



# Empowering and Shaping the Community to the Trend

A LIVING LAB PROJECT ON DIGITAL LITERACY FOR  
ALTERNATIVE LEARNING SYSTEM LEARNERS

**Presented By:**

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Ma. Rizelle Cordero  
Emarvin Gregorio  
Ralph Jerard Nocom

# INTRODUCTION

**Beyond basic literacy, digital skills have become indispensable for every global citizen.**

- Center for Strategic and International Studies, 2022

**According to a report by the UN Refugee Agency, in 2022, 43% of the world's population or 3.4 billion people were not using mobile internet, therefore lack of basic digital literacy skills.**



**Philippines is the world's first in terms of digital illiteracy based on 2019 report.**

Inquirer, 2023



# BACKGROUND

According to a 2019 National ICT Household Survey, only 2 in 5 Filipinos have at least one of the six basic information and communications technology skills.



# The Alternative Learning System

(ALS)

**Alternative to formal education intended for out-of-school children, youth, and adults who need basic and functional literacy skills, knowledge, and values**

**According to a study, ALS learners in five schools in Northern Philippines have a low level of 21st-century skills which also includes digital literacy skills**

**-Ejournals.ph**

# **The Alternative Learning System**

**(ALS)**

**Alternative to formal education intended for out-of-school children, youth, and adults who need basic and functional literacy skills, knowledge, and values**

## THE PROBLEM AND PROPOSED SOLUTION

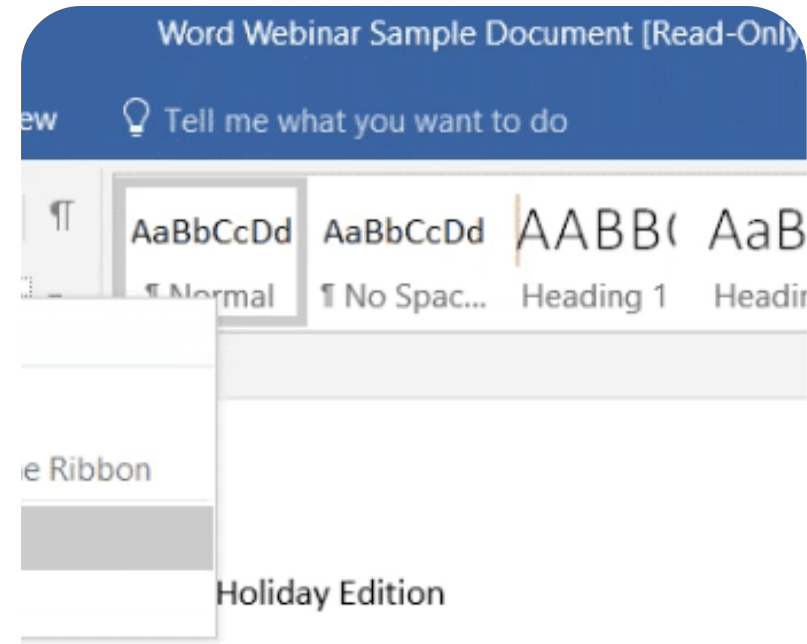
# Lacking in Digital Literacy and Skills

**Alternative Learning system learners have lack of digital literacy skills that can possibly make them left behind in this time of modern world.**



# Microsoft Office Training Program

PRODUCTIVITY TOOL



...er great year at ABC Company, we want to say than  
... much with us. Whether we've worked with you on  
... your support!

