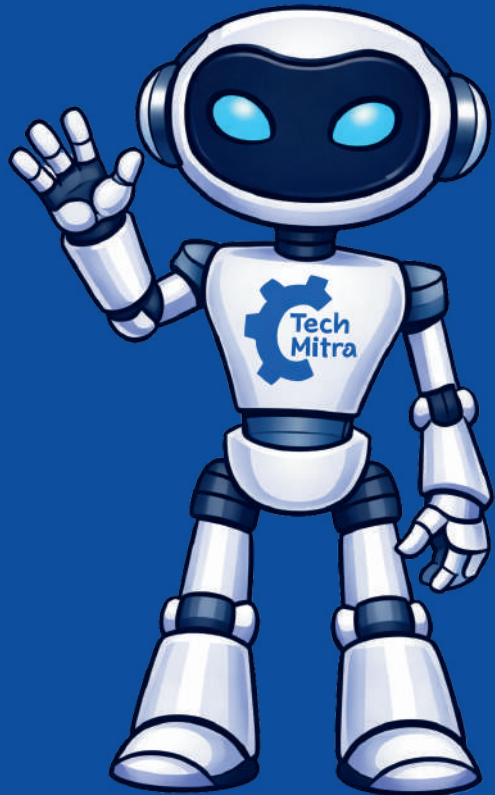


DIGITAL GUIDEBOOK

Android



Welcome to Your Complete Guide to Digital Literacy!

Tech Mitra is a student-led initiative which aims to help communities navigate the digital world confidently and safely. Through workshops and interactive resources, we aim to make technology more accessible for everyone. Digital Literacy for Senior Citizens is one of our first endeavours.

This booklet is designed to help you navigate the digital world with confidence. It serves as a supporting resource along with our main learning sessions, giving you something simple and clear to refer to anytime you need.

Please note that apps and websites often update and change their features, so some parts of this booklet may not remain accurate over time.

If you have any questions, concerns, or need assistance, feel free to reach out:

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 **Instagram:** [@your.tech.mitra](https://www.instagram.com/your.tech.mitra)



We're always here to help!

~ Team Tech Mitra



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GLOSSARY

Accessibility

Settings that change how the phone works for people with vision, hearing, or movement difficulties.

Bluetooth

Wireless connection used to link your phone to devices like earphones, speakers, and watches without cables.

Face ID / Touch ID

Phone unlock methods that use your face (Face ID) or fingerprint (Touch ID) instead of only a passcode.

Hotspot

Feature that turns your phone into a small Wi-Fi router so other devices can use your mobile data for internet.

Login

The process of gaining access to your device or account by entering details like your username and password.

OTP (One-Time Password)

Short code sent by SMS or WhatsApp to confirm your identity when logging in or making an important change.



GLOSSARY

Password

Secret number or word used to lock your phone or log in to apps; should be kept private from everyone else.

QR Code

Square black-and-white code you can scan (in apps like Google Pay, WhatsApp, Blinkit) to pay or share details quickly.

Screen Lock

Protection that stops others from opening your phone without your passcode, Face ID, or Touch ID.

Sign Up

The process of creating an account for yourself as a user of that app or service.

UPI / UPI PIN

UPI is the system used for instant bank payments through apps like Google Pay; the UPI PIN is the 6-digit number needed to approve each payment.

Wi-Fi

Wireless internet connection at home or outside that lets your phone go online without using mobile data.

01 Phone Settings

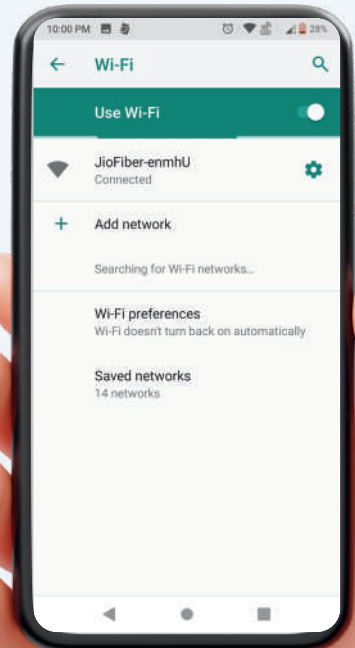


This app allows the user to **change how their phone works** for everything; from updating it to changing languages.

Feature 1: Wifi

This feature connects your phone to the internet using nearby wireless networks.

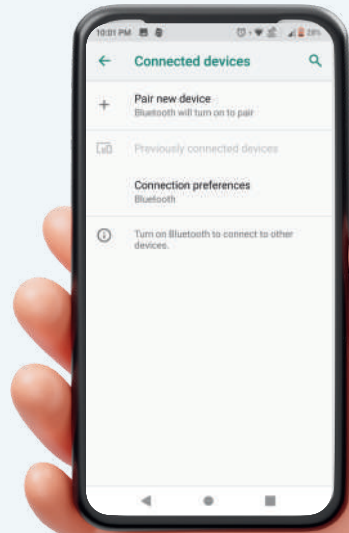
- Open Settings → tap **Wi-Fi**.
- Turn Wi-Fi **ON**.
- Select a network name.
- Enter the password and tap **Connect**.
- To switch networks, tap a different one.



Feature 2: Bluetooth

This feature lets your phone connect wirelessly to devices like earbuds, speakers, or watches.

1. Open Settings → **Bluetooth**.
2. Turn Bluetooth **ON**.
3. Tap **Pair new device**.
4. Select your earbuds/speaker/device.
5. Confirm pairing on both devices.



Feature 3: Software Updates

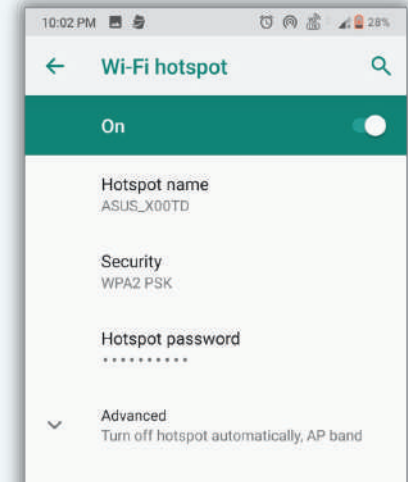
This feature updates your phone with the latest system improvements and security fixes.

1. Open Settings → scroll to **System** (or Software Update depending on your phone).
2. Tap **Software Update**.
3. Tap **Check for update**.
4. If an update appears, tap **Download**.
5. Once downloaded, tap **Install**.
6. Keep your phone charged and don't turn it off during the update.

Feature 4: Personal Hotspot

This feature allows your phone to share its mobile data with other devices like a Wi-Fi network.

1. Go to **Settings** → **Hotspot & Tethering**.
2. Tap **Wi-Fi Hotspot**.
3. Turn it **ON**.
4. Tap **Hotspot name & password** to customise.
5. Connect other devices using that name and password.



Feature 5: Mobile Data

This feature provides internet access through your SIM card when Wi-Fi is not available.

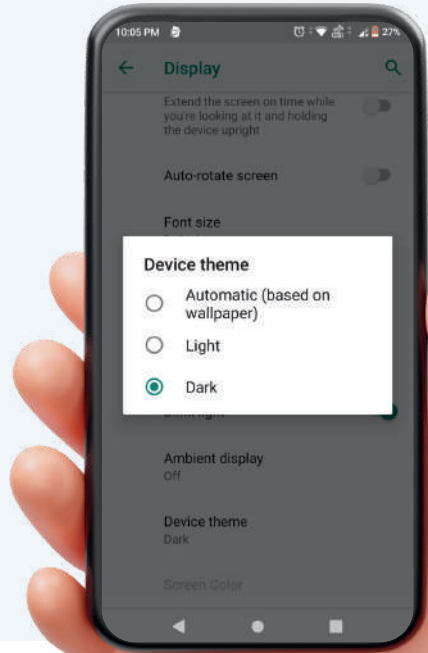
1. Open **Settings** → **Mobile Network**.
2. Turn **Mobile Data** ON or OFF.
3. Tap **Data usage** to check how much you've used.
4. Tap **Preferred network type** to choose 4G/5G.



Feature 6: Display

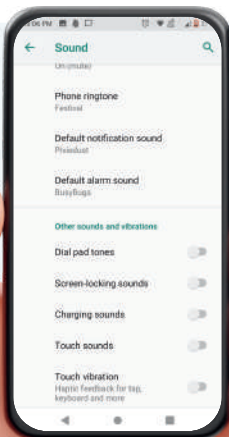
This feature lets you adjust how your screen looks, including brightness, theme, and wallpapers.

1. Go to **Settings** → **Display**.
2. Adjust **brightness** using the slider.
3. Choose a **Device theme**: Automatic, Light or Dark.
4. Tap **Wallpaper** to change background.
5. Tap **Screen timeout** to set auto-off time.
6. Tap other settings to customize them.



Feature 7: Sound

This feature controls your phone's volume, vibration, and notification sounds.

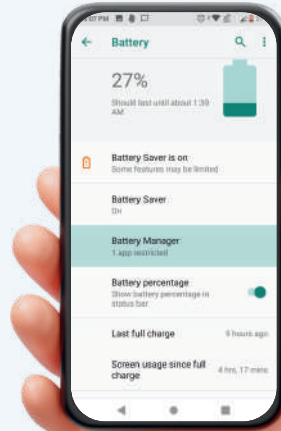


1. Open **Settings** → **Sound**.
2. Adjust volumes: media, ringtone, notifications.
3. Tap **Vibration** to change intensity.
4. Tap **Ringtone** to set a new one.
5. Turn **Do Not Disturb** ON if needed.

Feature 8: Battery

This feature shows how your battery is being used and helps you save power.

1. Open **Settings** → **Battery**
2. Tap **Battery usage** to see which apps drain power.
3. Turn **Battery Saver** ON if needed.
4. Tap **Adaptive Battery** to extend battery life.

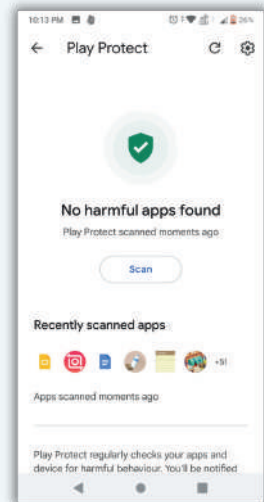


Feature 9: Privacy

This feature manages what information apps can access, like your camera, microphone, and location.

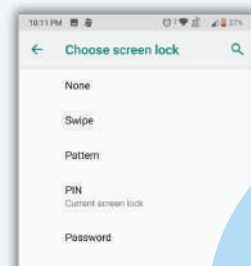
1. Go to Settings → **Privacy**.
2. Tap **Permission Manager** to see which apps use camera/mic/location.
3. Tap an app → choose **Allow** or **Deny**.
4. Review **Autofill** and **Personal data controls**.

