

APPLIED DIGITAL ANALYTICS TECHNOLOGIES SKILLS

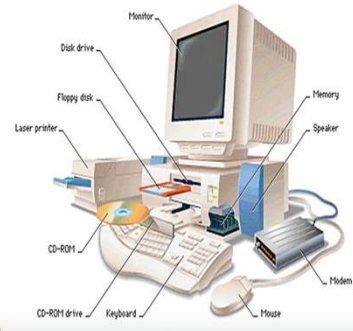
**WHAT I GAINED FROM
DIGITAL TECHNOLOGIES
COURSE**

DIGITAL TECHNOLOGIES COURSE

Digital Technologies Skills has given me the confidence and knowledge to do the things I didn't think of doing on the Internet. Digital technologies skills gave me great knowledge and understanding about the way digital technologies work.

Basic components of a Computer

- The Computer is made up of a number of components connected together to make the Computer work but however here we just want to look at only few basic components. These components that we can see with our naked eyes are referred to as the hardware of a computer



Prifysgol Cymru
University of Wales
1822 - 2022

Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales

3639 / 1:02:12

11/10/2022

DC MB
RC HU
IC
MS SA
DD MB
AC +50

DIGITAL TECHNOLOGIES COURSE

It taught me how to go about using other platforms and tools, this course gave me the confidence to make a promotional flyer.

Digital Technologies skills gave me inspiration to go further in this course.

WHAT I GAIN FROM DOING THIS DIGITAL TECHNOLOGIES COURSE

The Digital Technologies course taught me how to navigate and explore other websites and do projects. The Digital Technologies course is very exciting, it helps you to gain more knowledge and understanding of the Internet and technology world.

Examples of Windows OS Tasks

The Shut Down Option

- The **Shut down** button is used to turn off the System. When you shut down the System the Operating System, Windows 7 will end all the programming running and switch off in a safe manner

The Switch User Option

- The **Switch User** option enables you to switch the currently logged in user to another user

The Log Off Option

- The **Log off** option stops the current session of the logged in user but the option does not shut down the system but just closes all open documents and programs if any

The Lock Option

- The **Lock** option locks the session of the logged in user. Normally this option is used when you want to leave your Machine for some time but you do not want people to use your Machine in your absence but all the documents and programs you were working on when you lock the system they will not close

WHAT I GAIN FROM DOING THIS DIGITAL TECHNOLOGIES COURSE

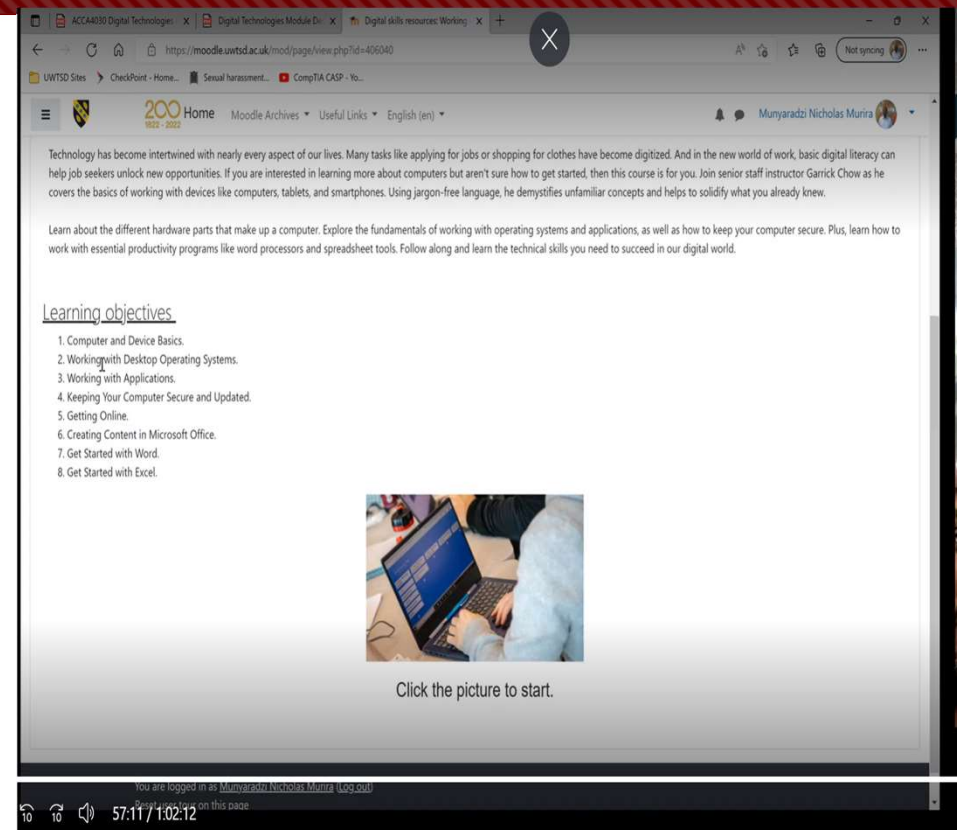
What I achieved during this course is a lot of knowledge, confidence and more experience on operating systems and other platforms. I have gained knowledge on how to get the best experience using different software and platforms.

WHAT I GAIN FROM DOING THIS DIGITAL TECHNOLOGIES COURSE

Digital Technologies taught me more than I can say, this course taught me what is a computer, how it works, and that the Internet is a worldwide system of connected computer networks. This course makes me understand what an IP address is or Internet Protocol.

WHAT I GAIN FROM DOING THIS DIGITAL TECHNOLOGIES COURSE

Digital technologies skills gave me knowledge on what our IP address reveals about us, like who are you, where are you and what you're doing online.