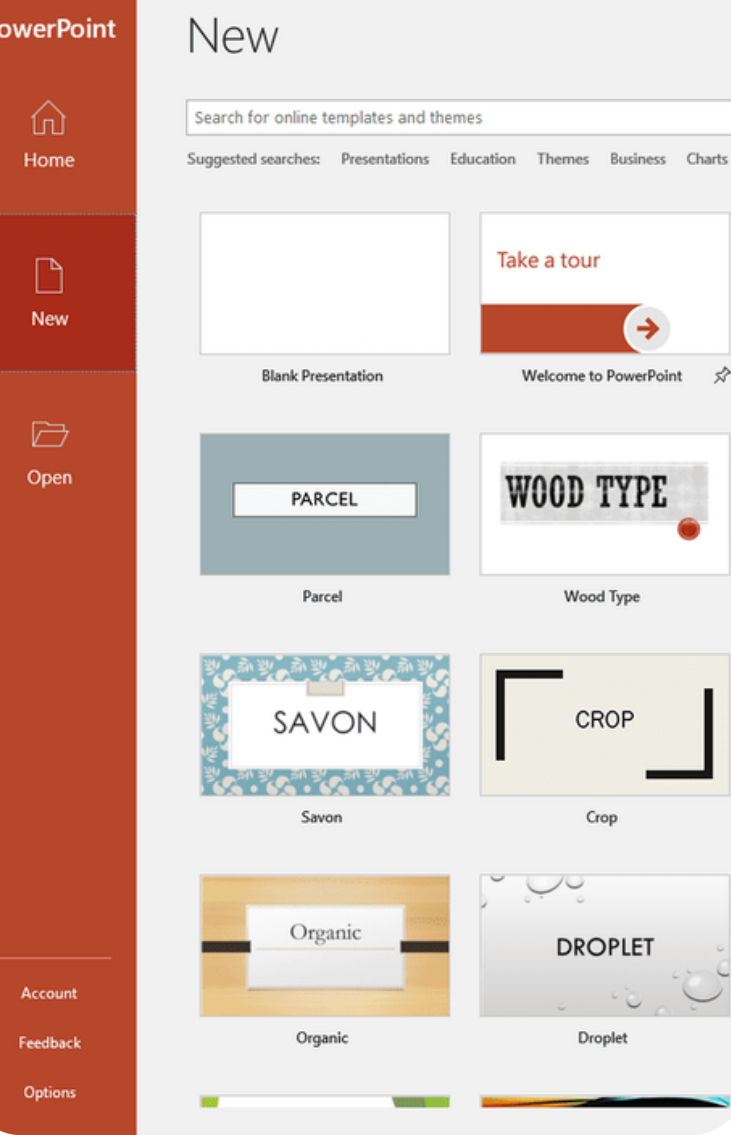
...changes this year. In March, we welcomed our new  
... 3-time founder, *Joe Smith*. While we were sad to say  
... h energy and upward momentum that jobs h

## WORD



## EXCEL

|    | A       | B      | C      | D      |     |
|----|---------|--------|--------|--------|-----|
| 1  | Team 1  | Test 1 | Test 2 | Test 3 | TOT |
| 2  | Antony  | 10     | 11     | 11     |     |
| 3  | Beth    | 9      | 9      | 12     |     |
| 4  | Charlie | 6      | 7      | 8      |     |
| 5  | Deb     | 6      | 6      | 9      |     |
| 6  | Ethan   | 10     | 10     | 10     |     |
| 7  | TOTAL   |        |        |        |     |
| 8  | AVERAGE |        |        |        |     |
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| 17 |         |        |        |        |     |



## POWERPOINT



# OBJECTIVES

After undergoing the training program, the ALS Learners should:

**Gain confidence in using Productivity Software.**

**Acquire the basic skills in Microsoft Word, Excel, and PowerPoint.**

**Be able to apply their learning in education, employment, and personal work.**



## Microsoft Word

The Microsoft Word logo, a white 'W' on a blue square, is positioned in the bottom left corner. It is overlaid on a graphic consisting of several overlapping blue rectangles of varying shades and sizes, creating a layered effect.

**01**

**Create and Navigate  
the Workspace**

**02**

**Apply Styles and  
Format the Text**

**03**

**Insert pictures,  
shapes, and charts**

**04**

**Save and Share the  
Document**

## Microsoft Excel

The Microsoft Excel logo, a white 'X' inside a dark green rounded square, is positioned in the bottom left corner. It is overlaid on a graphic of a spreadsheet grid with alternating light and dark green cells.

**01**

**Create a Spreadsheet**

**02**

**Organize Data**

**03**

**Extract Information  
and Automate  
processing.**

**04**

**Learn Basic Excel  
formulas and  
shortcuts**

## Microsoft PowerPoint



**01**

**Create, Edit, Save,  
and Print  
Presentation**

**02**

**Insert Text, Graphics,  
Animation, and  
Transitions.**

**03**

**Use design layouts  
and templates for  
presentations.**

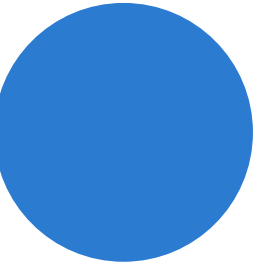
**04**

**Present the  
PowerPoint  
presentation.**



# ALS Learner's Post-Assessment Evaluation

# Microsoft Word



Name: Anthony Manzo Caloring

Date: December 15, 2023

Microsoft Word

1. Format this sentence in bold, italicized, and underlined text.

2. Apply a highlight color to this sentence.

3. Change the font of this sentence to Times New Roman, adjust font size to 16 and adjust the font color to green.

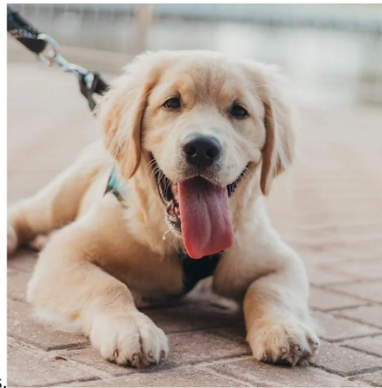
4. Remove all formatting from this sentence.