1. Go to Settings → **Security**.
2. Turn **ON Find My Device**.
3. Check **Google Play Protect** for harmful apps.



Feature 10: Screen Lock

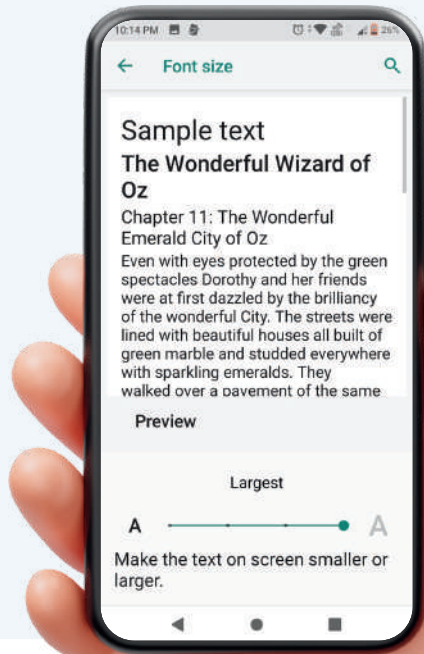
1. Open Settings → tap **Security**.
2. Tap **Screen lock**.
3. Enter your current PIN/pattern/password.
4. Choose a new lock type: PIN, Pattern, Fingerprint, Face recognition or Password. (Please note these depend on the phone model.)
5. Enter the new lock and confirm it.
6. Your phone will now unlock with the new password.



Feature 11: Accessibility

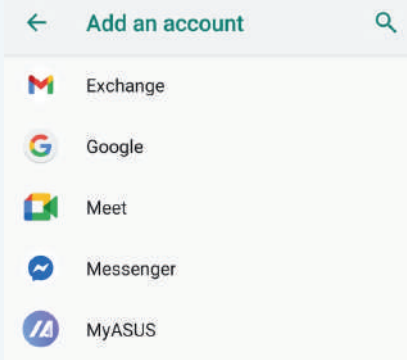
This feature provides tools that make the phone easier to use for people with different needs.

1. Open **Settings** → **Accessibility**.
2. Choose tools like **TalkBack**, **Magnification**, **Text size**.
3. Tap a feature to turn it ON and follow the on-screen steps.
4. Adjust controls based on what makes the device easier for you.



Feature 12: Accounts

This feature allows you to add, remove, and manage accounts like Google or email.

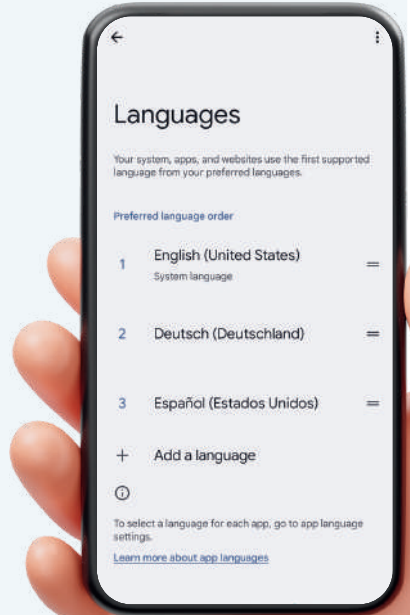


1. Go to **Settings** → **Accounts**.
2. Tap **Add account** to sign in with Google, email, etc.
3. Choose the account type.
4. Enter login details.
5. Manage sync settings for each account.

Feature 13: Language

This feature allows you to change the main language your phone uses.

1. Open **Settings** → tap **System**.
2. Tap **Languages & input**.
3. Tap **Languages**.
4. Tap **Add a language**.
5. Select your language from the list.
6. Drag the language to the **top of the list** to make it the main one.
7. The phone will switch to that language immediately.



USER TIPS

- Read the **instructions** on the screen carefully before making any big changes.
- If you **change** something by mistake, you can always go back into Settings and undo it.

SAFETY TIPS

- **Avoid sharing** your screen lock or phone settings with others.
- **Do not press random options** if you're unsure – ask for help or read the labels first.
- **Never install updates** from outside the official Settings app.

02 Utilities & Basics

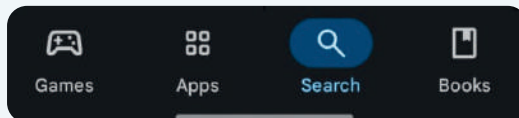


Google Play Store

Allows you to download and update apps safely on your phone

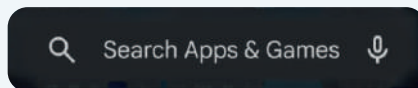
Feature 1: How to Download any App

1



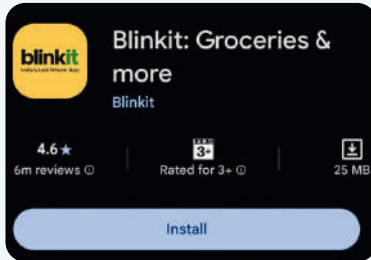
Go to the **search** section from the bar **below**

2



Search the **app** you want to **download** here

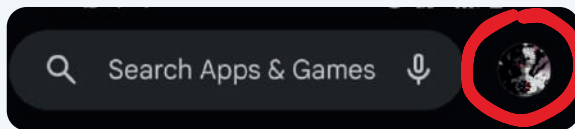
3



Select the app you want to **download** and press the **Install button**

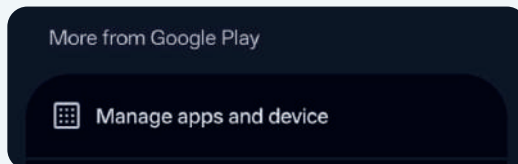
Feature 2: Updating Apps

1



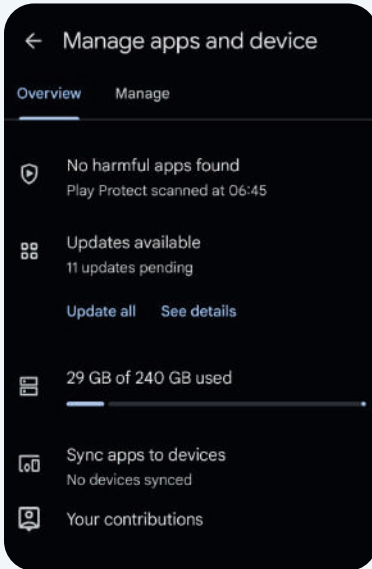
Tap **profile icon**, which is on the **top right**

2



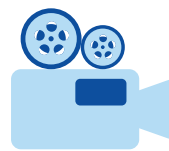
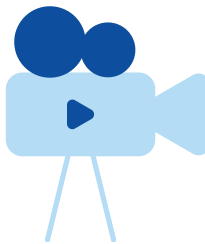
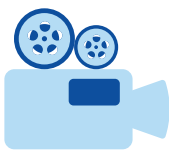
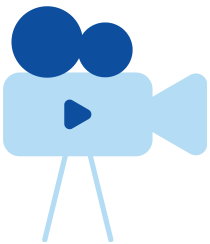
Click on **Manage apps and devices**.

3



Check if
there are
updates
available.

If yes, click
on **Update
all**.



12



Camera

Allows you to take photos and videos easily

1

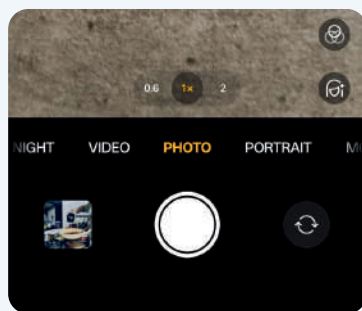


Open the
Camera app

Feature 1: Taking a Photo

1

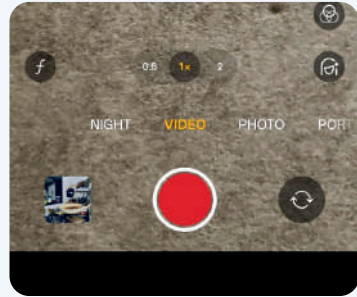
Hold your
phone
wherever you
want to take a
photo and
then press the
white circle
button



Feature 2: Recording a Video

1

Switch the photography mode to **video mode** using the button

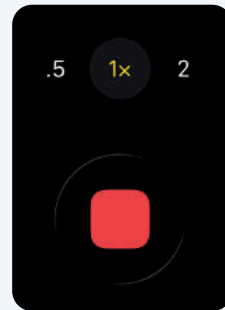


2

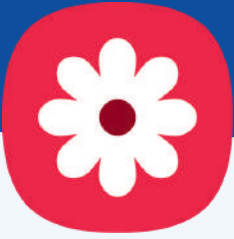
Press the **red circle button** to **start** the video

3

To stop the video press this button



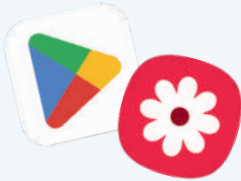
- Tip: Clean camera lens before taking any photo or video.



Photos/Gallery

Allows you to stores all your pictures and videos

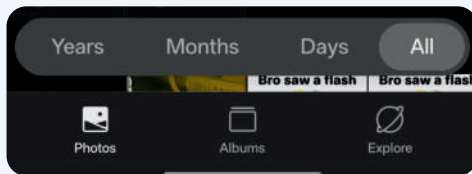
1



Open the
Photos/Gallery
app

Feature 1: Viewing a Photo

1



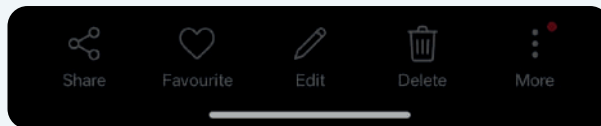
Go to the **Photos section** and tap of whichever **photo** you want to **view**

