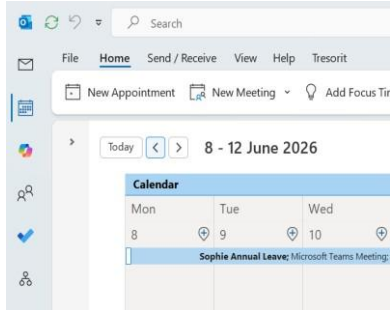


DS 1



I use Outlook calendar reminders to remind myself of things I need to do. I usually put everything there because it helps me stay organised and manage my time better.



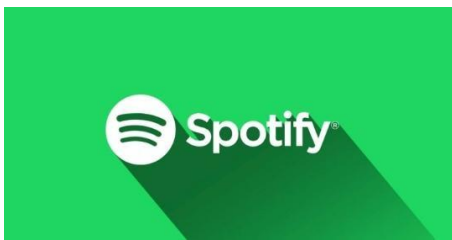
I use WhatsApp every day to talk with my family and friends. It is easy and fast to send messages.



I use Instagram in my free time. I like looking at photos, videos, and stories.



I use Gmail for emails. I use it for work and also for personal things.



I use Spotify to listen to music when I am working or relaxing. Music helps me feel better.



I use Google Maps when I need to go somewhere. It helps me find places and directions easily.

I use digital tools every day in my life. I work a lot with emails and calendars.

I often use Outlook, WhatsApp, Gmail, and Google Maps.

These tools help me a lot with my work and daily routine.

I use Outlook to organise my appointments and tasks because it helps me stay organised.

I also use WhatsApp a lot to talk with my family and friends.

Sometimes I feel nervous when I need to use new technology or apps.

I want to improve my digital skills and learn more for my work and personal life.

I hope this module helps me feel more confident with technology. Technology is important for me because I use it every day at work

Submission Checklist

Before you submit, please check:

X I added 4-6 screenshots

X I wrote short sentences for each screenshot

X I wrote my short reflection

X My work is my own

X My file opens correctly

X My file opens correctly