5. Convert the following words into a bulleted or numbered list.

Dog

Cat

Hamster



6. Create a table with 2 rows and 2 columns.

7. Insert an image below.

8. Add at least 3 different shapes below.

9. Add a pie chart below.

10. Insert a header and footer into the document.

11. Add a watermark to the document.

12. Adjust the document's margins to the "Narrow" setting.

13. Switch the document's orientation to "Landscape" and size to "A4 210x297 mm"

Name: Anthony Manzo Caloring

Date: December 15, 2023

Microsoft Word

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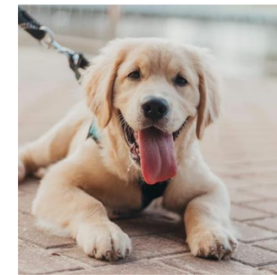
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- Dog
- Cat
- Hamster

6. Create a table with 2 rows and 2 columns.

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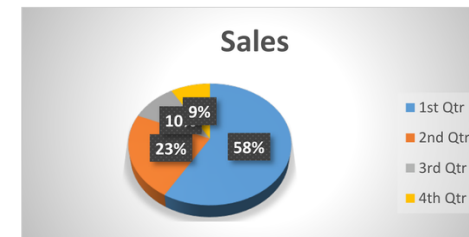
7. Insert an image below.



8. Add at least 3 different shapes below.



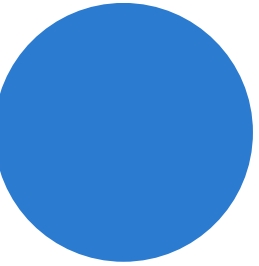
9. Add a pie chart below.



W

# Result

# Microsoft Word



Name: Jhonloid T. Laxamana

Date: December 15, 2023

Microsoft Word

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Microsoft Word

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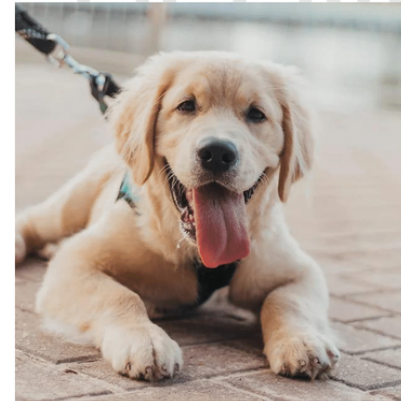
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3. Hamster

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8. Add at least 3 different shapes below.

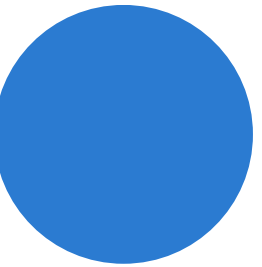


9. Add a pie chart below.

W

Result

# Microsoft Word



Name: Ivan Ace L. Flores

Date: December 15, 2023

## Microsoft Word

1. Format this sentence in bold, italicized, and underlined text.

2. Apply a highlight color to this sentence.

3. Change the font of this sentence to Times New Roman, adjust font size to 16 and adjust the font color to green.

4. Remove all formatting from this sentence.

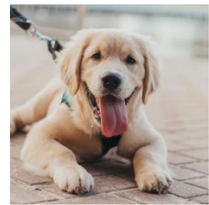
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10. Insert a header and footer into the document.

11. Add a watermark to the document.

12. Adjust the document's margins to the "Narrow" setting.

13. Switch the document's orientation to "Landscape" and size to "A4 210x297 mm"

14. Apply the "Title" style to items 10 and 12, and the "Heading 2" style to items 11 and 13.

[Document title]

Name: Ivan Ace L. Flores

Date: December 15, 2023

## Microsoft Word

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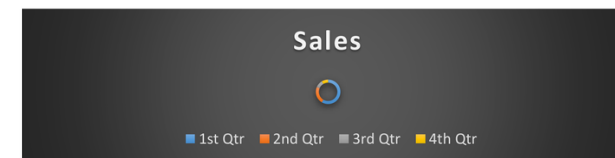
7. Insert an image below.