Feature 2: Deleting a Photo/Video

1

Open the **photo** or **video** you want to **delete**

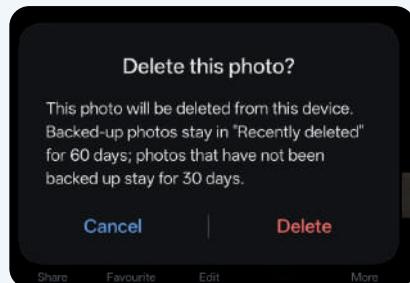
2



Press the **bin button** in the **bottom bar**

3

Press **Delete** when this popup appears





Recorder

Allows you to record audio like notes or conversations

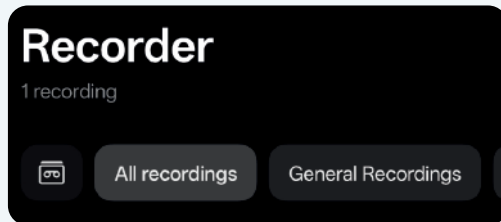
1



Open the **Voice Recorder** app

Feature 1: Recording Audio

1



Open the **All Recordings** section

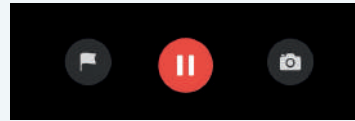
2

Press the **red circle button** at the **bottom**



3

To **stop** the audio, press the **red pause button**



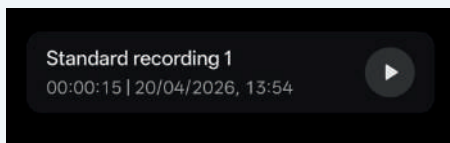
Feature 2: Playing an Audio

1

Open the **All Recordings** section

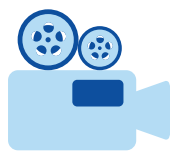
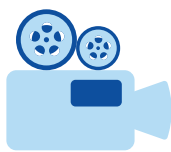
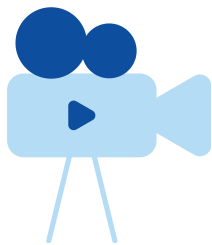
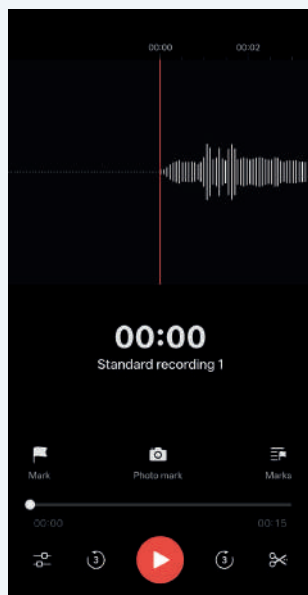
2

Select
the
Audio
you want
to **play**



3

Press the
red **play**
button at
the bottom
to **play the**
audio



03 Calling & Messaging



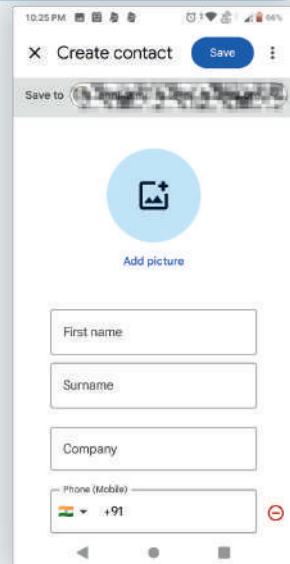
Call App

Allows you to make calls at any time of the day

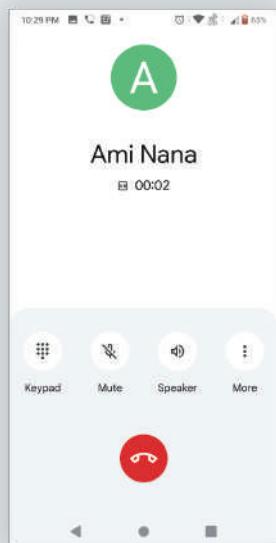
Feature 1: Adding a Contact

1. Tap the **Contacts** tab.
2. Tap the “+” (**Add**) button at the top of the screen.
3. Enter the **name** and **phone number** into the areas given, the rest is optional.

Press the **Done/Save** button.



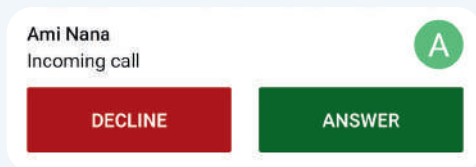
Feature 2: Making Calls



Search contacts and places

1. Open the app by tapping on the icon.
2. Press the **Search contacts** bar and type out your friend's name.
3. They will pop up underneath the bar.
4. Tap on the **phone icon** next to their name. This will call them.
5. Now wait on that screen for your friend to pick up. If they don't pick up, try again later.

Feature 3: Picking Up Calls



1. A notification will pop up.
2. Press the **green answer** button to accept the call or the **red button** to decline it.
3. The call will take up your screen.
4. To put the phone on speaker, press the **speaker button** at the bottom of the screen.

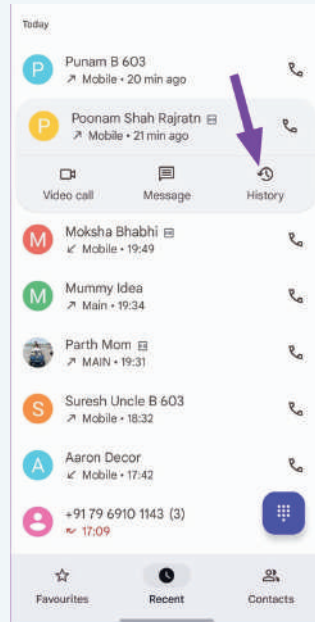


Feature 4: Recents

1

Once you call them, they will show up on the **Recents** panel.

Then you can **just click on the call button next to their name** to call them.



USER TIPS

- You can customise your call notification settings to avoid missing any calls.
- You can put your phone on silent or vibrate mode to avoid loud rings when you are at a public event.

SAFETY TIPS

- Do not pick up a call from someone if it gives a warning under the name as a 'spam caller' or 'scam caller'.
- Make sure you know the person calling you, don't pick up random calls.





Whatsapp

Allows you to make calls, messages and video calls at any time of the day

Step 1: How to Download

1



Search
WhatsApp on
Play Store

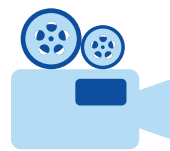
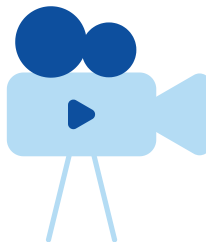
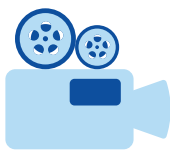
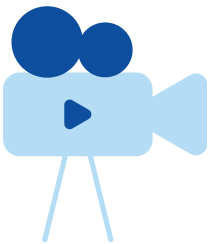
2

GET

Press **get** to
download

OPEN

Wait for 1 min
Press Open to
open WhatsApp!



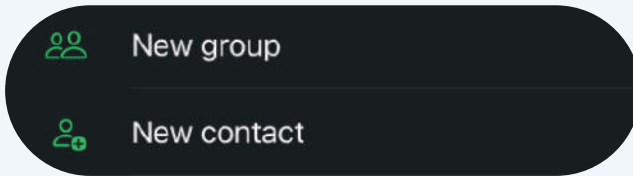
Feature 1: Adding a Contact

1



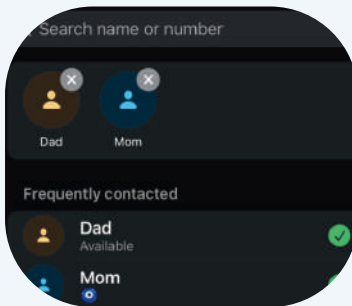
Press on the Green plus icon on the right top corner.

2



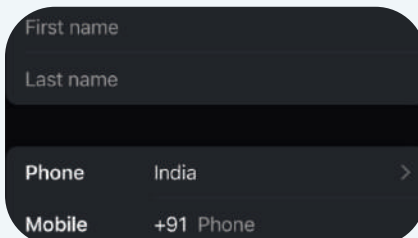
Press on the New group if you want to add many people **or** click on new contact if you want to personally contact anyone.

3a



If Group add all the people needed by clicking on their names or searching.

3b



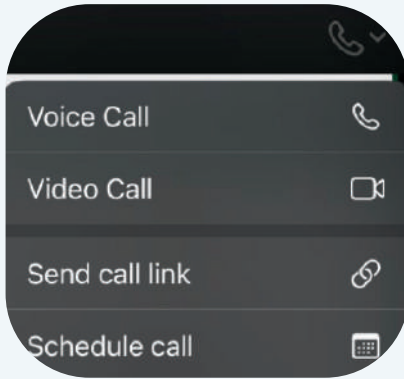
If Contact add all the details like name and contact number.

Feature 2: Calling & Video Calling

1

Click on the contact or **search the contact name** and open the contact.

2



Click on the call button on the top right corner then select videocall or voice call.

Feature 3: Sending a Voice Message

1

Click on the contact or **search the contact name** and open the contact.

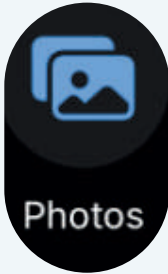
1



Click on the microphone button on the bottom right say your message then click on the green button to send.

Feature 4: Sending A photo or video

1



Click on the plus icon on the bottom left then click on the photo button

Feature 5: Blocking a Contact

1



Open the contact then click on the profile or profile picture.

2

Block Mom

Report Mom

Scroll down and click on Block and report if a scam.



Google Meet

Allows you to have **online meetings** with many people

How to Download

1



Search **Google Meet** on **Play Store**

2

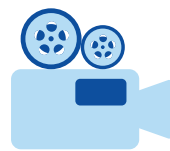
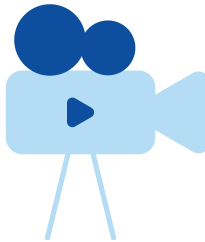
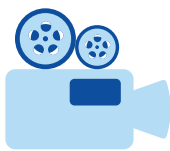
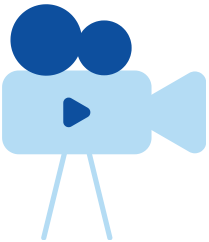
GET

Press **get** to download

OPEN

Wait for 1 min Press Open to open Google Meet!

or Visit **Meet.google.com**



Feature 1: Joining a Meeting

1



Enter a code or link

Enter the meeting code shared with you in the given slot or **Simply click on the link shared.**

Feature 2: Creating a Meeting

1



New meeting

Click on the blue button on the left side of the enter a code or link slot.

2

qsj-ajed-cze

Copy the code on the left bottom corner and share it with **your friends on WhatsApp**

3



Click on the red button on the bottom panel to end meeting.

Feature 3: Microphone and Video

1



In a meeting, **pressing** the **microphone** button to **mute or unmute**

2



In a meeting, **pressing** the **video** button to turn **on or off your video**

Feature 4: How to Share Screen

1



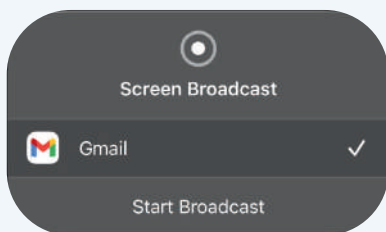
In a meeting, **press** the **3 dot** button

2

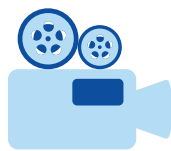
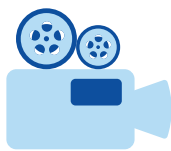
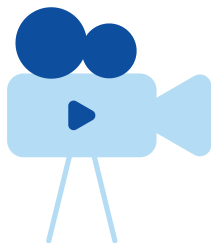


A **popup** will appear,
press this **arrow button**

3



Press the Start
Broadcast
button, and
exit the app to
start **screen**
sharing



30

04 Digital Payments



GPay

Allows you to make payments at any time of the day!

