc (Kan intanet / cloud).
- Air table (kan intanet/ gajimarai, Android, IOS).

6.5.1 Kurin albarkutu don aikuce-aikucen makansar bayanai na kan intanet da kan intanet

- Yadda Ake Amfani da makunsar bayanai tare da WPS A Wayar ku ta hannu <https://www.youtube.com/watch?v=duNN439GaMI>
- ZanenKoyarwa na Google don Masu farawa <https://www.youtube.com/watch?v=FlkZ1sPmKNw>
- Aiki tare da makunsar bayanai na Google <https://www.benlcollins.com/spreadsheets/how-to-use-google-sheets/#one>
- Horon bidiyo na Excel <https://support.microsoft.com/en-us/office/excel-video-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb>

6.6 Gyara Hotuna

A wasu lokuta ana iya isar da ra'ayoyi masu rikitarwa ta amfani da hoto guda. Lokucin da kuke siyar da kuya da ayyuku akan intanet, hotuna masu inganci suna da mahimmanci. A kan dandamali na dijital, hotuna suna yin babban tasiri akan masu siye fiye da kwatancen samfur ko ma bitar samfur.

Gyara hoto shine tsari na sarrafa, haɓakawa, da canza hotuna. Ana amfani da software na gyara hoto, misali abin gyaran hoto, ko GIMP.

6.6.1 Yadda ake shirya hotuna masu sarrafa kulma na gabatarwa

Yawancin software na ofis, misali PowerPoint da Word, suna ba ku damar yin wasu ainihin gyaran hoto, kumar:

1. Ana canza girman. Rage ko girman hoto zuwa girman daidai.

2. Juyawa Juya hoto don fuskantar madaidaicin alkibla, gami da kwatanta shi a kwance ko a tsaye.
3. Rage hoto. Share sassan hoton da ba ku bukata.
4. Cire bayan hoto. Kana iya kirƙirar hoto na gaskiya.
5. Tasirin hoto. Kana iya kara tints masu launi da daidaita saituna kuma haske.

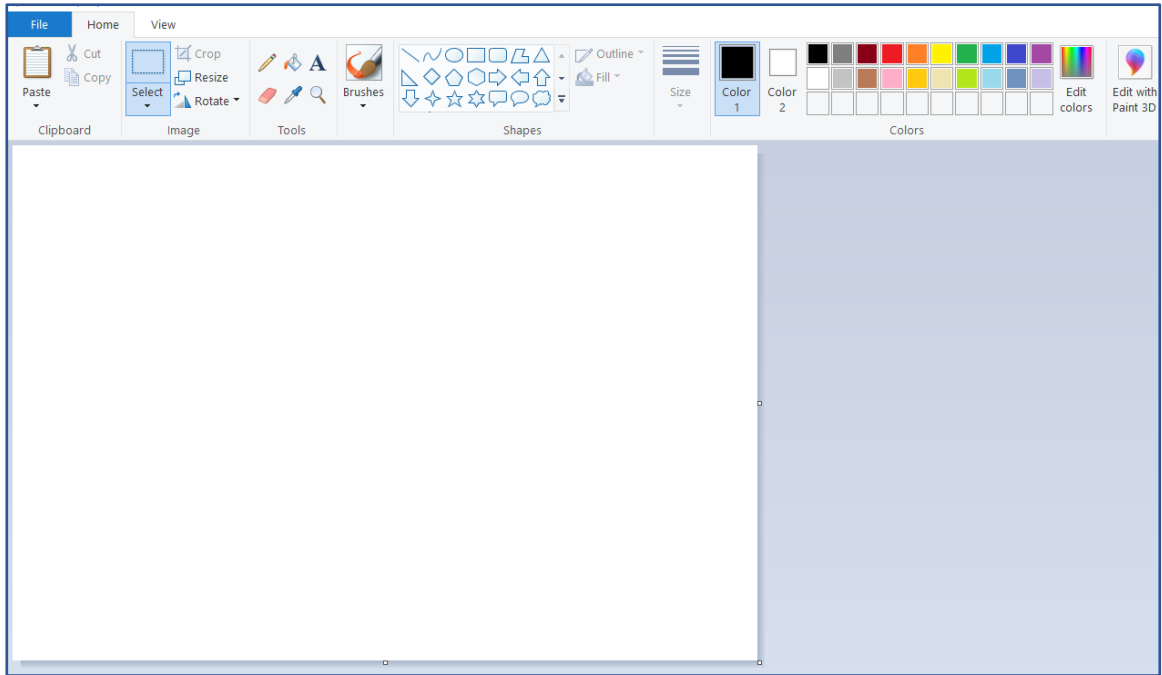
Kurin gyaran hoto yana buƙatar saka hannun jari a software na kwararrun da aka tattauna a kusa.

6.6.2 Aiki: Amfani da fenti na Microsoft

Fentin MS shiri ne na Microsoft kyauta. Yana ba ku damar kirƙirar fayilolin hoto da shirya hotunan da aka ajiye akan kwamfutar tafi-da-gidanku ko tebur dinku.

Gwada waɗannan mataƙai masu sauki don bude aikuce-aikucen kuma fara gyara hotuna.

1. A cikin akwatin nema kusa da farawa akan ma'aunin aiki, rubuta fenti, sannan zabi fenti daga jerin zabubbuku.
2. Idan kana da sabuwar sigar Windows 10, bude Paint 3D, masu nuna sabbin kayan aikin 2D da 3D.



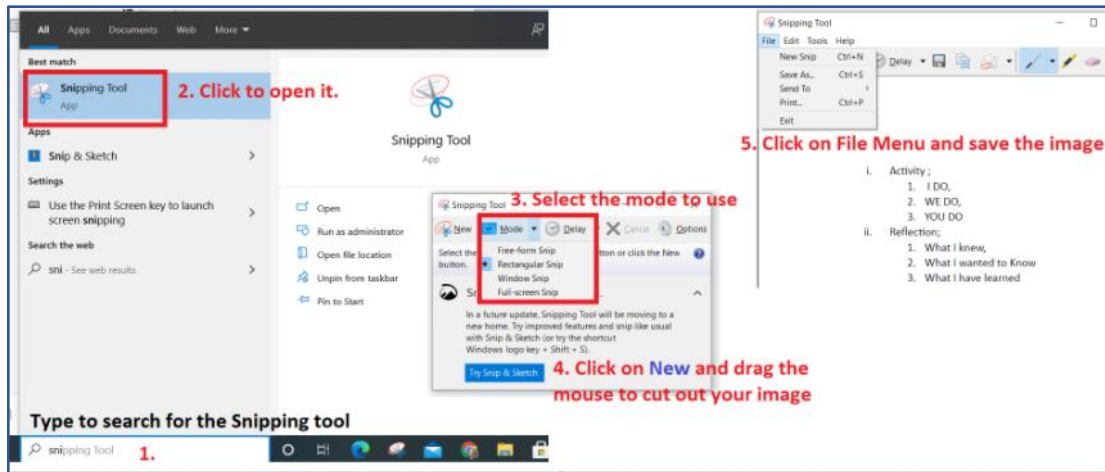
Hoto 8: Allon fenti na MS

Software kumar Photoshop yana ba ku kurin sassauci a cikin kirƙirar hoto da gyarawa, duba albarkutun kusa.

