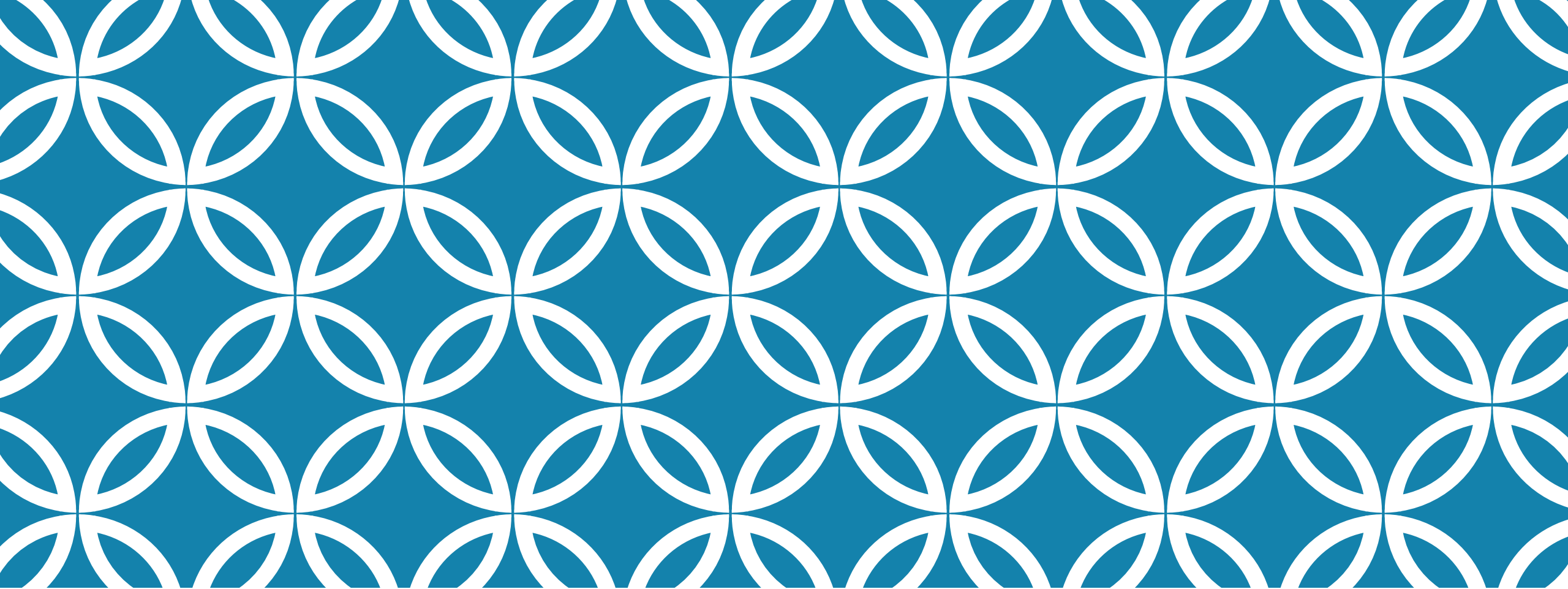




LEARNING IN DIGITAL ERA

Khadar Mohamed Hassan – ID
2210203

What are your long-term goals?	What are your specific career goals?	What are the key skills needed for each one of your goals?	What skills do you need to work on?	What actions are you going to take?	When are you going to complete your training by?
GOAL CERTHE COMPUTING SKILLS FOR WORKPLACE LEVEL 4	Need to complete Term 1.	Time management team work Critical thinking and writing practical skills on tools [1]	Practice skills on tools Critical Thinking and writing time management [1]	Work and Submit all the assignments on time .Research and reading[1]	3 – 4 Months.
	Need to complete Term 2.	demonstrating your problem-solving skills is key since challenges come up every time, and an employer would want to know how you respond to stressful situations. [2]	. Creating word documents. Dynamic page layouts. Text formatting. Inserting images and bookmarks. Creating, modifying, and filling tables. Page navigation. Create graphs and charts.[2]	editing and Formatting the existing documents. Making a text document interactive with different features and tools. Graphical documents, comprising images. Used by Authors and Researchers. Detect grammatical errors in a text docume [2]	5-8 Months
	Need to complete Term 3.	When setting a goal, be specific about what you want to accomplish. Think about this as the mission statement for your goal. This isn't a detailed list of how you're going to meet a goal, but it should include an answer to the popular 'w' questions:[3]	Design layout: Plan the design layout. Choosing Templates: Choose what works best with content. Choosing Introduction and Conclusion slides: Always important to include both of these slides. Maintaining no. ... Fonts: Choose the size of your fonts.[3]	Action buttons are built-in shapes you can add to a presentation and set to link to another slide, play a sound, or perform a similar action. When someone clicks or hovers over the button, the selected action will occur. Action buttons can do many of the same things as hyperlinks.[3]	9-12 Months

REFERENCES

- [1] Santos, A.B. (n.d.). *Microsoft Office Skills Top Employer Lists of Must-Haves*. [online] SoftwareKeep. Available at: <https://softwarekeep.com/blog/microsoft-office-skills-top-employer-lists-of-must-haves> [Accessed 28 Feb. 2023].
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4. Western Governors University. (n.d.). Computer Science Skills to Put on Your Resume. [online] Available at: <https://www.wgu.edu/blog/computer-science-skills-resume1911.html>.