***Disclaimer:** Contact a trusted person to help you set up an account on GPay as it requires connecting to your bank account.*

How to Download

1



Search **GPay**
on **Play Store**

2

GET

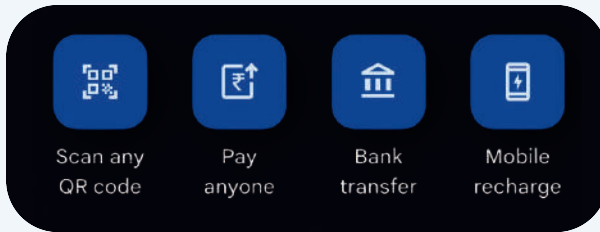
Press **get** to
download

OPEN

Press **Open** to
open GPay!

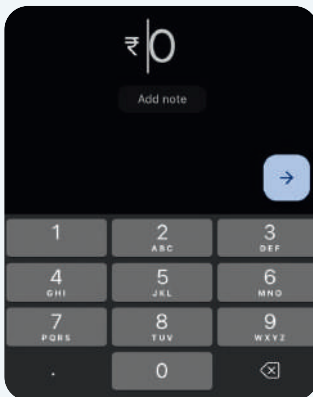
Feature 1: Paying Money

1



1. Open Google Pay.
2. Tap **Pay Anyone**.
3. Choose or search for the person's name or type their contact number in.
4. Select their name once it pops up.

2

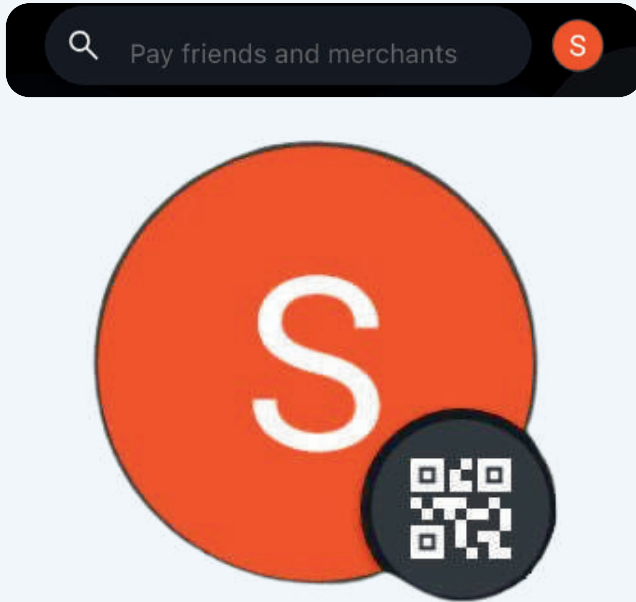


Pay

1. Click on **Pay** at the bottom left and **enter the amount** you want to pay them.
2. Click on **the arrow** and tap Pay to proceed.
3. Enter your **6-digit UPI Pin** correctly and click on 'Submit' after.
4. The money has been paid to the contact.

Feature 2: Showing your QR code

1



1. Open Google Pay.
2. Tap your profile picture or your name at the top right.
3. Tap on your profile picture with a QR Code on the corner.
4. Your personal payment QR code will appear on the screen.
5. Allow the other person to scan this code to pay you money.

Feature 3: Checking Transaction History

1



See transaction history



Check bank balance



1. Open Google Pay.
2. Scroll down past the main payment sections to the bottom.
3. Look for a section labelled “See transaction history” and tap on it.
4. Press ‘See all’ to see the full transaction history.
5. Scroll to see your transaction history.

2

SAFETY TIPS!

- Lock your GPay with a PIN or fingerprint so others can’t access it.
- Never share your UPI PIN with anyone, including support agents.

05 Mobility



Uber

Allows you to book a taxi at any time of the day!

Step 1: How to Download

1



Search **Uber**
on **Play Store**

2

GET

Press **get** to
download

OPEN

Wait for 1 min Press
Open to open **Uber!**

Feature 1: How to Log in

1

What's your phone number or email?

Enter phone number or email

Continue

Enter your **Mobile Number** in the given slot and press **Continue**

2



Get the OTP from the Messages app and type it in the **OTP Slot**

3

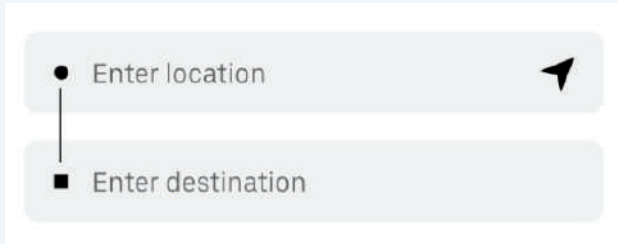
Email

name@example.com

Next, enter your **Email** and then, add your **Name**

Feature 2: Booking a Ride

1



Enter location

Enter destination

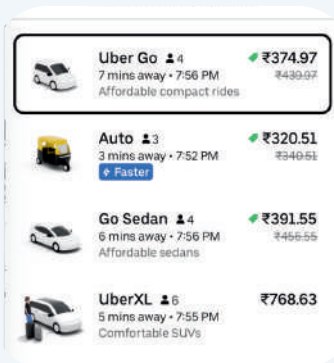
Enter **Location** & **Destination** in the general slot at the top.

2

See prices

Click on **See prices** to choose your ride

3



Select your Vehicle

Select your **choice of ride** from auto rickshaws to small taxis to big taxis. **Price** for each vehicle is displayed next to it.

Feature 3: Payment

1



Select the payment option
You can select **Cash on Delivery** or

For cards: enter your **card number**, **expiry date**, **CVV**, and **name** on card.

For UPI: enter your **UPI ID**, then **approve the request** in your UPI app.
Finally press **Pay**.

Feature 4: Driver Details

1. You have to **wait** for the driver to arrive then open the **trip details** screen on Uber.
2. Check the **driver's name**, **car number**, and **car model**.
3. When the car is arriving, **match these details** to the vehicle before getting in.
4. Once you are in, give a **4 digit pin (OTP)** you will see on the Trip Details screen.



IRCTC Rail Connect

Allows you book train tickets online easily

How to Download

1



Search **IRCTC**
on **Play Store**

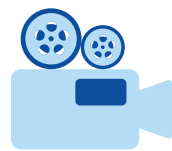
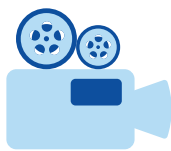
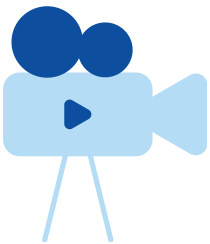
2

GET

Press **get** to
download

OPEN

Wait for 1 min Press
Open to open **IRCTC
Rail Connect!**



Feature 1: How to book a ticket

1



Press the **Train** button

2

Fill in the **details** for the **train booking** and press **search trains**

3

From the **trains** available **pick** the one you want to **travel** in

Feature 2: Payment

1



For cards: enter your **card number**, **expiry date**, **CVV**, and **name** on card.

For UPI: enter your **UPI ID**, then **approve the request** in your UPI app.
Finally press **Pay**.

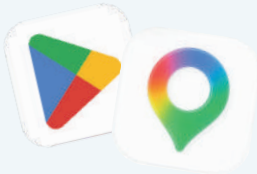


Google Maps

Allows you helps you find directions and locations

Step 1: How to Download

1



Search **Google Maps** on **Play Store**

2

GET

Press **get** to download

OPEN

Wait for 1 min Press Open to open **Google Maps!**

Step 2: Create an Account

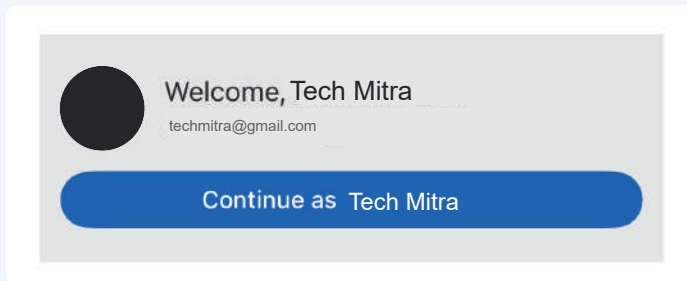
1

Select an account or continue without signing in

Press the **Sign In**
button

2

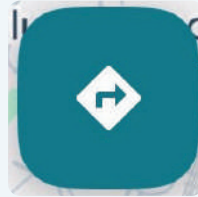
Then, sign in with **Email**
using your google account



Feature 1: Getting Directions

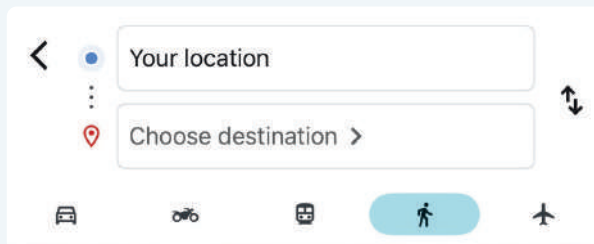
1

Press the **Directions** button



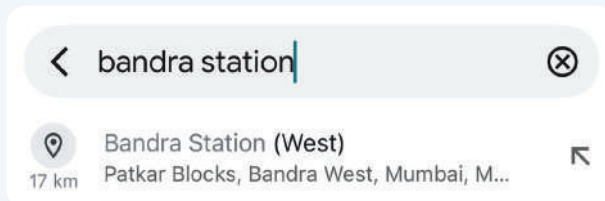
2

Press on the **Choose destination** option



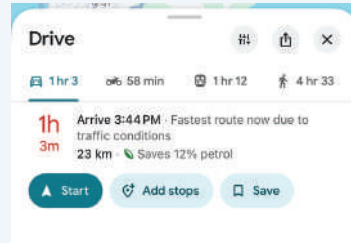
3

Type the **place** you want to go to and **select** it



1

Select the **mode of transport** and press the **start button**



2



For **voice directions**, press on this button

3

To look at the **whole route**, pinch or expand with **two fingers on the screen**

06 Online Shopping



Amazon

Allows you to **order anything** at any time of the day from anywhere!

Step 1: How to Download

1



Search **Amazon** on **Play Store**

2

GET

Press **get** to download

OPEN

Wait for 1 min Press Open to open Amazon!

or Visit **Amazon.in**

Feature 1: How to Log in

1

Enter mobile number or email

Continue

Enter your **Mobile Number** in the given slot and press **Continue**

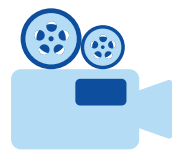
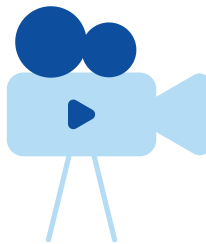
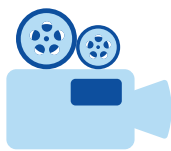
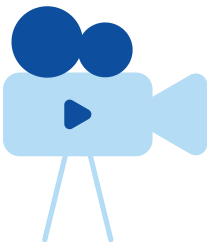
2



Get the OTP from the Messages app and type it in the **OTP Slot**

3

Enter the required details as it asks you to.