6.6.3 Kayan aiki na yanke hotuna

Wannan kayan aikin hoton allo na Microsoft ne (wannan yana ba ku damar yanke hotuna daga shafi kuma ku adana shi a wani wuri daban). Don bude kayan aikin yanke hotuna a shafi:

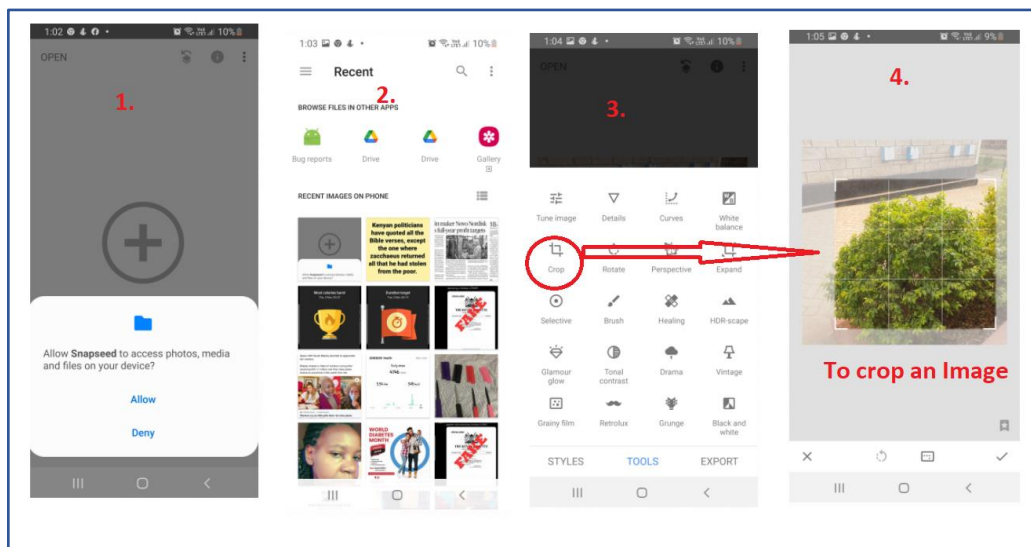
1. Binciku ta hanyar buga kayan aikin Snipping.
2. Danna don budewa.
 1. Yi amfani da shi kumar yadda aka kwatanta a cikin hoton da ke kusa.



Hoto 9: Fentin MS kayan aiki na yanke hotuna a shafi

6.7 Gyara hotuna akan na'urorin hannu

Snap Seed app ne na hannu wanda ake samu don wayoyin iOS da na Android.



Hoto 10: Snap seed app a wayar android.

6.8 Abubuwan da za su taimaka maku da hoto da gyaran hoto

- Jagora kan yadda ake amfani da Snap seed app a cikin wayar Android https://picxtrix.com/wp-content/uploads/2020/01/Snapseed_Editing_Tips.pdf
- Jagora kan yadda ake amfani da Snap seed app a cikin wayar iPhones, <https://iphonphotographyschool.com/snapseed/>
- Koyi sarafa hoto, <https://www.sjsu.edu/ajeep/docs/Photoshop%20Module%20v7c-PC%20for%20WEB-2.pdf>

6.8.1 Ayyuku: Gyaran hoto

Za ku:

- Dauki hoto ta amfani da kyamarar wayarku ko zazzage hotuna daga intanet.
- Yin amfani da ɗaya daga kayan aikin da ke sama, shirya hotuna/hoton kuma raba shi/su a cikin rukanin WhatsApp.

Bayan kun gama ayyukan kuma kunyi rikodin aikinku. Don aikin mara ko samfurin tunani da fatan za a duba haɗe-haɗe. Haɗe-haɗe_Ayyukan da samfurin tunani.docx.

6.9 Gyaran bidiyo

A cikin wannan batu za ku koyi basirar asali kan yadda ake gyara bidiyo.

Bidiyon kayan aikin sadarwa ne masu karfi da inganci. Wannan saboda mutane suna tunawa da kashi 20% na abin da suka ji, 30% na abin da suke gani da kuma kunshi 70% na abin da suke gani da ji.

Kuna iya shirya bidiyon ku ta amfani da kwamfutar tafi-da-gidanku / na tebur, ko da kwamfutar hannu / waya ta amfani da software na musamman da aka sani da software na gyaran bidiyo.

Wasu software na gyaran bidiyo suna samuwa kyauta. Ana samun software ta intanet (aiki na gida da aka ajiye akan na'urar) da kan intanet (kan yanar gizo ko apps na gurin ajiya).

Dubi bayanin da ke biye don kasarku don misalai da motsa jiki ta amfani da software masu dacewa da ke akwai a wurinku.

6.9.1 Abubuwan da za su taimaka muku da gyaran bidiyo

- Koyo kan amfani da Windows na masu yin fim akan kwamfutar tafi-da-gidanku ta Window MS da kwamfutar tebur
https://as.exeter.ac.uk/media/universityofexeter/academicservices/educationenhancement/creatingvideo/Quick_Start_Guide_-_Movie_Maker.pdf
- Koyarwar bidiyo don masu yin fim din Windows,
<https://www.youtube.com/watch?v=qRDI48CVSwY>
- Koyarwar bidiyo don masu yin fim a windows,
<https://www.youtube.com/watch?v=o7LbJmkQs3w>
- Koyarwa akan editin bidiyo na Kinemaster akan wayar Android
<https://northsearegion.eu/media/10388/3-editing-kompatibilitetstilstand.pdf>
- Koyawa akan film a Go app don gyaran bidiyo, <https://mdl原因.lau.edu.lb/wp-content/uploads/2015/09/Making-Videos-with-FilmoraGo-mobile-application.pdf>

The background is a dark blue gradient. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from light cyan to dark navy. In the bottom-right corner, there are white geometric shapes, including a circle and several rounded rectangles, some of which are partially cut off by the edge of the frame.