The screenshot shows a web browser displaying a Moodle course page. The browser's address bar shows the URL: <https://moodle.uwtsd.ac.uk/mod/view.php?id=406040>. The page header includes the course title '200 Home' and navigation links like 'Moodle Archives', 'Useful Links', and 'English (en)'. The main content area features an introductory paragraph about digital literacy, followed by a section titled 'Learning objectives' with a list of eight topics: 1. Computer and Device Basics, 2. Working with Desktop Operating Systems, 3. Working with Applications, 4. Keeping Your Computer Secure and Updated, 5. Getting Online, 6. Creating Content in Microsoft Office, 7. Get Started with Word, and 8. Get Started with Excel. Below the list is a small image of a person using a laptop, with the text 'Click the picture to start.' underneath it. The footer of the page indicates the user is logged in as 'Munyaradzi Nicholas Munira' and shows a timer at '57:11 / 1:02:12'.

WHAT I GAIN FROM DOING THIS DIGITAL TECHNOLOGIES COURSE

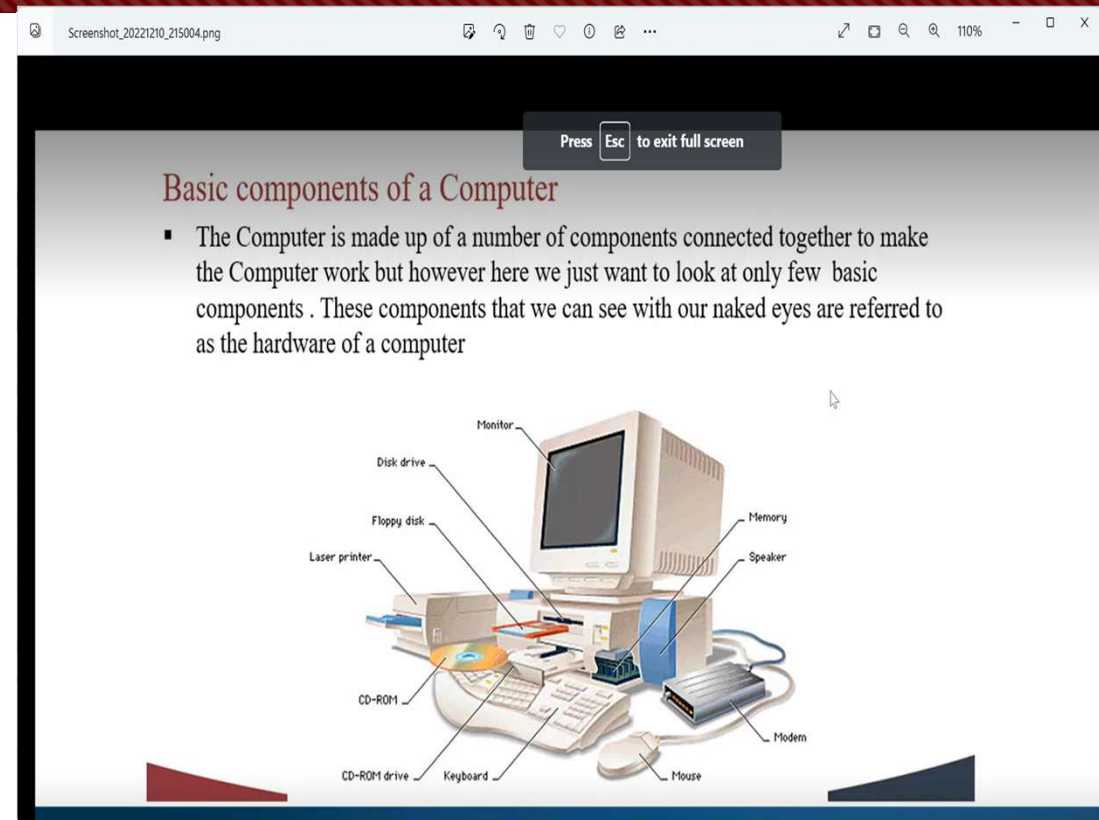
I have also gained knowledge on different operating system, Windows, the different software packages, and installations, this is a great knowledge to gain in a few months. I have gained more understanding on office software, teams, how to store data and more, I enjoy the course very much.

WORKING WITH COMPUTERS AND DEVICES

There are different types of computers around, there are tablets and phones which are mobile devices that some people use as computers, notebook, desktop, and laptop are all computers. A computer is an electronic device that is made up of different types of hardware, that can operate multiple pieces of software.

COMPUTRE

**A computer is a great tool
it can Store data, process,
create, and retrieve
information.**



WORKING WITH COMPUTERS AND DEVICES

Computers use software and hardware you can install other software you would like to use, although some computer comes with built in software. I learn that software is the different programs that run on the computer, those are the parts that make up the computer that you can't physically touch. This operates through a set of instructions, coding so you can perform tasks.

WORKING WITH COMPUTERS AND DEVICES

You can have printers, speaker scanners which can be useful on a computer. you have different types of computers, a desktop computer made to stay in a permanent place at your home or at the workplace.



MY PROMOTION FLYER

Laptops computers all have components in them so you can take them around with you because they use a battery it is portable. Desktop computers need to connect to an electric plug, smartphones can be used as computers you can install software on a smartphone but for a compact device it would be defaulted to use.

**BuY ONE YOU GET ONE
FREE**

**All electrical
appliances must go.**



**It's a clearance sale this
and every weekend,
going up to December
31/2022**



***Grab any 2 you pay for one.
This is the Place to be,***

**ROSEWAY
Electronic
5A crook street
Taunton uk**

***Starting from
10AM TO 7PM
every weekend.***



WORKING WITH COMPUTERS AND DEVICES

Computer hardware is the parts that make up the computer that you can touch, desktop computer base unit consisted of a CPU, hard drive, RAM, or memory, keyboard, and mouse. You need an external monitor for desktop computer to inputting information.