Feature 2: Searching For a Product

1



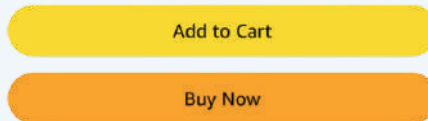
Tap the **Search Bar** at the top.

2

Type the name of the **Product** you want (e.g., “earphones,” “watch,”).
Then click on the product

Feature 3: Purchasing a Product

1



Press on the yellow
Add to Cart button

2



Tap on the **cart button** on the top.

3

Proceed to checkout

Tap on the **yellow button** on the bottom that says **Proceed to checkout**

4



Select the payment option
You can select **Cash on Delivery** or

For cards: enter your **card number**, **expiry date**, **CVV**, and **name** on card.

For UPI: enter your **UPI ID**, then **approve the request** in your UPI app.
Finally press **Pay**.

Feature 4: Tracking Your Order

1

Tap on
your **profile**

2

Your Orders

See All

Track and Manage Your Orders

Buy Again

Returns Centre

Delivery Speeds & Charges

Customer Service

Scroll down
& click on **Track and**
Manage Your Orders

3

Select the Order and
view details

Feature 5: Book a return or exchange

1

Tap on
your **profile**

2

Your Orders

See All

Track and Manage Your Orders

Buy Again

Returns Centre

Delivery Speeds & Charges

Customer Service

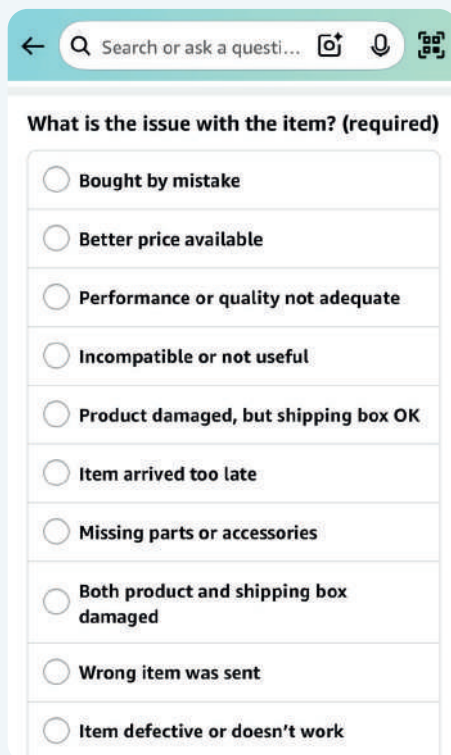
Scroll down
& click on **Returns**
Center

3

Select the Order and you
want to return or exchange

4

Select the reason for return or exchange



The screenshot shows a mobile app interface with a teal header bar. On the left is a back arrow, and on the right are icons for search, image upload, voice recording, and QR code scanning. Below the header is a search bar with the placeholder text "Search or ask a questi...". The main content area has a title "What is the issue with the item? (required)" and a list of ten radio button options:

- ☐ Bought by mistake
- ☐ Better price available
- ☐ Performance or quality not adequate
- ☐ Incompatible or not useful
- ☐ Product damaged, but shipping box OK
- ☐ Item arrived too late
- ☐ Missing parts or accessories
- ☐ Both product and shipping box damaged
- ☐ Wrong item was sent
- ☐ Item defective or doesn't work

5

Add a photo of the product and **write a comment about the issue**, then press **Continue**



Zomato

Allows you to order food
at any time of the day!

Step 1: How to Download

1



Search
Zomato on
Play Store

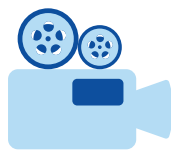
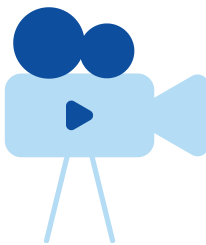
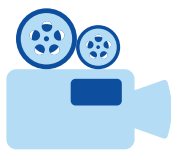
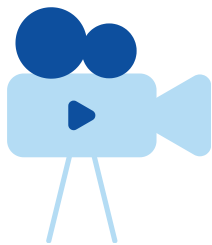
2

GET

Press **get** to
download

OPEN

Wait for 1 min Press
Open to open **Zomato**!



Feature 1: How to Log in

1



+91 Enter Mobile Number

Continue

Enter your **Mobile Number** in the given slot and press **Continue**

2

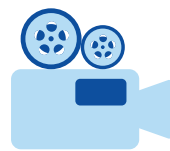
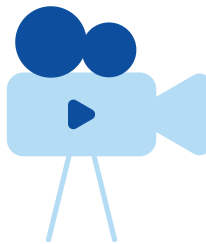
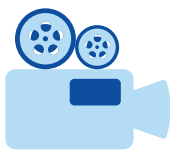
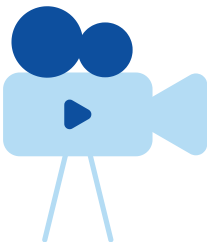


Get the OTP from the Messages app and type it in the **OTP Slot**

3

📍 Enable Device Location

Select **Enable Device Location**



Feature 2: Searching a Restaurant

1



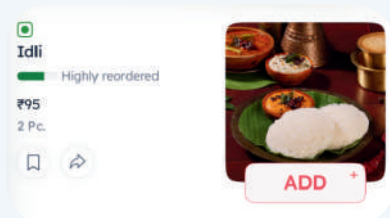
Tap the **Search Bar** at the top.

2

Type the name of the **food item** (e.g., “idli,” “pizza,” “biryani”).
Then Select the Restaurant you like.

Feature 3: Placing an Order

1



Press on the Red **Add+** Button

1



1 item added

View cart >

Tap on the **Red button** on the bottom saying **View cart**

2

Add payment method ▶

Click **Add payment method** to proceed with payments

3



Select the payment option
You can select **Cash on Delivery** or

For cards: enter your **card number**, **expiry date**, **CVV**, and **name** on card.

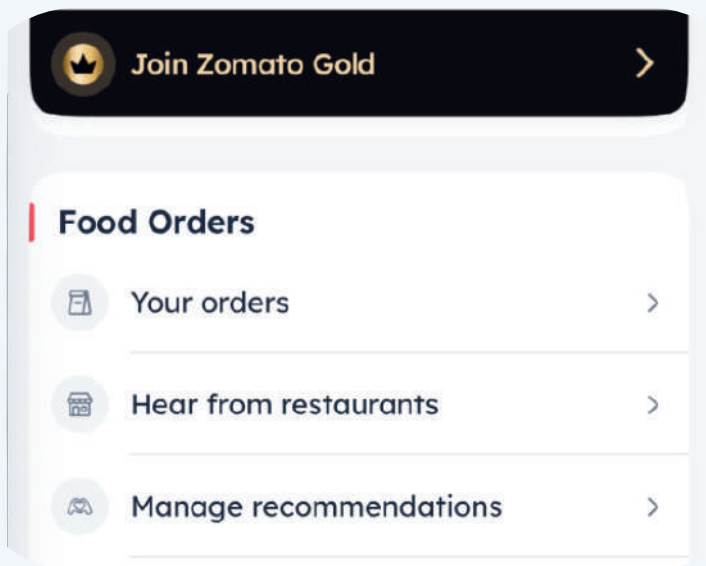
For UPI: enter your **UPI ID**, then **approve the request** in your UPI app. Finally press **Pay**.

Feature 4: Tracking Your Order

1

Tap on
your **profile**

2



Scroll down
& click on **Track and**
Manage Your Orders

3

Select the Orders
and view details

The Blinkit logo, featuring the word "blinkit" in a bold, lowercase, sans-serif font. The "blink" part is black and the "it" part is green. It is set against a yellow rounded square background.

Blinkit

Allows you to **order anything** at any time of the day from anywhere!

How to Download

1



Search **Blinkit**
on **Play Store**

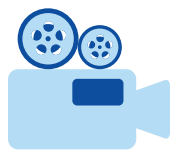
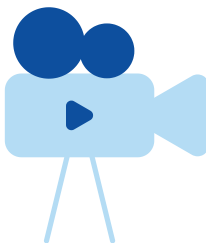
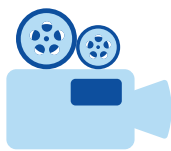
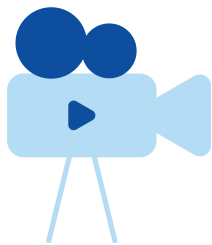
2

GET

Press **get** to
download

OPEN

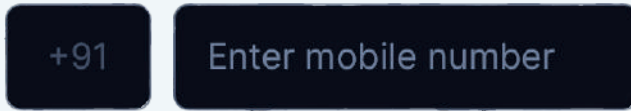
Wait for 1 min Press
Open to open Blinkit!



58

Feature 1: How to Log in

1

Two dark blue rectangular input fields. The first field contains the text "+91" in a light blue font. The second field contains the text "Enter mobile number" in a light blue font.

Enter your **Mobile Number** in the given slot and press **Continue**

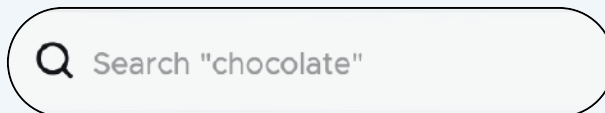
2



Get the OTP from the Messages app and type it in the **OTP Slot**

Feature 2: Searching For a Product

1

A white rounded rectangular search bar with a thin black border. On the left side, there is a magnifying glass icon. To the right of the icon, the text "Search 'chocolate'" is displayed in a light blue font.

Tap the **Search Bar** at the top.

2

Type the name of the **Grocery Item** (e.g., "bread," "butter," "salt").

Feature 3: Purchasing a Product

1



Salt

Click on
Item Name

2

Select Your Choice of
Brand

3

Add to cart

Press on the Green
Add to Cart Button

4



1 items
₹115

Tap on the **Green button**
on the top saying **Items**

5

₹117
TOTAL

Proceed >

Click on the **Proceed**
Button

Feature 4: Payment

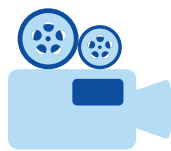
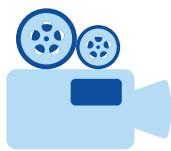
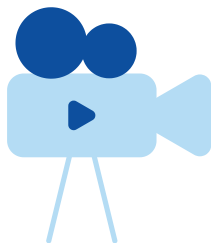
1



Select the payment option
You can select **Cash on Delivery**
or

For cards: enter your **card number, expiry date, CVV**, and **name** on card.