7. Sadarwa Akan Intanet



7. Sadarwa akan intanet

Sadarwar dijital yana ba da damar hadi kai tsaye tare da mutane ko kangiyoƴi a ko'ina cikin duniya. Sadarwar kan intanet na iya taimakawa tare da saukaka da juriya na kasuwanci ko sana'a

7.1 Me yasa sadarwar kan intanet ke da mahimmanci?

7.1.1 Kafofin watsa labarai na dijital na Inganta

Sadarwa

Habaka kusuwanci da hukumomin gwamnati da daidaiƙan mutane suna sadarwa ta hanyar dijital. Babu kusuwancin da zai dore idan ba zai iya sadarwa da kyau ta hanyar dijital ba. Misali, taron bidiyo da dandamalin tarurrukan kan intanet kamar Google Meet da Zoom da Skype suna ba wa daidaiƙun mutane da kasuwanci damar yin aikin nesa a kusa, kuma suna haɗa duniya cikin ainihin lokaci. Wannan yana rage bukatar tafiya ta hanya ko siyan sarari na zahiri don kasuwancin ku.

Imel da WhatsApp da Zoom sun canza yadda mutane ke hulɗa da juna yayin kullen Covid-19. Da yawa sun sami damar yin amfani da wayoyinsu da kwamfutoci don yin aiki daga nesa, har ma da gudanar da taro.

7.1.2 Kafofin watsa labaru na dijital na iya taimakawa wajen rage farashi

Yin amfani da imel da kafofin watsa labarun gaba daya yana da arha fiye da hanyoyin rayuwa na gaske kumar buga fastocin talla da wasikan imel kai tsaye. Duk waɗannan suna da kayan aiki da farashin jigilar kaya. Sadarwar kan intanet yana da farashin kira kuwai, da yuwuwar farashin lasisin kayan aikin software don fitar da sakon ku.

Kwarewar duniya ta nuna cewa saka hannun jari a cikin hanyoyin sadarwa na dijital yana karuwa da habaka da kuma saka hannun jari a cikinta ana dawo da sauri cikin sauri, wani lokacin cikin makonni.

7.1.3 Yana Kara saurin sadarwa

Sadarwar kan intanet gaba daya yana da sauri fiye da sadarwar rayuwa ta gaske. Ana iya rubutawa da tsarawa da aika wasiku ga dubban abokan ciniki masu yawa cikin sa'o'i. Za a bukuci a rubuta gyara da buga takardu na zahiri/tallafi - duk wadannan na iya daukar kwanaki.

Shiga cikin kusuwannin zamantakewa tare da abokan ciniki, ko kan kafofin watsa labarai ko dandamalin sakon zamantakewa ya fi sauri.

7.1.4 Yana Kara ma'aunin sadarwa

Hanyoyin sadarwa na kan intanet na iya kara yawan mutanen da kuke magana da su ta hanyoyi guda biyu:

- Yana da arha da sauri wanda ke nufin zaka iya aika imel ko rubutu zuwa ga mutane da yawa fiye da kasidu ko haruffa.
- Zai fi sauƙi ga masu karanta sakonninku ku aika imel dinku zuwa wasu mutane. Idan wannan ya faru da yawa, an san shi da "shiga ko ina". Wannan yana nufin saƙo yana habaka sabis dinku ko bayanin martabar samfur dinku cikin sauri.

7.2 Nau'in sadarwar dijital

Akwai nau'ikan hanyoyin sadarwa na dijital da yawa, da yawa da muka yi bayani a baya kamar imel, taron tattaunawa na bidiyo da bidiyo da sauransu. Akwai 'yan dandamali masu muhimmanci, wadanda kuke bukatar sani.

7.2.1 Dandalin sada zumunta

Cibiyoyin sadarwar zamantakewa aikace-aikace ne ko gidajen yanar gizo waɗanda ke tallafawa masu amfani don kirƙira da raba abubuwa, da nemowa da haɗi tare da wasu masu amfani. Yawancin mu yanzu muna da akalla asusun kafofin watsa labaru guda ɗaya, kuma yawancin su suna da yawa kamar. Facebook da Twitter da Instagram da Snapchat da YouTube da TikTok da LinkedIn da Pinterest a halin yanzu sune manyan dandalin sada zumunta mafi shahara a duniya.

Ba duk shafukan sada zumunta ne suke iri ɗaya ba. Daban-daban dandamali suna da masu amfani daban-daban:

- Facebook: farko dandalin zamantakewa ne.
- Twitter: da farko dandalin haɗin gwiwa ne da raba labarai.
- LinkedIn: kwararriyar dandalin sadarwar zamantakewa. Masu amfani don shiga kasuwanci da ɗaukur hazaka, da samun damar cibiyoyin sadarwar kwararrun gida

Bincika waɗannan dandamali ne suka fi dacewa don irin kusuwancin ku.

Kebantawa yana da matuƙar mahimmanci akan kafofin watsa labaru. Sanin saitunan sirrinku kuma tabbatar an saita su yadda ya kamata a gare ku. Ku tuna cewa masu ɗaukan ma'aikata zasu iya (kuma suyi) samun dama da bincike kan kasancewar kafofin watsa labarun jama'a lokacin da kuke neman ayyuka, don haka ku kula da abin da kuke aikawa a binaɗa jama'a, kuma kuyi la'akari da yin amfani da sunan sako.

Shin ya kamata ku kara abokan aikin ku akan kafofin watsa labarai? Kasuwanci da yawa suna buƙatar ku yi wannan azaman dandalin sadarwa na ciki. Lokacin da ake haɗa jama'a ayi hankuli da abin da kuke aikuwa da abin da kuke samu - abun ciki ko dabi'a mara dacewa na iya lalata makomar ku a nan gaba.

Wadanda ke aiki a cikin guraben kulawa da koyarwa da sauran kwararrun ana ba da shawarar kar su hada kai da abokan ciniki/masu amfani da sabis ko dalibai ta hanyar kafofin watsa labaru.

Iyakar abin da zai yiwu ga wannan shine manyan daliban da suka kammala karatun digiri - amma duk da haka, a fara bincika.

7.2.2 Dandalin buga abun ciki

Dandalin buga abun ciki kayan aiki ne don saukake buga abun cikin ku ta hanyar dijital. Masu cin kAsuwa suna son samun dama ga abubuwan da suke bukata da jin dadi da sauri.