8. Add at least 3 different shapes below.



9. Add a pie chart below.

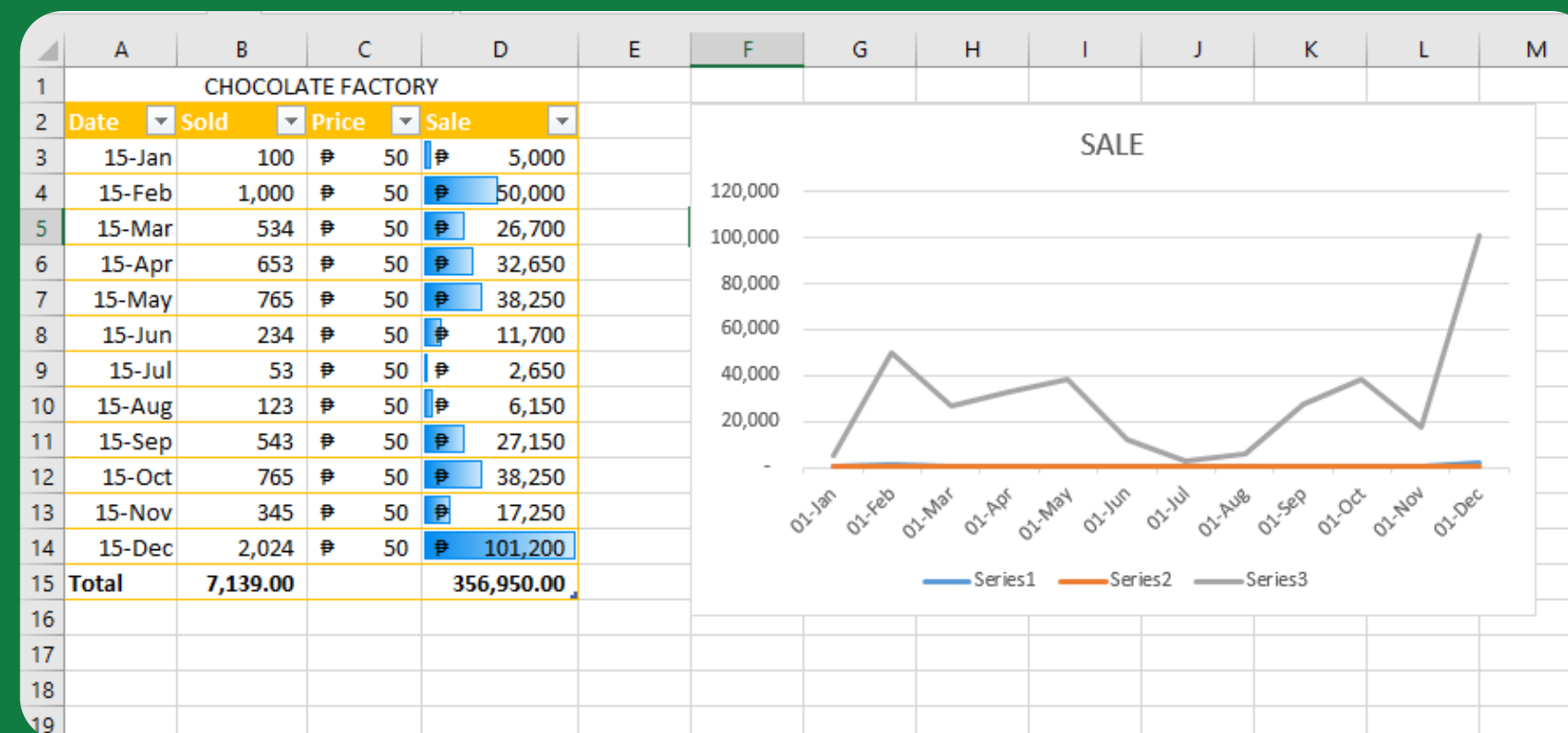


W

Result

# Microsoft Excel

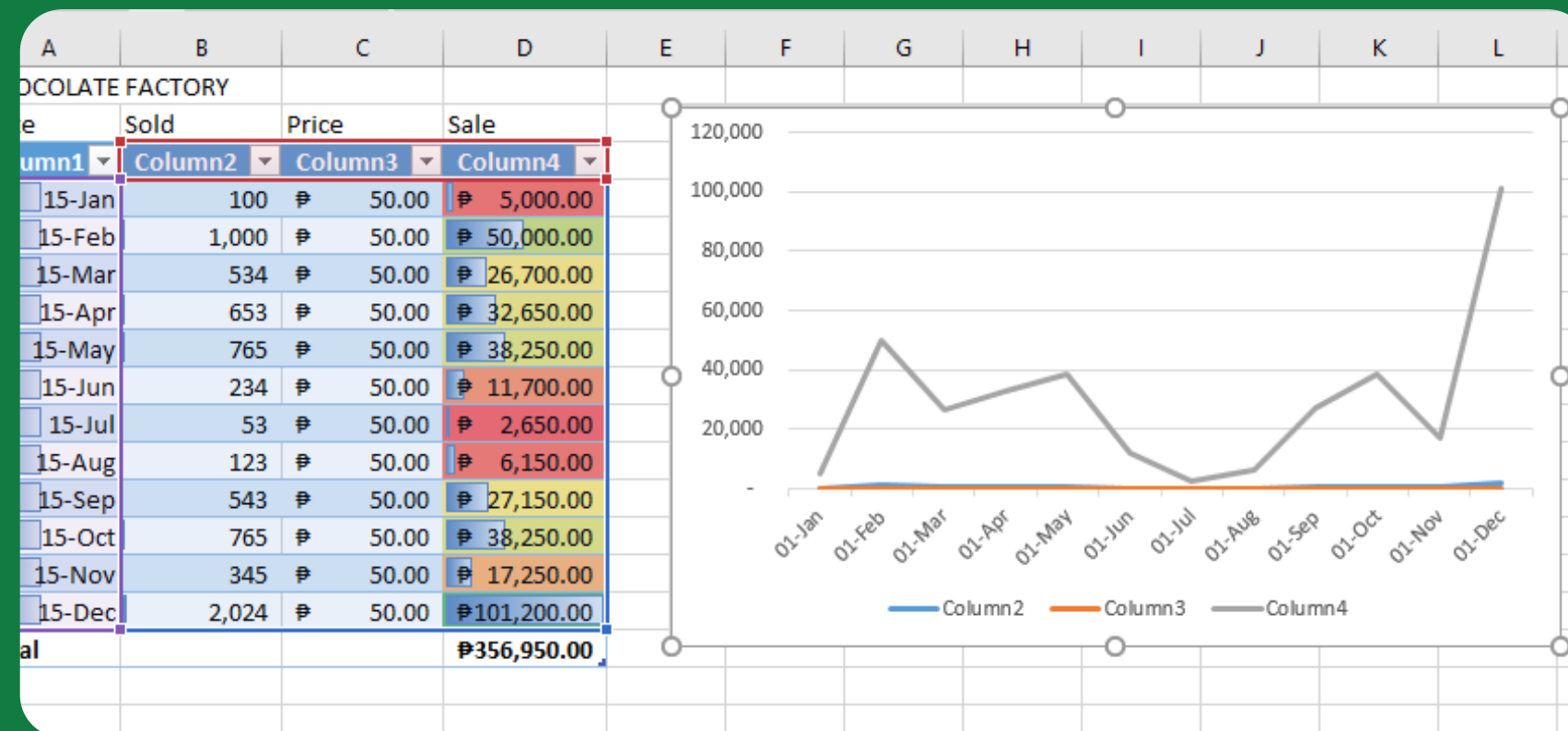
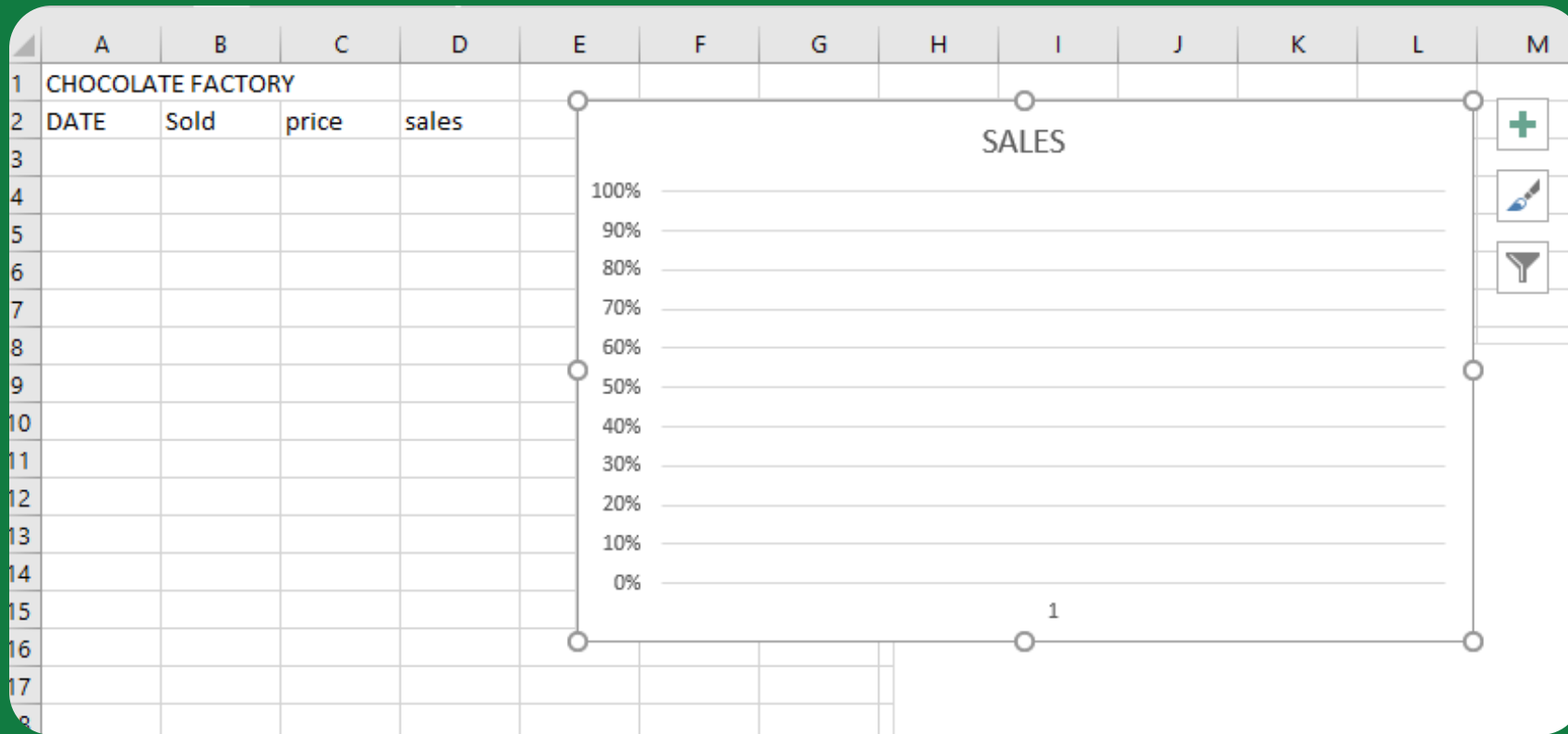
| CHOCOLATE FACTORY |       |         |       |  |
|-------------------|-------|---------|-------|--|
| Date              | Sold  | Price   | Sale  |  |
| Jan-15            | 100   | P 50.00 | 5,000 |  |
| feb_15            | 1,000 |         |       |  |
| Mar-15            | 543   |         |       |  |
| Apr-15            | 653   |         |       |  |
| may-15            | 765   |         |       |  |
| Jun-15            | 234   |         |       |  |
| Jul-15            | 53    |         |       |  |
| Aug-15            | 123   |         |       |  |
|                   | 543   |         |       |  |
|                   | 765   |         |       |  |