For UPI: enter your **UPI ID**, then **approve the request** in your UPI app.
Finally press **Pay**.

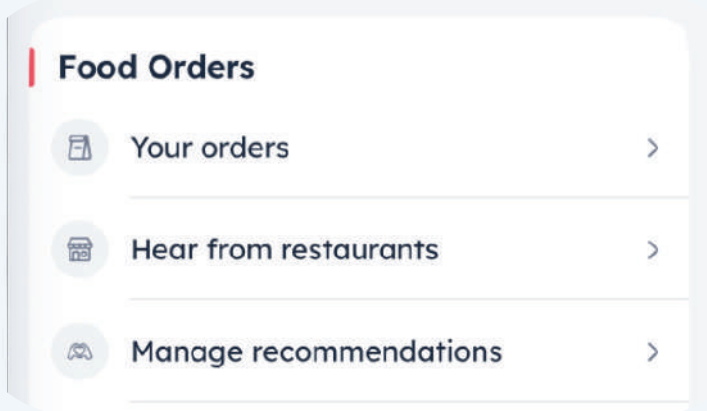


Feature 5: Tracking Your Order

1

Tap on
your **profile**

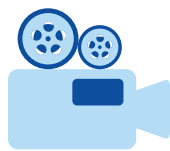
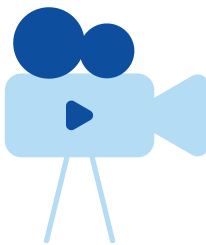
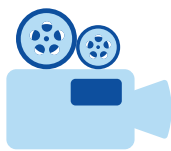
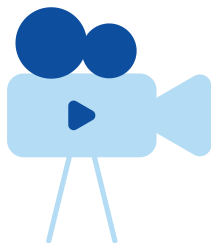
2



Scroll down
& click on **Track and**
Manage Your Orders

3

Select the Orders
and view details



The Snabbbit logo is a pink rounded square with the word "Snabbbit" in white text.

Snabbbit

Allows you to **order anything** at any time of the day from anywhere!

Step 1: How to Download

1



Search **Snabbbit**
on **Play Store**

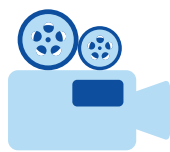
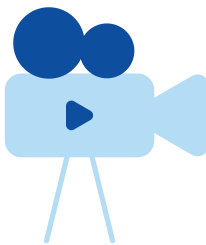
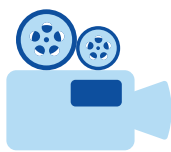
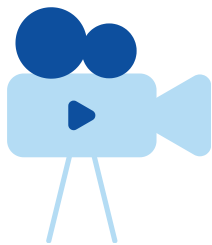
2

GET

Press **get** to
download

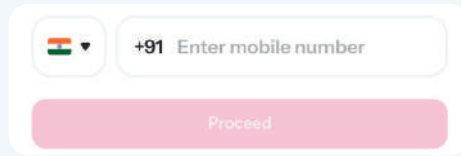
OPEN

Wait for 1 min Press
Open to open
Snabbbit!



Step 2: How to Log in

1

A login form with a dropdown menu showing the Indian flag, a text input field with a placeholder '+91 Enter mobile number', and a pink 'Proceed' button.

 +91 Enter mobile number

Proceed

Enter your **Mobile Number** in the given slot and press **Proceed**

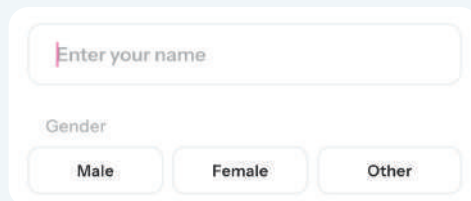
2



Get the OTP from the Messages app and type it in the **OTP Slot**

2

Enter all details asked for, **Name**, **Gender** and **House address**

A registration form with a text input field for 'Enter your name', a 'Gender' label, and three buttons for 'Male', 'Female', and 'Other'.

Enter your name

Gender

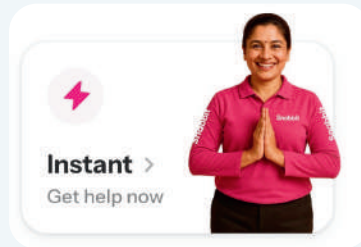
Male Female Other

 Search an area or address

Feature 1: Book a Maid

1

**Press on
this
button**



2

Schedule
home | 704, park Royale ▾

 All slots are booked, choose from next available slots.

Select Date:

Today Tomorrow 21 TUE 22 WED

Duration:

60 min 90 min
₹99 ₹182 ₹149 ₹204

Start Time:

10:30 AM 01:00 PM 03:30 PM
03:45 PM 04:00 PM 04:15 PM

[View more >](#)

Pay Now →

**Enter the
details of
when you
want the
help to come
in and press
pay now**

Feature 2: Payment

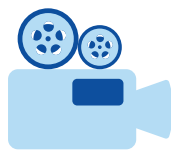
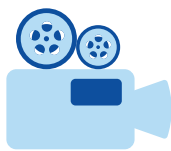
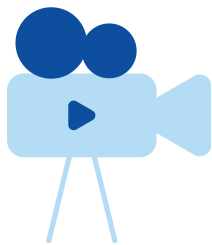
1



Select the payment option
You can select **Cash on Delivery**
or

For cards: enter your **card number, expiry date, CVV**, and **name** on card.

For UPI: enter your **UPI ID**, then **approve the request** in your UPI app.
Finally press **Pay**.



07 Healthcare Services



Tata 1mg

Allows you to order medicines and book healthcare services!

How to Download

1



Search **Tata 1mg** on **Play Store**

2

GET

Press **get** to download

OPEN

Wait for 1 min Press Open to open **Tata 1mg!**

Feature 1: How to Log in

1



+91 Enter Mobile Number

Continue

Enter your **Mobile Number** in the given slot and press **Continue**

2

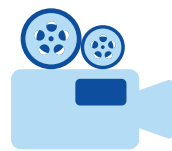
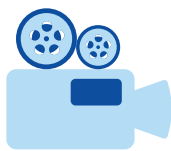
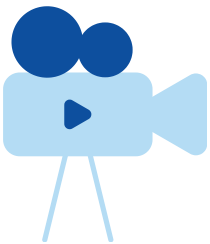


Get the OTP from the Messages app and type it in the **OTP Slot**

3

Email address

Type your email in the box you see



Feature 2: Searching For a Product

1

Search for 'weight management'



Tap the **Search Bar** at the top.

2

Type the name of the **Medicine** (e.g., "Paracetamol," "Dollo,").

Feature 3: Purchasing a Product

1



Paracetamol

Generic drugs (salts)

Click on
Item Name

2

Select Your Choice of
Drug Type

3

ADD

Press on the red
Add Button

4



Tap on the **Cart button** on the **top corner**

5

Add payment method ▶

Click **Add payment method** to proceed with payments

Feature 4: Payment

1

Select the payment option
You can select **Cash on Delivery** or

For cards: enter your **card number**, **expiry date**, **CVV**, and **name** on card.

For UPI: enter your **UPI ID**, then **approve the request** in your UPI app.
Finally press **Pay**.

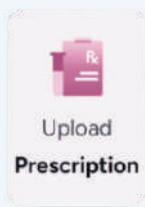
Feature 5: Uploading a Prescription

1



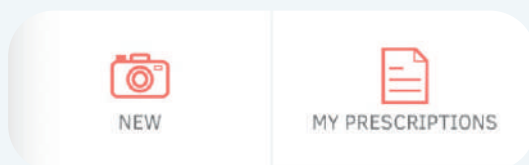
Click on **Lab Test button** on the Bottom panel

2

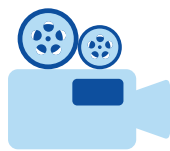
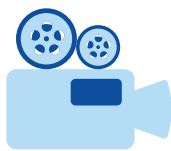
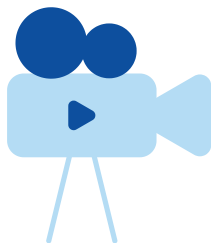


Click on the **Upload Prescription Button**

3

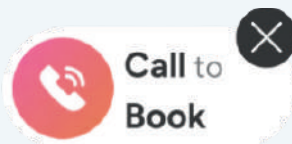


Choose **camera** and take a **clear photo** of your prescription or click it in advance and choose it from your **gallery**. Upload it and submit. A pharmacist will verify it and add the medicines to your cart.

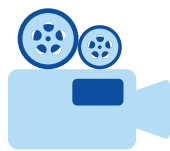
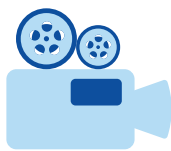
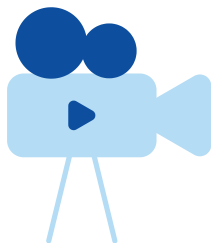


Feature 6: Booking a Lab Test

1



1. Go to **Lab Tests** from the bottom menu.
2. Choose **Book via Call** or **Book via WhatsApp**.
3. If you select Call, a number will be provided for you to call. If you select **WhatsApp**, the app will redirect you to a WhatsApp chat where you can message about your booking details.
4. You can also scroll down to book **body check-ups** or **lab packages**.
5. Add the test or package to your **cart**, then go to the cart and tap Continue.
6. Enter **patient details** when prompted (name, birthdate, gender) and select the patient.
7. Choose a suitable **date and time slot**, then tap Confirm Slot.
8. Recheck the booking details provided and click **Proceed to pay**.

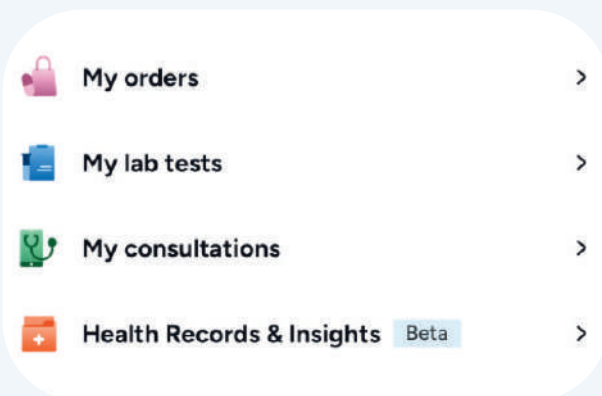


Feature 7: Tracking Your Order

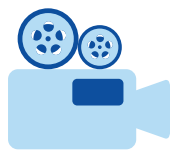
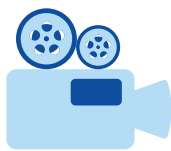
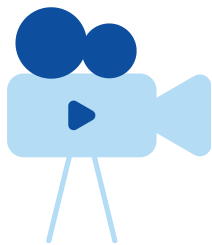
1

Tap on
your **profile**

2



Scroll down
& click on **My Orders**
and **view details**



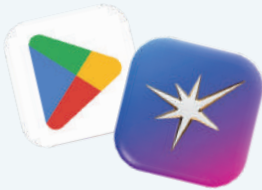
08 Entertainment



JioHotstar helps people watch **movies**, **shows**, and **live sports** easily for entertainment at home.

