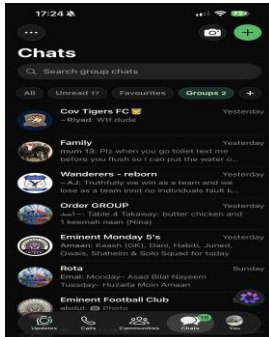


Roshaan Khan - 2543111

Digital Skills – Assessment 1

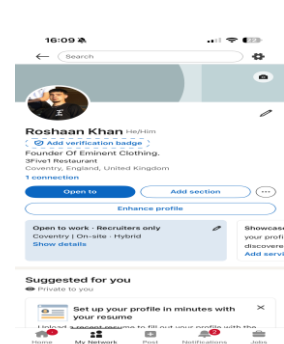
Screenshot/Photo 1: WhatsApp



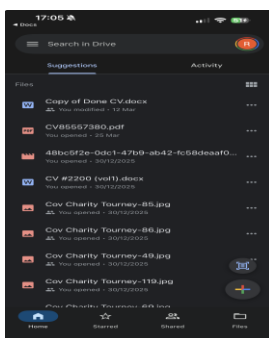
The photo shows digital communication and collaboration within the WhatsApp platform. An area I use daily to connect with peers, family, and friends. Also, the group chats are used for work, football, and management, enabling quick, easy communication. WhatsApp is my primary form of communicating as its make videos, images, and texts travel quickly and fast. It's suitable for all ages and is simple, whilst effective.

Screenshot/Photo 2: LinkedIn

LinkedIn is my social media presence within the workplace. My profile shows personal information as well as all qualifications and experience. This makes it easier to find work as well as being noticed by employees. I have added information such as hobbies, former education, and experiences in and out of the workplace. This is an app I use to view existing companies for research or networking with individuals. I can also be noticed through the network tab by others who know me or may want to get to know me.



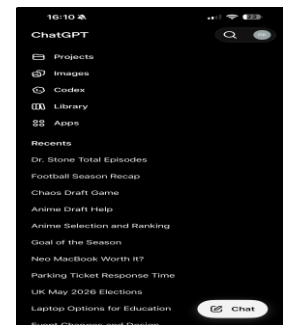
Screenshot/Photo 3: Google Drive



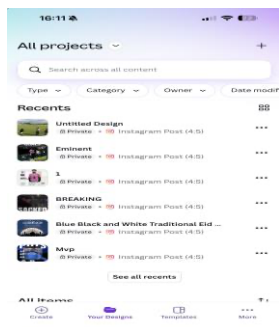
Google Drive is useful for allowing access to vast amounts of files/photos in one application. Managing different areas of work and types of content in one hub. Photos, Videos, Files, and Work can all be sorted, saved, and viewed within my Google Drive. A lot of my work is done through Google, hence having an area to log and sort all material I need is crucial, keeping up to date and managing work and important folders accordingly to when I may need to use them

Screenshot/Photo 4: Chat GPT

The AI system, which answers questions more quickly than any human. Anytime I may be stuck or needing quick and fast information, Chat GPT is quick and efficient in providing. However, AI isn't a human and is not 100% correct; having good subjective knowledge and being able to defer right from Wong is crucial when inputting information into the app. Making sure to use it correctly and when needed



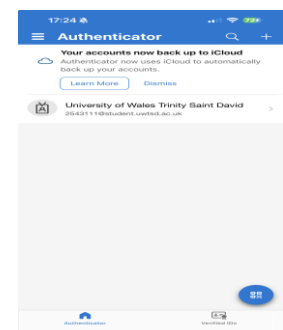
Screenshot/Photo 5: Canva Video Editor



Canva, like CapCut, is used for creativity and presence. The projects are made to project information to a vast group of people. Posters/Information sheets regarding business can be quickly edited and posted on social media. I use it primarily for creating videos and photos for my businesses. My football clubs need constant social media work, and Canva is crucial in creating and making work easy to access and change.

Screenshot/Photo 6: Microsoft Authenticator

Microsoft Authenticator is something I am relatively new to, however am quickly learning the importance in the app. Keeping my data and Loggins all safe being a three-party app is crucial to not allowing access to anyone else. Having multiple ways to back up and keep people away can keep me safe from people online.



My Short Reflection

My life is very reliant on the online world, hence my digital tools proficiency is crucial in enhancing my ability to ensure more work and safety online. My confidence stems from years on different apps such as WhatsApp and other social media apps like TikTok, Snapchat, and Instagram. These apps make great use of sharing video and pics online whilst keeping up to date with news and family with easy house communication platforms. I want to improve my editing and software development skills. Being able to use apps like Chat GPT and Canva makes it easier; however, being able to confidently use apps like Adobe Express or CapCut will allow me to take my creativity and editing digital life even further. I use these tools daily, especially social media, to learn and connect with others.