WHAT IS CYBERSPACE ?

Cyberspace is anywhere online.

In the real world to go online you need a network, but remember when you are there, there are other people there to do other things.

People can take advantage of anyone online they can do some harm, you are liable to threats, attacks, and vulnerabilities. You can have your personal data stolen.

ARE YOU SAFE, WHAT IS CYBERSPACE?

**Cyberspace is anywhere online.
Cybersecurity is about protection
against
harmful things on the internet,
Almost everyone in one way or
another is connected
to the internet.
Most companies use the internet to do
lots of their business online, also
sending emails, files, documents,
communication and more.**

Real World – Threats, Vulnerabilities and Attacks

SCANNING/ INFORMATION GATHERING

Gain Access

Weak points

Prifysgol Cymru
Y Ddinasod Dewi Sant
University of Wales
Trinity Saint David

200
1822 - 2022

Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales

COMPUTER BASICS QUICK REFERENCE GUIDE

Computer Basics Quick Reference Guide is a very good place to start your digital Technologies skills learning, this gives me lots of information on ways to get the best experience on digital technologies platform.

CertHE Digital Technologies Lecture

UWTSO Sites > CheckPoint - Home... Sexual harassment... CompTIA CASP - Yo...

1 of 5 Q - + - Page view A Read aloud Add text Draw Highlight Erase Not syncing

This file has limited permissions. You may not have access to some features. [View permissions](#)

An Office 365 Program Screen

Diagram labels: File Name, User Icon, Quick Access Toolbar, Search Field, Ribbon, Status Bar, Zoom Slider.

Keyboard Shortcuts

General	
Open a file.....	Ctrl + O
Create a new file.....	Ctrl + N
Save a file.....	Ctrl + S
Print a file.....	Ctrl + P
Close a file.....	Ctrl + W
Help.....	F1
Tell Me / Search field.....	Alt + Q
File tab.....	Alt + F
Home tab.....	Alt + H
Insert tab.....	Alt + N
Review tab.....	Alt + R
View tab.....	Alt + W
Show or hide the ribbon.....	Ctrl + F1

Navigation	
Move the text cursor.....	↑, ↓, ←, →
Up one screen or slide.....	Page Up
Down one screen or slide.....	Page Down
Beginning of a line.....	Home
End of a line.....	End

Office Fundamentals	Editing	Editing
Create a Blank File: Click the File tab, select New , and click the Blank template; or, press Ctrl + N .	Select Text: Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the Shift key, and click at the end of a text block.	Cut.....Ctrl + X
Create a File from a Template: Click the File tab, select New , search for a template category or select a search suggestion, select a template, then click Create .	Edit Text: Select the text you want to replace and type the new text.	Copy.....Ctrl + C
		Paste.....Ctrl + V
		Undo.....Ctrl + Z
		Redo.....Ctrl + Y

2001 / 51:39

type here to search

ENG 14:25 18/10/2022

Video settings

About video

Transcript

Help

AU GC

Alim Uddin (222) Gheorghe Curgas...

ZK SB

Zenab Khatoon (22) Suma Begum (22)...

CW MB

Craig Worsey (22) Mudge (22)...

DB AD

Daniel Birton (22) Ashton Daley (18)...

MB MM

Maria-Alisa Barbo... Marinela Murtea...

SA DC

Sohail Ali (22297) Dionisie Ciprius...

DP IS

Daniel Perment (22) Ion Stefan (22208)...

IC +39

Ionut Condrache...

COMPUTER BASICS QUICK REFERENCE GUIDE

This taught me how to use tools on other platforms, and how to get myself associated with the area in which I am interested in, by using tools on other platforms.

The screenshot displays a video player interface for a lecture titled "Certhe Digital Technologies Lecture". The main content area shows a "Course Check List Working with Computers and Devices" with 13 numbered items:

1. Types of Computers and their components
2. OS for Desktops/ Mobile devices
3. OS Updates
4. Creating Files and Folders
5. Moving Files and Folders from different Locations
6. Using Left/Right Mouse Clicks
7. Applications (Mobile and Desktop apps)
8. How to select right application for task e.g. (When you create your Poster)
9. Understand File extensions (.docx, .xlsx, .Pdf, .Pptx)
10. Strategies for creating secure passwords
11. Getting online (wired and wireless connections)
12. Office online
13. Getting started with word /excel (Creating equation, formatting, spelling grammar, find and replace)

The video player includes a progress bar at the bottom showing 9:52 / 51:39. On the right side, there is a "Video settings" panel with options for "About video", "Transcript", and "Help". Below these are several circular icons representing different users or topics, such as "RM", "SM", "AU", "GC", "ZK", "SB", "CW", "MB", "DB", "AD", "MB", and "+41".

COMPUTER AND IT`S BENEFITS USE

A Computer can do many things, you can use a computer to search the internet web send email, documents, check on the new, internet banking, and so much more. We are in a computer age computers are here to stay and there are many benefits you can achieve from them.

COMPUTER AND I T`S BENEFITS USE

You can accomplish many tasks on a computer you would like to achieve including, creating documents, sending messages, and emails, a computer is an electronic device that has the capability to receive information according to a set of instructions to produce a result or output.

COMPUTER AND IT'S BENEFITS USING

Computer is a very important equipment to have knowledge about, there are different advantages and disadvantage using a computer. There are computers that can be used by big organisation what can do large data in seconds.