Wasu sanannun misalan dandalin abun ciki sun hada da:

- YouTube: don buga bidiyo da rabawa da sharhi.
- Wordpress: don kirkirar gidajen yanar gizo na tushen blog da buga takaddu da labarai.

7.2.3 Sakon bidiyo da taro

Sadarwar bidiyo yana habaka cikin shahara kuma ana amfani dashi don amfanin zamantakewa da kasuwanci (taro da hadin gwiwa).

Wasu shahararrun apps na taron bidiyo sune:

- Zoom.
- Skype.
- Microsoft Teams.
- Google Meet.

Ko da yake kyauta ne don amfani, yana iya zama da darajar siya kuma a biya kufi don habaka samuwa da zabukan amfani. Don amfani da wadannan ka'idodin, kana bukatar yin rajista ta amfani da adireshin imel da sunan masu amfani na

musamman. Don faraway da zazzage ɗaya daga cikin ka'idoji. Kana bukatar makirufu da lasifikan da ke aiki (mafi yawan kwamfutoci na zamani yanzu an gina su). Lokacin da kuka fara shiga, za a umarce ku da ku yi gwajin sauti don tabbatar da saitunan sautinku daidai ne.

Wasu kyauta ne da sauki wajen amfani. Kayan aikin tadi na bidiyo sun haɗa da:

- Ayyukan bidiyo na Facebook Messenger.
- kiran murya ta WhatsApp.
- App na kiran bidiyo (ga masu amfani da Apple).

7.2.4 App don aika sakonni

Sakon take ya shahara sosai a kwanakin nan, kuma yawancin masu amfani da wayoyin hannu suna da akalla manhajar sako guda ɗaya da aka shigar akan na'urorinsu. Aikace-aikacen aika sako suna amfani da lambar wayar ku, adireshin imel, ko sunan masu amfani na musamman don aika sakonni zuwa kuma daga lambobin sadarwar ku a ainihin lokacin.

Shahararrun aikace-aikacen sakon hannu:

- WhatsApp.
- Facebook Messenger.
- Signal.
- Telegram.
- WeChat etc.

Dukkansu sun dan bambanta kuma suna da siffofi daban-daban, amma duk suna aiki iri ɗaya. Da fatan za a sani cewa wasu suna da kananan fasalulluka na tsaro fiye da wasu.

Kana iya haɗawa da wasu mutane kawai idan suna amfani da app din sako daya da naka.

7.2.5 Imel

Yana ba da rubutaccen sadarwa nan take: masu tasiri don sanarwa na yau da kullun da sabuntawa, gami da musaya na yau da kullun. Ana iya yin hakan ta hanyoyi daban-daban misali.

- Yahoo.
- Gmail.
- Hotmail.
- Outlook

7.2.6 Jerin Imel da wasikan Labarai

Duk da yake ba sabon ra'ayi ba ne ga yawanci imel ya kasance kayan aiki mai karfi don rarraba bayanana da aka yi niyya. Yana da mahimmanci don bambance amfani da imel ta wannan hanyar daga imel azaman kayan aikin sakon kai tsaye. Yi hankali kada ku aika da sakon imel maras dacewa ko maras so saboda ana daukar wannan mummunan aiki (wanda ake kira spamming). Idan abun cikin da ake aikawa da imel yana da mahimmanci kuma yana da dacewa, kuma mutane suna da damar ficewa, to za a yaba sadarwar imel kuma ta fi tasiri fiye da bugu na wasikan labarai.

Kuna iya yin wannan da kanku a cikin gida, ko amfani da masu bada sabis kamar Masulchimp.

7.2.6.1 Amfani sa

- Ana isar da sakon imel cikin sauri idan aka kwatanta da sakon zahiri na gargajiya.
- Ana iya aikawa da imel sau 24 a rana, kwanaki 365 a shekara.
- Webmasul yana nufin ana iya aika imel da karba daga kowace kwamfuta, a ko'ina cikin duniya, masu haɗin Intanet.
- Yana da arha - lokacin amfani da intanet da kowane imel da aka aika kyauta ne yadda ya kamata. Ana cajin masu amfani da bugun kira akan kiman kiran

gida, amma yana daukar yan sakanni kadan (don imel na al'ada, misali, rubutu kawai) don aika imel.

- Ana iya aika imel zuwa mutum ɗaya ko mutane da yawa.

7.2.6.2 Rashin amfanin sa

- Masu karba suna buƙatar samun dama ga intanet don karɓar imel.
- Babu tabbacin za a karanta wasikan har sai masu amfani sun shiga sun duba imel din su.
- Kwayoyin cuta suna saurin yaduwa ta hanyar hadin imel (mafi yawan masu samar da imel suna bincika imel don kwayoyin cuta a madadin ku).
- Phishing - shine aika sakon imel ga masu amfani da karya yana ikirarin zama kamfani na halal don zamba ga masu amfani, don ba da bayanai, kamar bayanan sirri da lambobin asusun banki a gidan yanar gizon bogi. Bayan haka za a yi amfani da bayanan don satar sirri.
- **Spam** - imel mara izini, watau, wasikar ta karya ce.

7.3 Abubuwan sadarwa masu tasiri

Akwai wasu mataƙai masu sauki da za ku iya ɗauka lokacin da kuke shirya ingantaccen imel da blog da yin tallan tweet.

7.3.1 Batun magana

Batutuwa kamar kanun jaridu suke. Suna isar da babban batu na imel ɗinku ko ra'ayin da kuke son masu karatu su cire daga imel ɗinku. Saboda haka, ku kasance ta yadda zai yiwu. Batutuwa guda ɗaya kamar "Hi," "Tambaya," ko "FYI" ba su da bayanai kuma kar ku ba masu karatu wani ra'ayi na mahimmancin sakonku. Idan sakon ku yana da mahimmancin lokaci, kana iya haɗa kwanan wata a cikin intanet da jigonku, misali, "Taro a ranar Alhamis, Dec 2."

Yi tunani game da intanet akan sakonnin imel ɗin da kuke karba. Wadanne ne kuke ganin sun fi tasiri? Me yasa?

7.3.2 Gaisuwa da al'amari

Gaisuwa tana magana da masu karatun ku a matsayin masu aiki. Shine mataki na farko don gina alaka. Ka da ku fara da rubutunku kawai, kuma kada ku tsaya a karshe ba tare da sa hannun ladabi ba. Idan ba ku san mutumin da kyau ba, kuna iya rufe yadda za ku yi magana da shi ko yadda za ku sa hannu. Lokacin da ake shakku, kuna magana da wani a ka'ida don guje wa bata musu rai.