Result

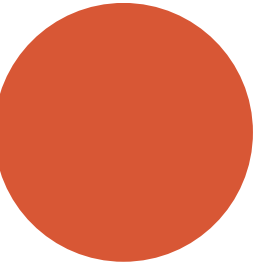
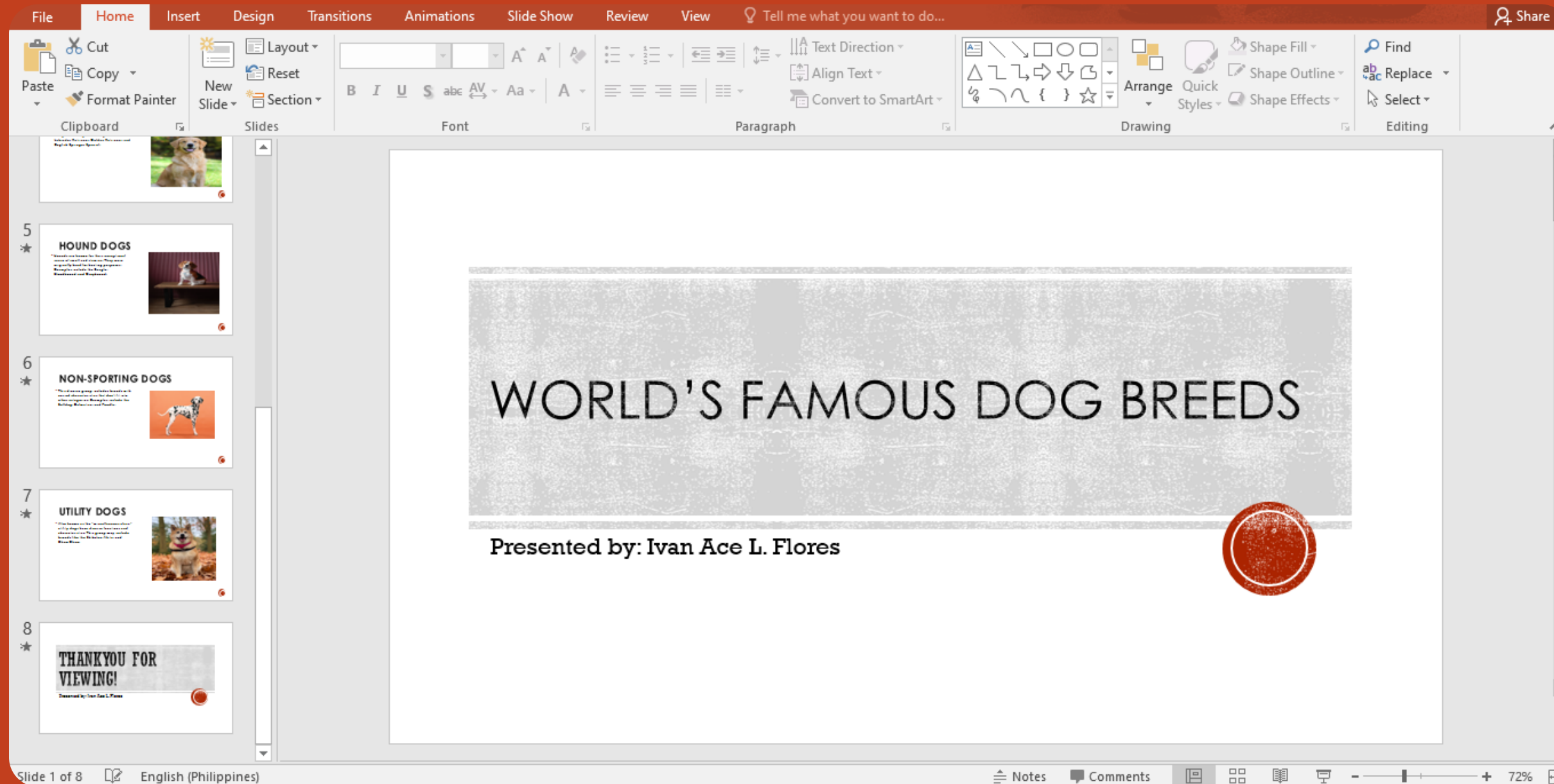