COMPUTER AND IT'S BENEFITS USING

a computer function with only a code according to a set of instructions. And if the instructions are not accurate, then it will not work. A Computer is made up of many different components for it to work. They connect to each other to make a computer. computers have hardware, storage devices, Primary storage devices, and Random access memory.

UNDERSTANDING WAYS OF KEEPING PASSWORDS SAFE

Digital technologies skills learning, let me understand ways of creating a safe password to secure my ID details and documents. Your password is very important to you so you should not have the same password for all platforms you used. You should have different passwords for all platforms, it makes it harder for hackers to easily guess your password. changing your password regularly makes it harder to be hacked.

CONNECT AND COLLABORATE FROM ANYWHERE WITH DIGITAL TOOLS

Connect and collaborate from anywhere with digital tools taught me the proper way of using digital tools to connect and collaborate from in the workplace or anywhere. This helps to improve the way I do business, sending emails and documents in and out of the workplace.

CONNECT AND COLLABORATE FROM ANYWHERE WITH DIGITAL TOOLS

And it's easier to use digital tools to connect and collaborate because it can save money, time and energy, this gives you more advantage over your work and social life. Connect and collaborate from anywhere with Digital Tools taught me how to send emails to my colleague effectively while communicating and correcting your work at the same time. It helps your organisation to contribute and get feedback on projects you all are working on that you can achieve your aims and success.

SENDING EMAILS IN THE WORKPLACE

Sending emails in the workplace gives me excellent knowledge on ways of sending different topics of emails in the workplace, and the way of addressing different types of emails. This course taught me how to communicate effectively using emails in and out of the workplace.

BRAINSTORM IDEAS IN A GROUP

Brainstorm ideas in a group allows you to communicate and have a discussion with your group, hearing what your other colleagues have to say. When brainstorming you should be engaging with your group Brainstorm ideas in a group helps you to work through problems, come up with new ideas that can helps you to improve the way you think. Brainstorm make it easier for you to Collaborate with your peers and share their ideas.

BRAINSTORM IDEAS IN A GROUP

When you brainstorm, you should understand the goal, be ready, prepared and focus on the topic. You should also take notes when you are Brainstorming this helps you to think of new ideas. Mind mapping can also help you with visual drawing. It helps to organise all suggestions and show you how they are related.

BRAINSTORM IDEAS IN A GROUP

You can also use digital tools to Brainstorm ideas in a group, this can make it easier for your group Brainstorm ideas allows you to come up with new ideas and solve problems. This also assists you to generate more ideas with your group, Brainstorm ideas in a group allow you to gather more details and identifying the important ideas for your project.

MY PROMOTION FLYER

Create a promotion flyer gave me knowledge and skills to go on learning more in this course, I never made anything online before, but after doing the promotion flyer learning, it gave me the drive to continue in the course.

**The best Electronics
tools and Equipment for
your home and
Business.**



**We have household tools and
electrical items for affordable
prices,com in have a look and
truce your items, we have it
all,visit our store today.**



**Rae Brisco
Electronics
41A Jampro Drive
JA,UK**

MY PROMOTION FLYER

It taught me how to use different tools, colours, shapes, and formats that gives me access to create projects and show my ability. I will continue using these learning skills to work on projects in the future.

**BuY ONE YOU GET ONE
FREE**

**All electrical
appliances must go.**



**It's a clearance sale this
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AVOID ONLINE SCAM

Online scam is serious, so we must be very careful and observe what we do on the internet. Digital skills online learning gave me a wider understanding on how a scammer can obtain your information, and you must have strong passwords. Also avoid using your details on any unsafe website. Like your Personal information, your Social Security, bank account, or credit card numbers.