7.3.3 Yi amfani da hanyar sadarwa

Yi amfani da wasu daga cikin waƙannan hanyoyin don samun sakamako mafi kyau daga dandalin sadarwar ku:

- Kuyi abokantaka kuma ku bi abokai. Yi amfani da kayan aikin bincike na zamantakewa don nemo mutane a cikin al'umma, kwararrun yanki, kangiyoyin alaka, da sauransu. Su zama abokan ku akan Facebook kuma ku Bi su akan Twitter. Gayyace su don shiga ko kusuwancin ku akan LinkedIn. "kamar" abubuwan da suka dace na Facebook da kuma "retweet" sabunta Twitter masu dacewa. Wannan yana gina kyakkyawar niyya kuma yana kawo kurin hankali ga asusun zamantakewar ku.
- Tweeting. Yi amfani da Twitter don tura hanyoyin haɗin gwiwa, yin tambayoyi, da fitar da baƙi zuwa Facebook da YouTube da gidan yanar gizon ku.
- Facebook: Yi amfani da Facebook don shigar da al'umma kai tsaye cikin bincike da gasa. Buga hotuna masu ban sha'awa da ban sha'awa, da tambayoyin fasali. Dalilin da yasa kuke da shafin Facebook shine, duk lokacin da kayi post akan sa, kana fitowa a cikin labaran mabiyanka.
- Shiga: Ba da gudummawa ga labaran kan intanet da tattaunawa masu dacewa. Misali, yi amfani da asusun Twitter din ku don kara sharhi zuwa labaran wasu kusuwancin. Wannan yana kawo sanayya zuwa asusun Twitter ɗin ku kuma yana iya taimakawa wajen tara sabbin mabiya.
- Kusance masu sharhi kan al'amuran yau da kullun da haɗa jama'a game da waƙannan wuraren sha'awa. Ya kasance tushen labaran ku masu

mahimmanci da bayanai game da al'umma ko na labaran da suka shafi al'umma.

Ku saurara kuma ku kula: Saka idanu don suna da ambata, binciku don son rai, da fahimtar bambanci tsakanin matsakaita masu amfani da masu tasiri.

- Rungumi wayar hannu da wuri: Hadin gwiwar jama'a yana nisa da sauri daga allon kwamfutar tebur zuwa cikin na'urorin hannu. Koyi yadda ake amfani da damar na'urorin hannu don kulla abun ciki zuwa yankin zahiri na al'umar ku.

7.3.4 Kasance masu gaskiya na kwarai

Kasance da yin abubuwa cikin haske da gaskiya game da alakar ku da batun da kuke kirkirar abun ciki game da shi don ci gaba da kwarewa. Yi amfani da sanannen hanyar kariya don shafukan yanar gizo.

Kada ku taba yin kwaikwayon wani ko amfani da sunan karya (sunayen masu amfani suna da kyau idan kun bayyana ainihin ku a wani wuri).

7.3.5 Yi komasu da ka'idodi

Bi ka'idodin gidan yanar gizon masu masaukin baki. Ban da sharuɗɗan sabis, kowane rukunin yanar gizon yana da wasu al'adu. Koyi abin da ya dace kuma ku bi misalai masu tasiri a cikin al'umma.

Mutunta al'ummar kan intanet ko al'ummar da kuka zaba don wakilta ko yin hulda da su.

7.3.6 Kirkiri abun ciki wanda ya dace da kowa amma wanda aka ke bance ga masu sauraro da aka yi niyya

Tabbatar cewa abun cikin ya dace da duk masu sauraro a duniya kafin afkuwa, yayin da kuma ku ke daidaita tattaunawar zuwa ga masu sauraron ku. Wasu

membobin masu sauraro na iya samun karancin fahimtar Ingilishi, don haka kalmomi masu sauƙi suna taimakawa. Ma'anar "dacewa" ya bambanta tsakanin mutane, don haka ku aika sako ga duk wanda kuku sani (da duk wanda ba ku sani ba) zai iya kuranta kowace kalma.

Abubuwan da aka bayar ga shafukan sada zumunta na jama'a ne kuma galibi ba za a iya gyara ko share su daga baya ba. Ko da za ku iya share shi daga baya, kwafi na iya yaduwa ta hanyar sake aikawa, kuma hanyoyin hadin yanar gizonku na asali na iya nunawa a cikin bayanan da aka adana. Hada mahimman bayanai don haka yana da ma'ana idan an sake buga shi ba tare da mahallin ba.

Kar a buga wani abu da zai iya keta hakkin mallaka, alamun kusuwanci, ko wasu kayan fasaha na wasu, kar a buga abin da ke karfafa wasu yin hakan. Tabbatar cewa kana da izinin sake buga labarai inda ya dace.

7.3.7 Kar a cire ko musanya ra'ayi saboda mara kyau ne

Share munanan maganganu ko martani yana haifar da bayyanar cewa kana tacewa/boye wani abu kuma yana hana bude, ingantaccen tattaunawa. Madadin haka da sanya martani masu tursasawa ga zargi kuma la'akari da su a matsayin damar haɓaka.

7.3.8 Tace maganganun batsa ko rashin dacewa

Ya kamata a cire maganganun batsa ko rashin dacewa da sauri da sauri. Wannan ya haɗa da abun ciki masu ban kyama da batanci ko gaba ɗaya da baya cikin mahallin. Don sharhi kan iyaka (a mahallin amma, yin amfani da lalata, alal misali), cire sharhin kuma aikawa masu sharhin sako na sirri tare da dalili. Sannan masu sharhi zasu iya sake aikawa cikin jagororin.

7.3.9 Kasance farkon wanda zasu gyara kurakurai

Idan kun yi kuskure, ku yarda da shi kuma ku yi gyara don gaba da sauri. Kuna ba da misali a matsayin shugabannin al'umma



8. Tsayawa Kan Yanar Gizo Cikin Tsaro Da Kariya



Tsayawa kan yanar gizo cikin tsaro da Kariya

Wannan darasi kan tsaro na yanar gizo yana ba da bayani kan yadda ake tabbatar da sirri, tsaron bayanai, da yadda ake kiyaye tsaro akan yanar gizo da yanar gizo tare da na'urar dijital din ku.

Sakamakon da ake tsammani daga tsarin tsaro na yanar gizo

Bayan kammala wannan darasi, za ku iya:

- Sanya kebabun bayaninku da tsaron sadarwarku
- Gano da warware matsalolin tsaro masu sauƙi
- Gwada tsaron rukunin yanar gizon da ke bukatar bayanan sirri kafin amfani

Menene tsaro a yanar gizo?