# Microsoft Excel



Result

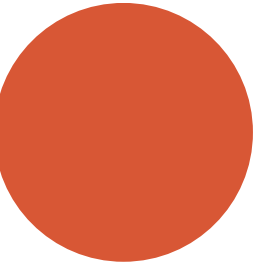
# Microsoft PowerPoint



P

Result

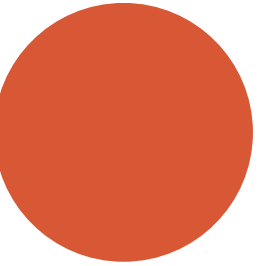
# Microsoft PowerPoint



P

Result

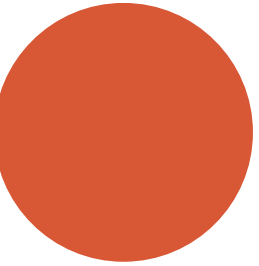
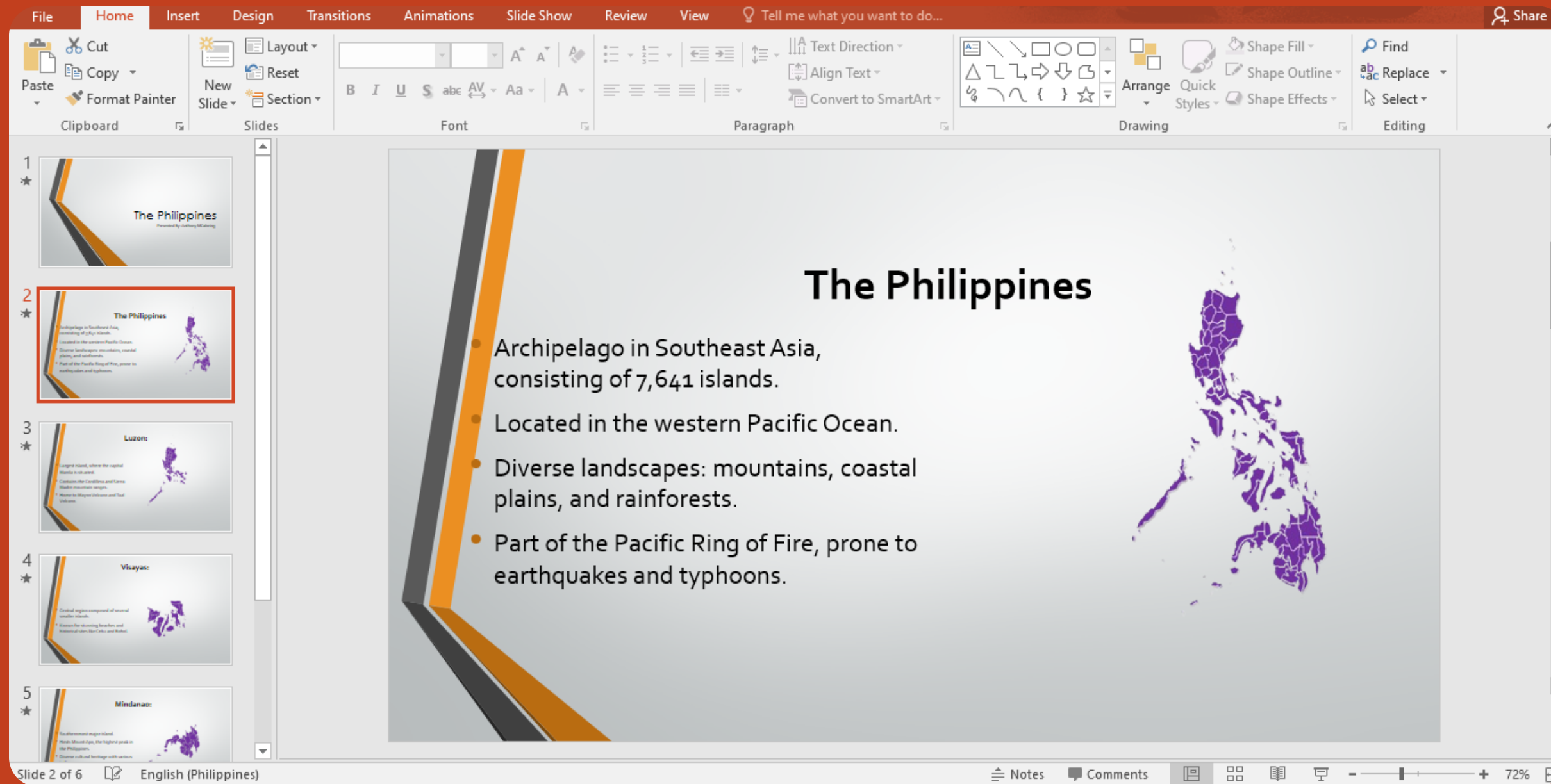
# Microsoft PowerPoint



P

Result

# Microsoft PowerPoint

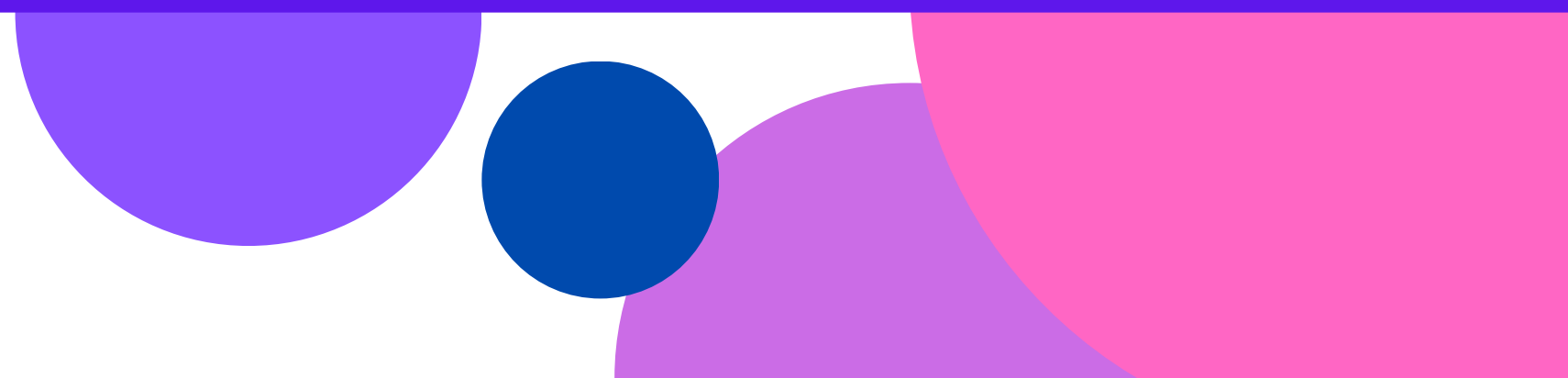


P

Result



# Awarding of Certificate



# CONCLUSION

The ALS learners did well in the Microsoft Training Program. Their focus and enthusiasm improved their results, confirming their learning.



# CONCLUSION

The Living Lab Project helps ALS learners grow by providing digital skills. Bataan Peninsula State University is working with ALS to ensure the project's sustainability for future learners.







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THE COMMUNITY:  
A LIVING LAB PROJECT ON  
DIGITAL LITERACY FOR ALTERNATIVE  
LEARNING SYSTEM LEARNER'S"**