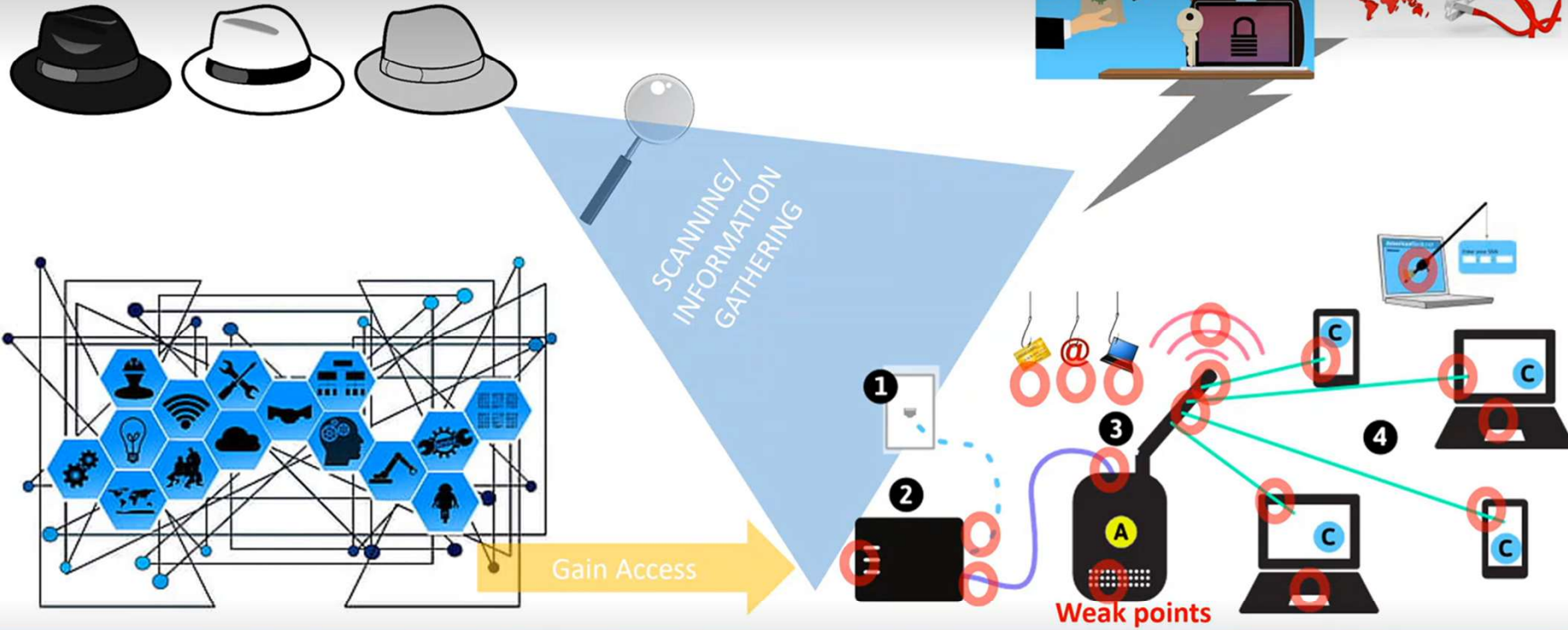
AVOID ONLINE SCAM

If you get an email or text message from a business and you think it's real, it is still best not to click on any links. Instead, contact them using a website you know is trustworthy. Or look up their phone number or the business address. Don't call a number they gave you or the number from your caller ID. Resist the pressure to act immediately.

AVOID ONLINE SCAM

Legitimate businesses will give you time to make your decision. Anyone who pressures you to pay or give them your personal information can be a scammer. Never pay someone who insists you pay with a gift card or by using a money transfer service. And never deposit a check and send money back to someone.

Cyber World – Threats, Vulnerabilities and Attacks



ON LINE SCAM IS REAL BE CARFUL

This type of online scam is a increasing all-over the internet, there are others that want to sell you some things, then they can get your information. They will contact you by phone or email for you to buy their products, then, little did you know your information is stolen.

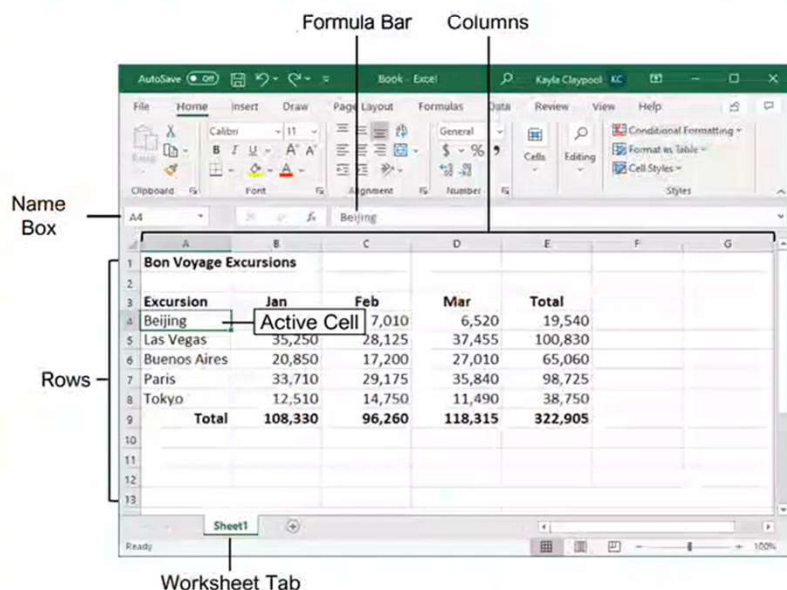
ON LINE SCAM IS REAL BE CARFUL

You can be scammed by doing any internet transaction online when your are on a social media platform or doing your shopping online. Scammers can be using your email to access your information, you got to be carful that you don't lose all you got to a scammer also your property, or you can install software that is very harmful on your device it you not carful.

LIBRARY RESOURCES

Have access to the library resources allows you to get more information on what resources you need to find, the library show you how to access video and the resources provided by the library website. You can get help from the library teams with whatsoever problems you have on your course work or books that are valuable and you need help to find them the library teams can assist you.

The Excel Program Screen



Keyboard Shortcuts

Navigating a Spreadsheet

- Move between cells $\uparrow, \downarrow, \leftarrow, \rightarrow$
- Select entire row **Shift + Space**
- Select entire column **Ctrl + Space**
- Hide selected rows **Ctrl + 9**
- Hide selected columns **Ctrl + 0**
- Next worksheet **Ctrl + Page Down**
- Previous worksheet **Ctrl + Page Up**

Functions and Formulas

- Insert a function **Shift + F3**
- Edit the active cell **F2**
- Switch between cell values and formulas **Ctrl + `**
- Expand or collapse the formula bar **Ctrl + Shift + U**
- Calculate all worksheets **F9**
- Calculate active worksheet .. **Shift + F9**

Excel Fundamentals

Select a Cell: Click a cell or use the keyboard arrow keys to select it.

Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range.

Select an Entire Worksheet: Click the **Select**

Delete Cells: Select the cell(s) you want to delete, click the **Delete** button menu arrow on the Home tab, select **Delete Cells**, select how you want to move cells to fill the deleted area, then click **OK**.

Delete a Column or Row: Select the row or column heading(s) you want to remove. Right-click and select **Delete** from the contextual

Enter a Formula: Select the cell where you want to insert the formula. Type **=** and enter the formula using values, cell references, operators, and functions. Press **Enter**.

Complete a Series Using AutoFill: Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.