Tsaro a Yanar gizo shine aikace-aikacen fasaha da mataƙai da sarrafawa don kare tsarin kwamfuta da cibiyoyin sadarwa da shirye-shirye da na'urori da bayanai daga hare-hare. Hare-haren na dijital ana kiransu da cyber-attacks.

Tsaro a Yanar gizo yana nufin rage haɗari da tsananin hare-haren yanar gizo, da kuma kariya daga cin gajiyar tsarin, na'urori, cibiyoyin sadarwa da fasaha marar izini. Hakanan yana nufin al'adar kiyaye na'urorin lantarki da bayanan sirri daga shiga ko hari mara izini.

Tsaron Yanar gizo ya haɗa da mulkin yanar gizo da laifuffukan yanar gizo da kariyar bayanai da hukunci da alamun kasuwanci da haƙƙin mallaka da na hankali

Sharuɗɗan da ake amfani da su a cikin Tsaron

Yanar gizo

Anan akwai wasu ma'anar kalmomin da zaku ci karo da su a cikin wannan jagorar da kuma cikin tattaunawa ko littattafan karatu game da tsaro na yanar gizo.

Tsaron hanyar sadarwa al'ada ce ta kare hanyar sadarwar kwamfuta daga masu kutse, ko ta hanyar maharan da aka yi niyya ko kuma malware ko Virus.

Tsaron aikace-aikacen yana mai da hankali kan kiyaye software da na'urori ba tare da barazana ba. Aikace-aikacen da aka yi sulhu zai iya ba da dama ga bayanai da aka tsara shi don karewa. Tsaro mai nasara yana farawa a matakin kira, da kyau kafin a tura wani shiri ko na'ura.

Tsaron bayanai yana kare mutunci da kebabben bayanai, duka a cikin ma'adana da na wucewa.

Tsaron aiki ya haɗa da mata kai da yanke shawara don sarrafawa da kare kadarorin bayanai kamar izinin masu amfani da su lokacin shiga hanyar sadarwa da hanyoyin da ke kayyadad da yadda za a adana bayanai da kuma inda za a iya adana su.

Farfado da ci gaba da kasuwanci suna bayyana yadda kungiya ke mayar da martani ga lamarin tsaro ta yanar gizo ko duk wani abin da ya haifar da asarar ayyuka ko bayanai. Kungiyar ta yi amfani da manufofin dawo da bala'i don bayyana yadda take maido da ayyukanta da bayananta don komawa ga iya aiki iri daya kamar kafin taron.

Ilimantar da masu amfani daga karshe ya yi bayani game da taka tsantsan da ya kamata mutane su yi don guje wa shigar da kwayar cuta cikin haɗari ta hanyar bin kyawawan ayyukan tsaro. Suna koya wa masu amfani don share abubuwan da aka makala na imel, kar su toshe cikin na'urorin USB da ba a tantance ba, da wasu muhimman darussa daban-daban masu mahimmanci don tsaron kowace kungiya.

Nau'o'in Bayanai Kebabbu Da Ake kaiwa hare-hare a Yanar gizo

Bayanan sirri duk wani bayani ne wanda ke da alaƙa da wani mutum ko halitta da aka gano ko wanda za a iya gane shi. Ana iya gane mutum idan ana iya gane shi kai tsaye ko a kaikaice - alal misali, ta hanyar nuni ga mai ganowa kamar suna, lambar tantancewa, bayanan wurin, mai gano kan yanar gizo ko ɗaya daga cikin halaye na musamman (na jiki, ilimin halittar jiki, kwayoyin halitta, tunani). kasuwanci, al'adu ko zamantakewa).

Misalai sun haɗa da lambar katin shaida, lambar fasfo ko lambar tsaro. Sauran misalan bayanan sirri sun haɗa da lambar tarho, katin kiredit ko lambar ma'aikata a wurin aiki, bayanan asusu, farantin lambar mota, bayyanar mutum, lambar abokin ciniki ko adireshin.

Sakamakon rashin tsare bayanai kebabun bayanai

Yawancin masu amfani da yanar gizo ba su san barazanar sirrin kan yanar gizo ba da kuma haɗarin da ke tattare da samun bayanan sirri akan yanar gizo. Ga wasu sakamakon barazanar kan yanar gizo ga bayanan sirri:

Asarar Kudɪ

Tasirin kuɗi daga keta haddi na bayanai ba shakka yana ɗaya daga cikin mafi gaggawar sakamako mai tsanani da kungiyoyi ko ɗaiɗaikun mutane ke tinkara a laifuffukan yanar gizo.

Lalacewar mutunci

Labarai suna tafiya cikin sauri kuma kungiyoyi da ɗaiɗaikun mutane na iya samun kansu a tsakiyar labaran duniya cikin sa'o'i kaɗan bayan karya ko bayyanawa. Wannan mummunan latsawa haɗe da asarar amana na iya haifar da lahani maras misaltuwa ga abin da aka keta ko mutumin da ake tambaya.

Cikas a wajen aiki

Kasuwanci ko ayyuka na sirri galibi za su lalace sosai a sakamakon keta bayanai. Kungiya ko daidai mutane za su bukaci daukar ketare tare da gudanar da cikakken bincike kan yadda ya faru da kuma irin tsarin da aka shiga. Kungiyar na iya bukatar a rufe gaba daya har sai masu bincike sun sami duk amsoshin da suke bukata kuma wannan tsari ne wanda zai iya daukar kwanaki, har ma da makonni, ya danganta da tsananin cin zarafi.

Matakin doka

Karkashin ka'idodin kariyar bayanai, kungiyoyi ko mutane bisa doka suna daure su nuna cewa sun dauki duk matakan da suka dace don kare bayanai sirri. Idan wannan bayanai ya lalace, mutanen da abin ya shafa za su iya neman matakin shari'a don neman diyawa daga wanda ke da alhaki.

Asarar muhimman bayanai

Bayanai halita suna da matuƙar mahimmanci ga masu aikata laifukan yanar gizo - fiye da ainihin bayanai katin kireƙi da adiresoshin imel. Wannan saboda masu laifi na iya amfani da wannan bayanai don haifar da mummunar lalacewa ga mutum. Karɓar da ke fallasa wannan bayanai na iya zama bala'i kuma ya wuce duk wani lalacewa na kuɗi da suna.