Step 1: How to Download

1



Search
JioHotstar on
Play Store

2

GET

Press **get** to
download

OPEN

Wait for 1 min Press
Open to open
JioHotstar!

or Visit **Hotstar.com**

Step 2: How to Sign In

1

+91

Enter mobile number

Type your mobile number
in the box above

2

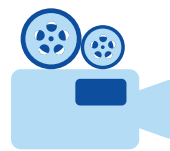
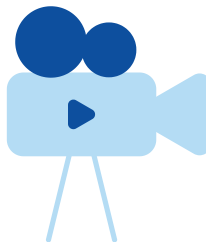
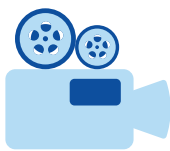
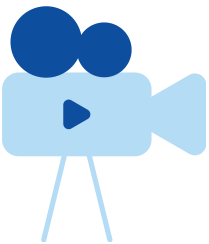
Get OTP >

Press this button
to get the **OTP**
Enter the **OTP** in the
blank that shows up

3

Continue >

Press **Continue** to
build your **profile**



Step 3: Account Set Up

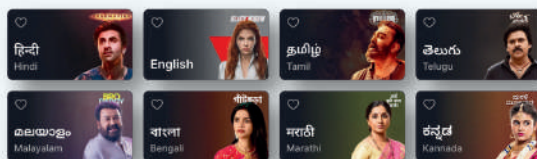
1

Select your **profile picture** and write your **username**

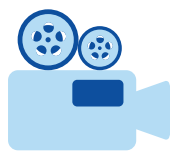
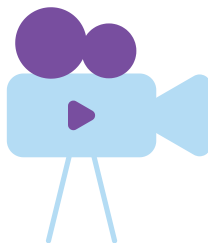
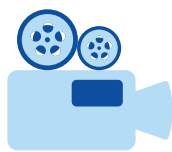
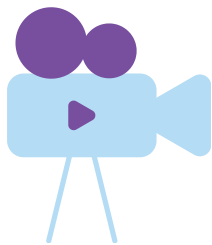


2

Add personal details such as **Age** and **Gender**



Select **Languages** you would like to watch shows of



Step 4: Select Your Plan

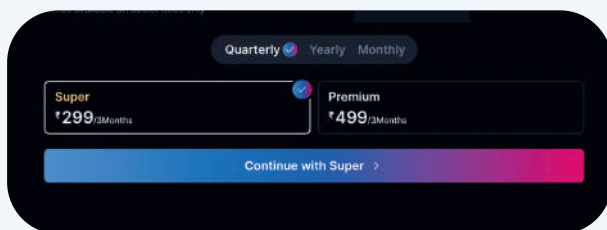
1



Subscribe

Go to your **profile** and click on **subscribe** to **pay**

2



Select the **Plan** of your choice. There are **Quarterly, Monthly** and **Yearly** Plans.

Step 5: Payment

1

Select your **Payment method**

UPI (Gpay, Paytm) **or** **Credit or Debit card**

2

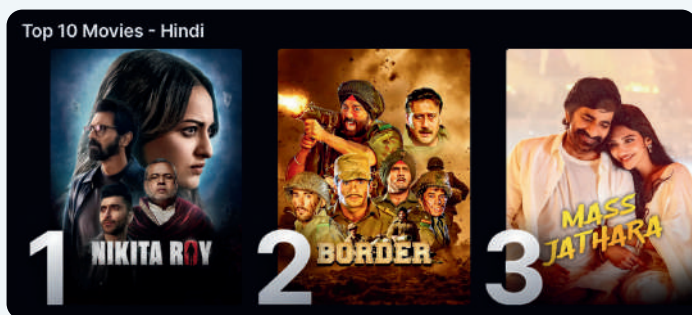
If **Card** fill your **card details**

Fill these details :

- Card Number
- Expiry Date
- CVV
- Cardholder Name

Step 6: Find a Movie or a Show

1



Scroll Down to find the **Top Ten Row** to view to most trending movies or tv shows

2



To find particular shows or movies :

Tap the **Search Icon** on the left side panel

Type the name of the show or movie

3

► Watch Now

To watch, click on the **movie photo** then click on the **white Play button**

Step 7: To watch a show Offline

Note: Offline means watching a show without wifi.

1

Click on the **show or movie** you like.

2

↓ Download

Press the **Download button** below the Play button

Do this when you have **good wifi**. Then, you can watch the show or movie you downloaded without wifi later on.

YouTube on the
Next Page!



YouTube helps people watch **videos**, **music**, **tutorials**, and **entertainment content** anytime from anywhere.

Step 1: How to Download

1



Search
YouTube on
Play Store

2

GET

Press **get** to
download

OPEN

Wait for 1 min Press
Open to open
YouTube!

or Visit **YouTube.com**

Step 2: Create an Account

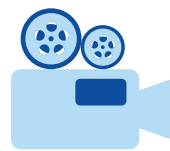
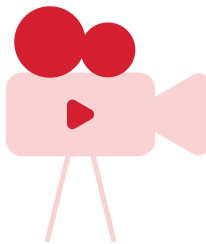
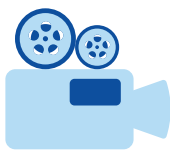
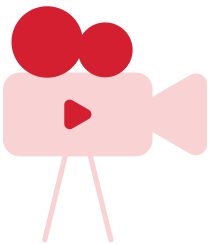
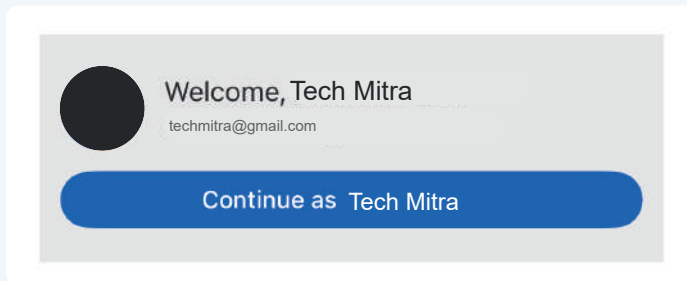
1

Select an account or continue without signing in

Press the **Sign In**
button

2

Then, sign in with **Email**
using your google account



Step 3: Watching a Video

1



Tap the **Search icon**, which is in the top left

2



your tech mitra



Type the **name of the video** or topic in the **bar** that pops up

3

search

Press the **Search Button** on the bottom left in the **keyboard**

4

Select the **video** you want to watch and **press** on it





BookMyShow helps people to book movies, shows and live events at one place.

Step 1: How to Download

1



Search
BookMyShow
on **Play Store**

2

GET

Press **get** to
download

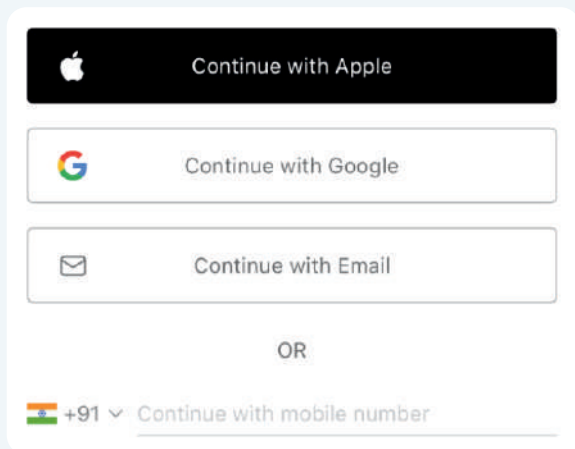
OPEN

Wait for 1 min Press
Open to open
BookMyShow!

or Visit **in.BookMyShow.com**

Step 2: How to Sign In

1

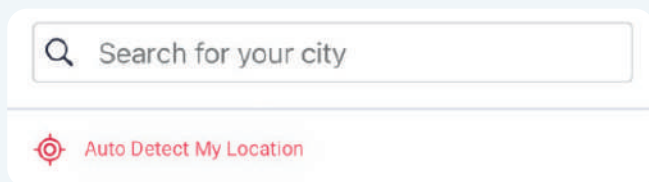
A screenshot of a sign-in interface. At the top is a black button with the Apple logo and the text "Continue with Apple". Below it is a white button with the Google logo and the text "Continue with Google". Below that is a white button with an email icon and the text "Continue with Email". In the center, the word "OR" is displayed. At the bottom, there is a field for a mobile number, starting with an Indian flag icon, a dropdown arrow, and the text "+91", followed by the text "Continue with mobile number" and a text input field.

Enter your **Mobile number**
on the bottom most slot

or

Continue with your
Email Id

2

A screenshot of a city selection interface. At the top is a search bar with a magnifying glass icon and the placeholder text "Search for your city". Below the search bar is a red location pin icon followed by the text "Auto Detect My Location".

Select your city by searching or
click on the Red text which will
detect your location automatically

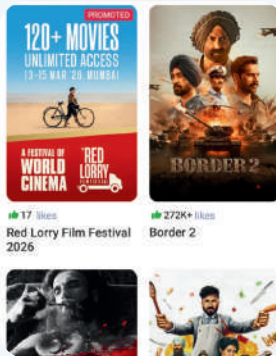
Step 3: To book Movie/Live Event tickets

1



Click on Movies or Live Events
on the bottom menu

2



Click on the movie you want to watch

3

★ **8.7/10** (24.2K+ Votes) >

Rate now

You can look at the **rating** there to see how good the movie is.

4



Click on the Movie's photo to see its **trailer**

5

Book tickets

Press on the **Red button** at the bottom to book tickets

6

FRI	SAT	SUN	MON	TUE	WED
23	24	25	26	27	28
JAN	JAN	JAN	JAN	JAN	JAN

Select the **Date** you want to watch it on.

7



Tap on the search button on the top and **type the area or mall** you want to watch it in. (Eg: Juhu, LakeShore)

8

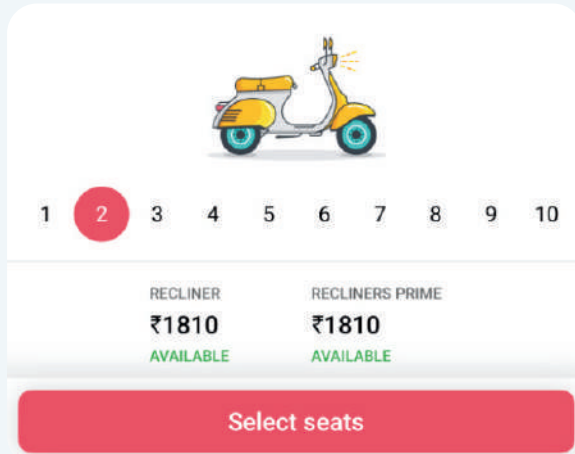
PVR Maison PVR: Jio World Drive, Mumbai ⓘ ❤️

Cancellation available

09:00 AM	10:00 AM	11:00 AM
01:05 PM	02:05 PM	03:05 PM
05:10 PM	06:10 PM	07:10 PM
09:15 PM	10:15 PM	11:15 PM

Next, click on the **Time** of the show in the theatre you want.