AVOID ONLINE SCAM

Legitimate businesses will give you time to make your decision. Anyone who pressures you to pay or give them your personal information can be a scammer. Never pay someone who insists you pay with a gift card or by using a 'money transfer service. And never deposit a check and send money back to someone

LIBRARY RESOURCES

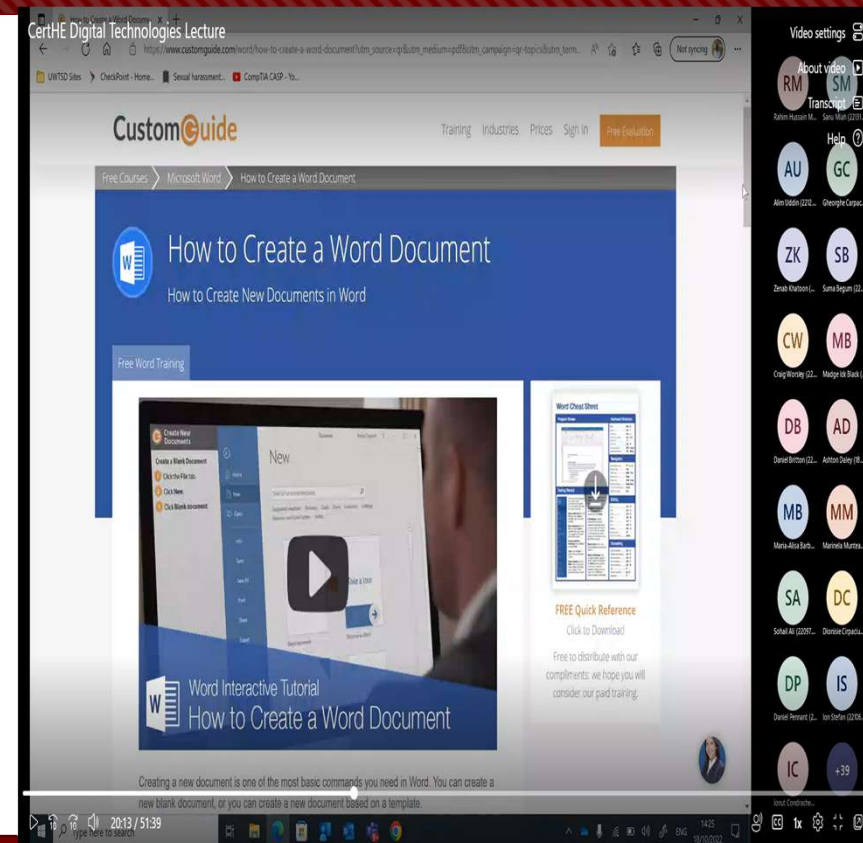
In the library resources you have access online search on the topic of your choice, you can use the – tools on the site, there are articles that you can have access at the library to eBooks, this is a big help for students if you have any difficulty.

OFFICE SOFTWARE PRODUCTS

Words
EXCEL
POWER POINT.

WORDS DOCUMENT

allows you to write documents, letters and more, in words you can set a table. You change the font type, change the colour of Font and edit your work. Words consist of the ribbon, title bar, help display options, and the quick access toolbar. In the ribbon you can have all options you need to do your documents, you can find a new commander or one you were working on.



WORDS DOCUMENTS

You can edit and format your text in the document window, in the document you can change the size, colour editing and so much more to the document you are preparing. You can autosave your project for when you are ready to finish your Document, word allows you to save documents on one drive, and to the cloud so you can access it when you want to, you should always make a second copy of your Documents to be safe.

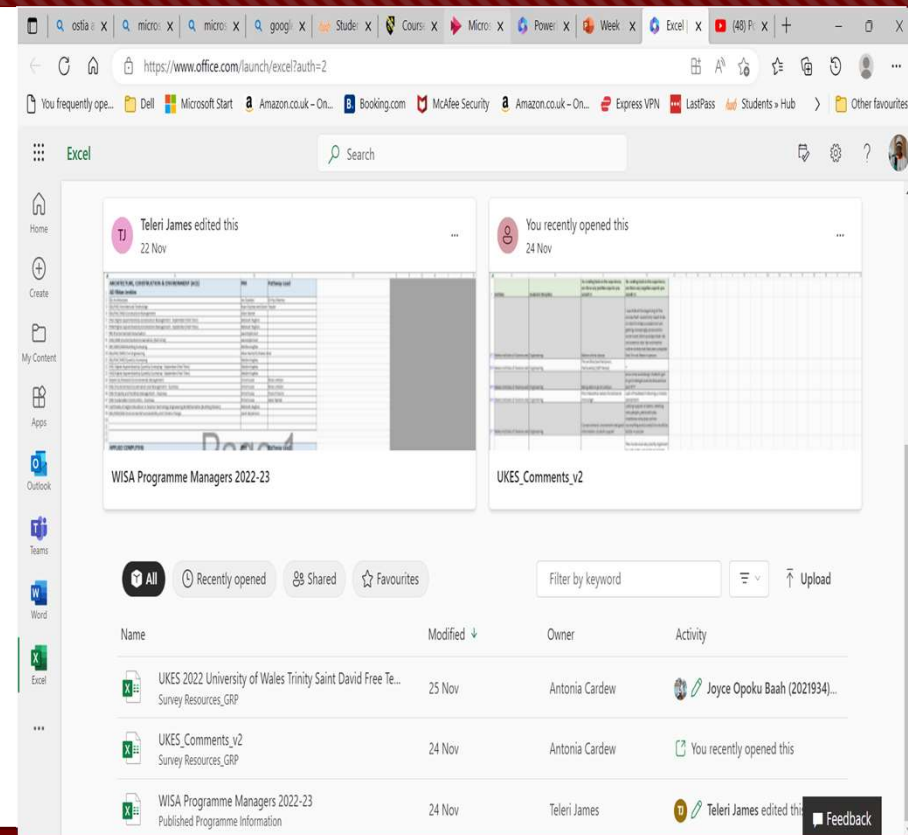
EXCEL

Excel can do your data average for you, all you have to do is type in your numbers and excel will do the calculate it for you, excel consist of cells, rows and columns. There are different tools in excel that you can use also store data. learned about Excel I got to understand that there is a lot you can do in excel.