Barazana ga kebabben bayanai ku

Cutar kan yanar gizo

Cutar kan yanar gizo manhaja ce mai cutarwa kamar kayan leken asiri ko kwayoyin cuta. Ana kunna shi lokacin da mai amfani ya danna hanyar haɗin yanar gizo mara kyau ko abin da aka makala, wanda ke haifar da shigar da software mai haɗari. Da zarar cutar ya kunnu, zai iya:

- Toshe damar zuwa mahimman abubuwan cibiyar sadarwa (fansar cuta)
- Sanya karin software mai cutarwa
- Samun bayanai a boye ta hanyar watsa bayanai daga rumbun kwamfutarka (cuta mai leken asiri)

- Rushe sassa ɗaya, yana sa a kasa aiki da tsarin (Tubali)

Kuna iya hana harin cutar kan yanar gizo ta hanyar magana matakai masu zuwa:

- **Shigar da software mai kare cutar**
- **Ci gaba da sabunta software mai kare cutar.**
- **Ayi bincike ɗin da aka tsara akai-akai tare da Software mai kare cutar.**
- **Ci gaba da ajiye na'urar ku a halin yau**
- **Kiyaye hanyar sadarwar ku.**
- **Guji buɗe hanyoyin haɗin yanar gizo ko zazzage abubuwan da aka makala daga tushen da ba a san su ba.**
- **Kiyaye Bayanai Keɓaɓɓun Ka ta hanyar kulle duk saitunan sirrinka ta amintattun kalmomin shiga.**
- **Shigar da mataciya wanda ke hana munanan hare-hare ta hanyar toshe duk hanyar shiga ko daga hanyar sadarwar kwamfuta mara izini.**
- **Ajiye bayanan ku akai-akai kuma a gwada bayanan lokaci-lokaci don tabbatar da samun damar bayanan da aka adana.**

Dabarun Hare-hare

Wannan yana nufin samun bayanan sirri ta hanyar yaudarar ku. Ana amfani da hare-haren phishing don samun bayanai kamar lambobin katin kireɗit ko bayanan shiga banki ta hanyar yin kamar gidan yanar gizo ne mai daraja. Don hana dabarun ɗauki waɗannan matakai masu sauki:

- Tabbatar da tsaron gidan yanar gizon kafin shigar da bayanan sirri.
- Guji bin hanyoyin haɗin kai daga imel da sauran sakonni maimakon, ziyarci gidan yanar gizon da aka yi niyya ta hanyar buga aɗireshin da kanku a cikin burauzar ku.
- Kada ku ba da bayanan sirri akan yanar gizo sai dai idan kun tabbata zaku iya tabbatar da ainihin mai karɓa kuma amintattu ne.

Habaka imel dɪn karya ko Mai gano albarkatun kayan masurafi

Kamfanoni da daidaiƙun mutane galibi masu aikata laifuka ta yanar gizo suna kai hari ta hanyar imel da aka tsara don kama da sun fito daga halaltaccen banki, hukumar gwamnati, ko wata kungiya. A cikin waƙannan imel dɪn, mai aikawa yana buƙatar masu karɓa su danna hanyar haɗin da ke kai su zuwa shafi inda za su tabbatar da bayanan sirri, bayanan asusun, da dai sauransu.

Wani lokaci ana kididdige sakon imel gaba ɗaya azaman hanyar haɗin gwiwa. Dannawar bazata ko da gangan a ko'ina a cikin imel zai buɗe shafin yanar gizon karya ko zazzage wasiƙun banza zuwa kwamfutarka. Guji hanyoyin haɗin kai zuwa imel musamman daga waƙanda ba a san su ba.

Waƙannan zasu iya taimaka maka gano idan imel na gaske ne ko na karya:

- Adireshin Imel Na Mai Aikawa Yana Da Jigon Jama'a musamman na gwamnati ko wuraren kasuwancin misali:
 - bankofbaroda@gmail.com.
 - bankofbaroda@hotmail.com.
 - bank_of_baroda@yahoo.com.
- Sunan yankin gaba ɗaya kuskure ne ko ɗan kuskuren rubuta shi misali amazon.com maimakon amazon.com.
- Sautin imel dɪn yana gaggawa kuma yana buƙatar ku yi cikin sauri a misali.
- Imel dɪn da ke ba da alƙawarin faduwar kuɗi ko hukunci mai tsanani.
- Imel dɪn da ke tilasta maka shiga gidan yanar gizo.

The background is a dark blue gradient. In the top-left corner, there are several overlapping, rounded rectangular shapes in various shades of blue, ranging from light cyan to dark navy. In the bottom-right corner, there are white geometric shapes, including a circle, a rounded rectangle, and several parallel lines, creating a modern, abstract design.

9. Zagi Da Cin Zarafi Ta Yanar Gizo



Zagi da cin zarafi ta yanar gizo

Cin zarafin yanar gizo zalunci ne tare da amfani da fasahar dijital. Yana iya faruwa akan kafofin watsa labaru, dandali na aika sako, dandali na caca da wayoyin hannu. Yana da maimaita hali, da nufin tsoratarwa, fushi, ko kunyata wafanda aka yi niyya.

Misalai na cin zalin Yanar gizo sune kamar haka:

- Yada karya ko yada hotunan wani na kunya a shafukan sada zumunta.
- Aika munanan sako ko barazana ta hanyar dandamalin sako.
- Yin kwaikwayon wani da aika sakon da ba su da kyau ga wasu a madadinsu

Alamomin Cin zarafi a Yanar gizo

Komai yawan zafin da suka sha, wafanda ake zaluntar ta yanar gizo sau da yawa ba sa son gaya wa iyaye, malamai, ko wasu masu iko game da cin zarafi saboda suna jin kunya daga cin zarafi. Hakanan suna iya jin tsoron rasa gata na wayar hannu ko kwamfutar. Masu cin zarafi suna da kyau wajen boye halayensu ga masu iko. Yana da mahimmanci a gane alamun gargadin cin zarafin yanar gizo kuma a taimaka wa wanda aka azabtar ya dauki matakin da ya dace.

Tasirin Zagin Yanar gizo

Lokacin da zalunci ya faru a kan yanar gizo, wanda aka azabtar zai iya jin ana kai musu hari a ko'ina, har ma a cikin gidansu. Suna iya jin ba su da mafaka. Tasirin yana dawwama kuma yana shafar mutum ta hanyoyi da yawa:

- Shafar hankali - jin bacin rai, jin kunya, ya ji shi kamar wawa, har ma da fushi.
- Zama abin tausayi- jin kunya ko rasa sha'awar abubuwan da kuke so.
- A zahiri - gajiya (rashin barci) ko fuskantar alamu kamar ciwon ciki da ciwon kai.