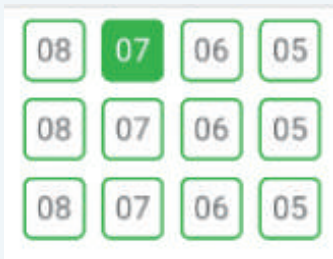
9



Press on the **Number of Tickets** you want

Then press the red button

10



Select your seats and press **Pay** on the bottom

11

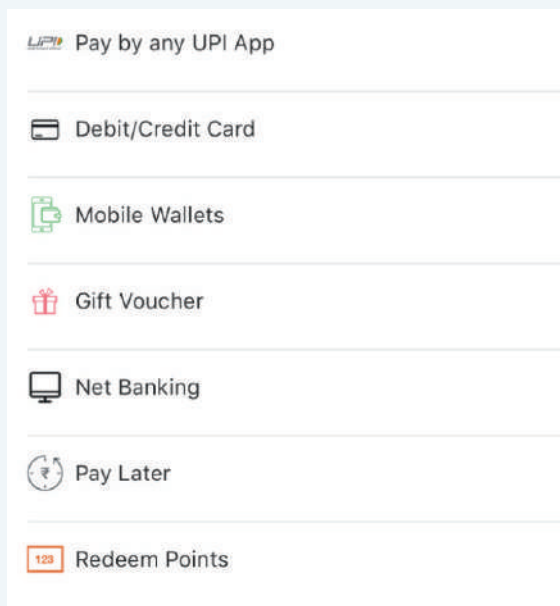


Click on **Apply Offers** to check any **coupons** or any **bank offers** on your card

12

If there are any offers, press **Apply** and click on **Continue**

13



The screenshot shows a payment interface with the following options:

- Pay by any UPI App (with a UPI icon)
- Debit/Credit Card (with a card icon)
- Mobile Wallets (with a wallet icon)
- Gift Voucher (with a gift icon)
- Net Banking (with a computer icon)
- Pay Later (with a clock icon)
- Redeem Points (with a points icon)

Pay using any of these mediums.

If **Card** fill your **card details**

Fill these details :

- Card Number
- Expiry Date
- CVV
- Cardholder Name

After you have paid, you will get a QR code or message on your email or WhatsApp which you will show at the theatre.

09 Artificial Intelligence



ChatGPT

ChatGPT is a **tool** that can **answer questions**, **create images**, and help with more such tasks.

Feature 1



Asking Questions

+ Ask anything

Type your **Question** on the box like this and press **Enter** ↵

In a **second**, you will get your **answer**

2

+ Ask anything

📎 Add photos & files

3

You can add photos too:
Click on the **Plus (+)**
Click on the **Add photos & files** button

1



Search **ChatGPT** on Play Store

GET

Press **get** to download

OPEN

Wait for 1 min
Press Open to open ChatGPT!

or
Visit **ChatGPT.com**

To Generate Images:

4

Describe an image

+  Image  Styles ▾



Type your **Image Description** in a box like this and press **Enter**.

In a few **minutes**, you will get your **image**.

USER TIPS

Be specific with your questions. **Clear prompts = Better answers.**

Review and refine. If the answer isn't perfect, ask: "**shorter**," "**more formal**," "**add examples**," etc.

Use step-by-step prompts
For **complex tasks**, break them into smaller requests.

SAFETY TIPS

Don't share **personal details**. Avoid **real names, addresses, passwords, IDs, school info, etc.**

Verify important information. AI can be wrong – **double-check facts, laws, medical details**, etc.

Use AI as a helper, not a replacement.
Great for brainstorming and structuring but you make the final decisions.



10 Frauds & Cybersecurity

Bank Account & UPI Scams

Fraudsters pretend to be bank officials and ask for:

- OTPs or PINs
- Debit/Credit card details
- CVV numbers

They may claim there is a **problem with the account, KYC update or suspicious transaction.**

Remember: **Banks never ask for** OTPs, PINs, or passwords **over calls or messages.** Never provide this information to any unknown contacts, even if it poses as the bank.

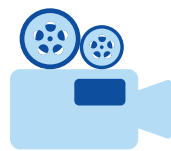
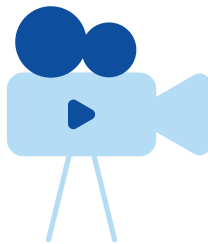
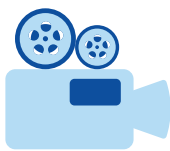
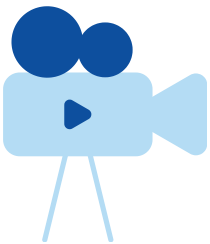
Digital Arrest Scams

Scammers pose as:

- Police officers
- CBI/ED officials
- Cyber Crime authorities

They claim that **you are involved in illegal activities** and **threaten immediate arrest**, asking you to stay on video call and **transfer money** to "verify" innocence.

Remember: No real authority arrests people digitally or asks for money over calls. Never pick up.



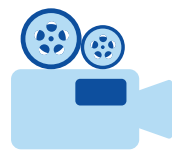
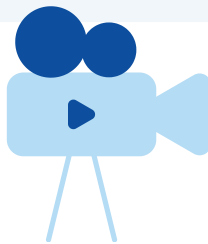
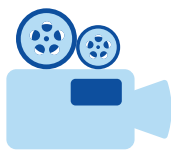
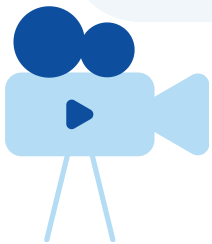
Password & Account Hacking

Using:

- Simple passwords (date of birth, names)
- Same password for multiple apps
- Or sharing passwords with others

can lead to your Email, WhatsApp, or Bank Account getting hacked.

Remember: Use strong passwords (with numbers, letters and symbols) and **never share them**, even with helpers or callers. Note them down on a physical book or save them digitally on your device in case you forget.

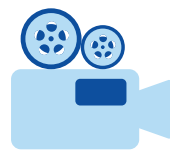
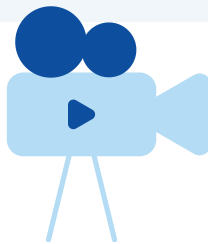
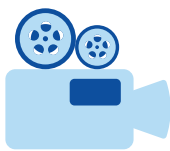
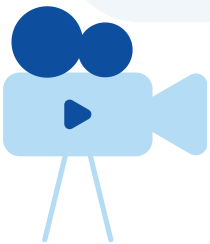


Whatsapp & Message Scams

Message scams are extremely common and involve things like:

- Messages saying "Hello, I changed my number" asking for money
- Fake lottery or prize messages
- Malicious links claiming refunds or offers

Remember: Do not click **unknown links** or send money to anyone without verification. This applies for known and trusted people too because their devices could have also gotten hacked.

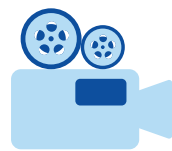
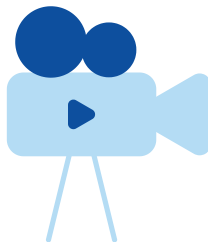
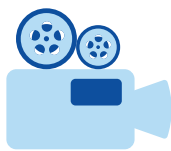
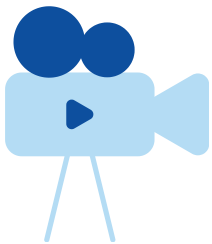


Investment & Pension Scams

Scammers usually claim to offer:

- High-return investments
- Fake pension schemes
- Crypto or stock tips with guaranteed profits

Remember: If returns sound too good to be true, they usually are. Run a background check on the **credibility** and **legitimacy of the scheme** before investing any money or granting access to your personal or financial information.

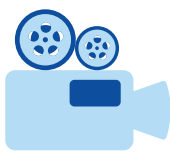
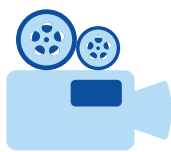
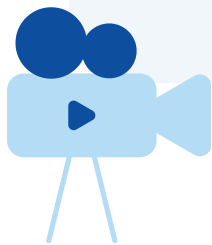


AI & Impersonation Scams

Scammers now use **Artificial Intelligence (AI)** to copy real voices, faces, and writing styles. They may pretend to be your family member, bank officer, police, or government official and succeed at that.

Common AI Impersonation Scams include:

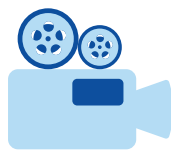
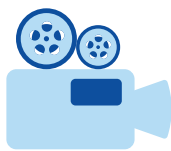
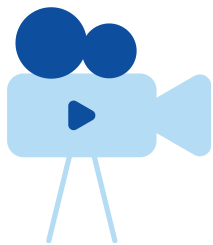
- Fake emergency calls: A "son" or "grandchild" calls saying they are in trouble and need urgent money. The voice may sound real.
- AI voice of officials: Sounds like a police officer or bank staff demanding action.
- Deepfake videos: A familiar face appears on video asking for money or information.



In case of any such suspicious activity or requests, follow these steps:

- Talk to the actual person to verify if this is them or not.
- Ask a personal question to the person on the call that only the real person would know to verify if it is actually them.
- Talk to a family member before taking any action.
- Never send money or share any personal details without these verifications.

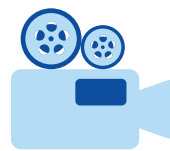
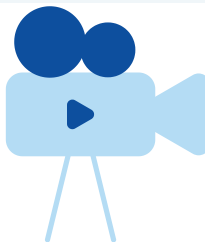
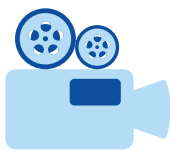
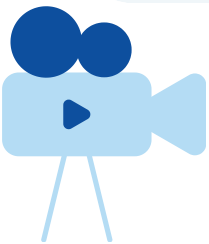
Remember: If someone is pressuring you to act fast, it is likely a scam.



Summary

Summary of Simple Cyber Safety Guidelines

- Never share OTPs, PINs, passwords, or Aadhaar details
- Avoid clicking any unknown or unfamiliar links or downloading unknown apps
- Block and report any suspicious number that calls you or account that approaches you on that platform
- Review your UPI limit and keep it low
- Keep your phone and apps updated with an antivirus



Actions to Take

What To Do If a Scam Occurs

- Do not panic
- Immediately inform your bank and take all the necessary steps to freeze your accounts.
- Call **1930** (India's Cyber Crime Helpline)
- Report online at **cybercrime.gov.in**
- Inform a trusted family member

Visit our website for more information!