EXCEL

Title Bar, Quick access toolbar, display, the ribbon the tell me files, name box, formula bar and your Microsoft account user info.

Learning about Excel is great, I got to know that there is a lot you can do in excel.



EXCEL

You can use the ribbon tab to find anything you want, at the top left you can find the quick toolbar, this gives you quick access to use features. The ribbon allows you to find the option you need to make a spreadsheet,

EXCEL

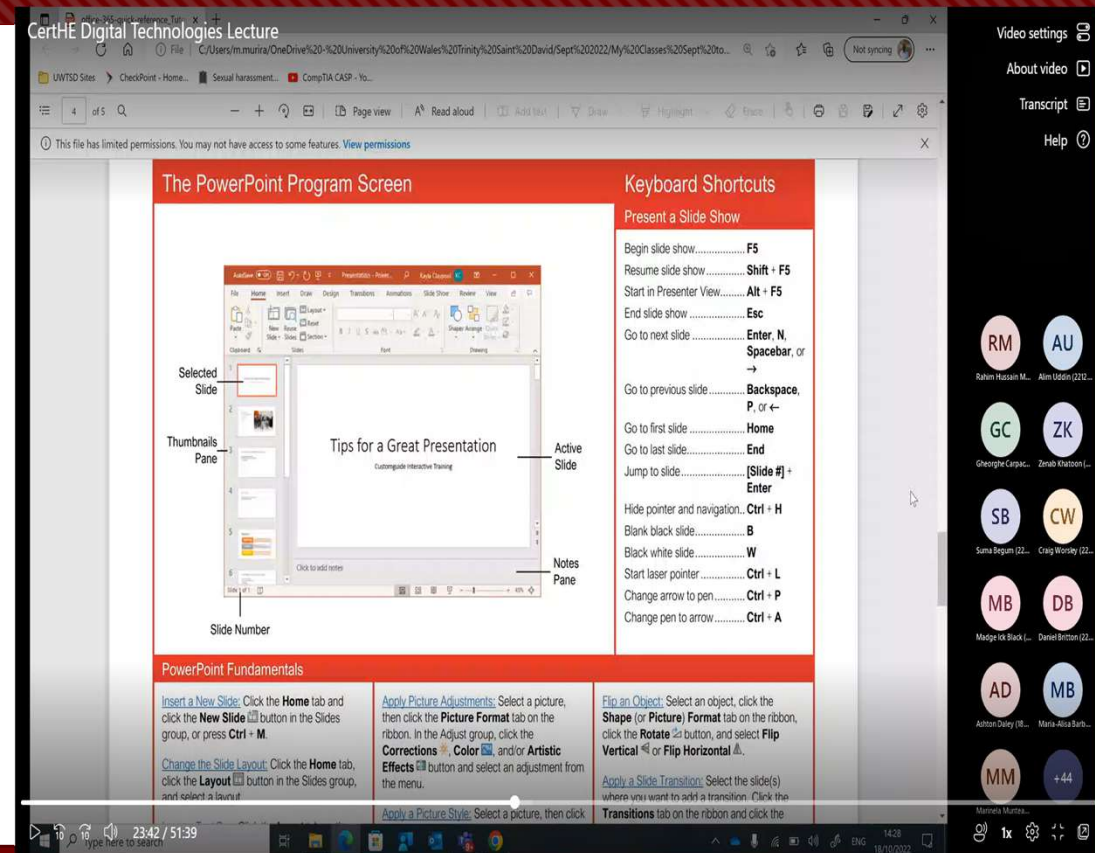
You can check your percentages on account, the average people in your company, school average and any average data you would like to inquire about. Doing a formula first you put in an equal sign then a bracket, then you put your columns you are doing plus the others then press enter you will get your average, Excel lessons was great.

POWERPOINT

In the PowerPoint lesson at first it was a bit complicated, but after reviewing it over I got to do a project. I will continue to use PowerPoint to the best of my knowledge going forward. In PowerPoint you have the ability to be more creative and make new projects, you can access different tools that make your project standout.

POWERPOINT

In PowerPoint I was able to make a presentation, use different slides, text, fonts, colour and design. Power point is a great software that allows me to show my creativity.



POWERPOINT

You can use slides to create your project PowerPoint as different templates tools that organised in groups to fit your project that you can play around with on PowerPoint allows you to make presentations, poster and change images, and design slide show, do animation and so much more that you can create in PowerPoint.

POWERPOINT

PowerPoint will be one of my favourite programs to use. In PowerPoint you have access to search on the Internet for images and information on things you are interested in doing for your project.