Jin ana yi masa dariya ko kuma tsangwama zai iya hana shi yin magana ko kokarin magance matsalar. A cikin matsanancin yanayi, cin zalin yanar gizo na iya ma kai ga mutane su kashe kansu. Abubuwan da aka rubuta na cin zarafin yanar gizo sun hada da:

- Mafi girman yawan bakin ciki da damuwa.
- Rage jin kimar kai.
- Wahalhalun barci da matsalar fitsarin kwance a gado.
- Yawan al'amuran da suka shafi jiki kamar ciwon kai da ciwon ciki.
- Kokarin yunkurin kashe kansa (bincike ya nuna cewa masu cin zarafi ta yanar gizo sun fi sau biyu zuwa tara fiye da fuskantar tunanin kisan kai.
- An samu karuwar matsalar rashin cin abinci da kyau musamman a tsakanin 'yan mata.
- Rashin aiki ga matasa.
- Kananan matakan samun nasara a makaranta.
- Kara yawan al'amuran miyagun kwayoyi da shaye-shaye.

Dabarun magance cin zalin yanar gizo

Kar a mayar da martani nan da nan

Manufar yawancin cin zarafi ta yanar gizo a mafi yawan lokuta shine a fusata, bacin rai ko rikitar da mutumin da ake hari, ta yadda za su mayar da martani cikin motsin rai. Idan ana zaluntar ku ta hanyar yanar gizo, ku tuna cewa wanda ke yi muku hari yana son ku amsa. Kar ku ba su gamsuwar sanin kuna jin haushin su.

Bibiya idan kun sami nutsuwa

Yana da mahimmanci a sami kyakkyawar fahimtar halin da ake ciki kafin tuntuɓar mai zagin yanar gizo. Yin amfani da harshe mai natsuwa, tsaka tsaki, yi kokarin warware halin da ake ciki tare da mutumin ba tare da barin su, su kai gare ku cikin motsin rai ba. Wataƙila ba za su gane cewa kun fassara ayyukansu azaman cin zarafi ta yanar gizo ba, don haka tattaunawa mai natsuwa yana da mahimmanci.

Dauki hotunan sakon

Hotunan kariyar kwamfuta hanya ce mafi kyau don ba da rahoton misalin cin zalin yanar gizo. Wannan yana da mahimmanci saboda mai zagin (mai cin zarafi na yanar gizo) na iya share sharhi ko hoto lokacin da suka gane cewa zai iya jefa su cikin matsala. Hoton zai tabbatar da cewa koyaushe kuna da kwafin abin da aka umarce ku akan yanar gizo.

A daina duba post akai-akai

Kuna iya rage lokacin da kuke kashewa akan kafonin watsa labarun. don kada zalunci ya dawwama. Samun hutu daga duniyar yanar gizo hanya ce mai kyau don kula da kanku.

Ku kai rahoto ku kuma toshe

Yawancin shafukan sada zumunta suna son taimaka muku jin tsaro akan yanar gizo, don haka suna da kayan aikin da aka gina da yawa don kiyaye ku da kuma ba ku damar ba da rahoton cin zarafi. Idan kun yi kokarin yin amfani da zaɓuɓɓukan bayar da rahoto da toshewa a cikin dandalin kafonin watsa labarun ku kuma har yanzu yanayin yana da wahala, zaku iya ba da rahoto ga hukumar da ta dace a kasarku.

Hukumomi a kasarku na iya zama kwamishinan hukuma (kamar Kwamishinan Watsa Labarai), sashen gwamnati (kamar Sashen Kasuwanci da Kasuwanci), ko ofishi ko darakta a cikin sashe. Makullin rakiyar don kasarku zai sami karin cikakkun bayanai masu dacewa da ku.

Hatsari na musamman ga mata da 'yan mata

A cikin shekaru da yawa an sami karuwar mata-matasa da ake abota da su ta yanar gizo da kuma karkatar da su zuwa wurare masu nisa inda ake fuskantar barazanar rashin tsaron kansu. Wannan ya faru a ko'ina cikin duniya kuma yana da haɗari da ya kamata dukan mutane su sani kuma su shirya.

Hanyoyi na yau da kullun da hakan na iya faruwa

Wasu na iya tuntuɓar mata matasa a kan yanar gizo a karkashin riya. Wannan na iya kasancewa akan ɗaya daga cikin karin waɗannan hanyoyin:

- Bayyana kansa azaman tsohon aboki
- Bayyana kansa azaman memba na al'umma mai ban sha'awa kamar mai son mawaka ko makada, ko kungiyar wasanni
- Bayyana kansa azaman mai iya bada aiki

Bayan yin magana da budurwar sai mutum ya nemi ganawa, hira da aiki, taimako da ayyuka kamar bayarwa, kwanan wata ko ma taimakon kuɗi da kuɗin da za a kai.

Kowane ɗayan waɗannan bukatun yakamata a duba su da kyau.

Wasu shawarwari don taimaka maka ka kasance cikin tsaro

Babban abin da za ku yi shi ne tabbatar da wanzuwar wanda kuke magana da shi.

- Shin wannan mutum ne na gaske?
- Shin su ne waɗanda suka ce su ne? Misali, shin yarinyar 'yar shekara 16 gaskiya ce ko kuma mutumin ɗan shekara 30 ne yana yin kamar yarinya 'yar shekara 16 ce?
- Idan abokin hulɗa daga kamfani ne, shin kamfanin na gaske ne, kuma wannan mutumin yana aiki a kamfanin?
- Ko yausha kuyi tunani a hankali kafin raba bayanan sirri game da kan ku akan yanar gizo.

Idan za ku sadu da mutum a rayuwa ta ainihi wanda kawai kuka taɓa yin magana da shi akan yanar gizo, to da fatan za a yi akalla waɗannan abubuwan:

2. Tabbatar cewa mutumin shine wanda suka ce su ne.
3. Duba bayanan tuntubar su.
4. Ka ba da bayanan tuntubar su ga wanda ka amince da su don su duba ka.
5. Haka kuma ka gaya wa wannan amintaccen mutumin inda za ka, lokacin da za ka je da kuma lokacin da kake sa ran zama gida, wanda za ka sadu da shi da kuma dalilin da ya sa.
6. Haɗu a wurin da jama'a suke da haske inda akwai masu wucewa waɗanda zasu iya taimaka muku idan bukata ta taso.
7. Lokacin da kuka dawo gida, kar ku manta da sanar da amintaccen ku kuna cikin koshin lafiya.