The screenshot shows a Zoom meeting interface. The main window displays a PowerPoint presentation titled "Course Check List Working with Computers and Devices". The presentation content includes a list of 13 tasks:

1. Types of Computers and their components
2. OS for Desktops/ Mobile devices
3. OS Updates
4. Creating Files and Folders
5. Moving Files and Folders from different Locations
6. Using Left/Right Mouse Clicks
7. Applications (Mobile and Desktop apps)
8. How to select right application for task e.g. (When you create your Poster)
9. Understand File extensions (.docx, .xlsx, .Pdf, .Pptx)
10. Strategies for creating secure passwords
11. Getting online (wired and wireless connections)
12. Office online
13. Getting started with word /excel (Creating equation, formatting, spelling grammar, find and replace)

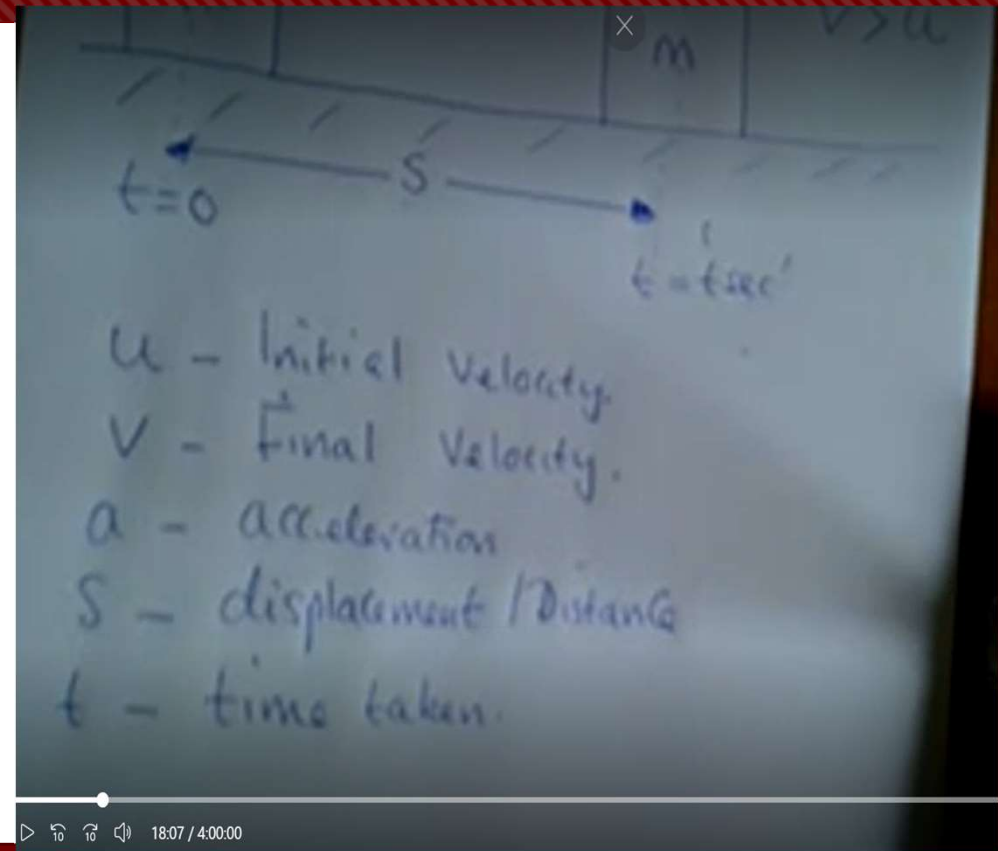
The Zoom interface includes a top bar with "Video settings", "About video", "Transcript", and "Help". On the right side, there is a vertical list of participant avatars with initials: RM, SM, AU, GC, ZK, SB, CW, MB, DB, AD, MB, and +41. The bottom status bar shows the time as 8:45 / 51:39 and the date as 18/10/2022.

APPLIED ANALYTICS

Applied Analytics Lecture taught me more than I learned in school, I learned the right way to do maths not the gimmick way of doing it. I understand more on base units, quadratic function, units of measurement, linear equations, factories, equations, triangle measurement, force, newton law, frictional force and more.

MATHS

I understand more on base units, quadratic function, units of measurement, linear equations, factories, equations, triangle measurement, force, newton law, frictional force and more.



ELECTRONICS PRINCIPLES AND CONCEPTS

Electronics principle and concepts taught me the way electricity works, I got to know about the different components that generate electricity. I know that is a resistor, diode, capacitor, how current work. And so much more.

The screenshot shows a web browser window displaying a YouTube video. The browser's address bar shows the URL <https://uowtsd-my.sharep...>. The video player interface includes a red header with the text "Stream Electronics Principles and Concepts (ACDA40..." and a "Share" button. The video content features a slide titled "Ohm's law" with the following text:

- Ohm's law was stated by **George Simon Ohm**.
- Ohm's Law Provides the relation between **Voltage, Current and Resistance**

The video player controls at the bottom show the video is at 1:37 / 1:32:55. Below the video player, the title "Electronics Principles and Concepts (ACDA4015) - Lecture" is displayed, along with the date "October 25, 2022", "16 views", and the name "Stalin Jacob Wilson Packia Dhas".

ELECTRONICS PRINCIPLES AND CONCEPTS

This course encouraged me to go on to more success.

The screenshot shows a Zoom meeting interface. The top bar indicates the meeting is titled "Electronics Principles and Concepts (ACDA4015)". The main content area displays a presentation slide from the University of Wales, titled "What is Ohm's Law?". The slide text states: "Ohm's law state that the **Current through a conductor is directly proportional to the voltage across the same conductor and inversely proportional to the resistance**, provided the **physical properties and the temperature remains constant**." The slide also features logos for the University of Wales, IFDA, TEF, and other accreditation bodies. On the right side of the Zoom window, a vertical list of participant initials is visible, including HU, RC, AK, SM, EC, DD, AH, MT, MB, PR, and AU. The bottom of the Zoom window shows the meeting title "Electronics Principles and Concepts (ACDA4015) - Lecture", the date "October 25, 2022", the view count "16 views", and the host "Stalin Jacob Wilson Packia Dhas".

DIGITAL TECHNOLOGIES SKILLS IS GREAT LEARNING, GREAT SKILL.

**I will take what I learn from this
course to farther my knowledge to
improve my self to do great in the
workplaces**

THANKS FOR GIVING US A
GREAT LECTURE ON ALL
THESE SUBJECTS,

Paul A Roseway.