

Component 2 - Research Report

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Digital Skills and Research Methods.

1. Abstract

As a Class we, in my case I worked alone. We used Microsoft forms to create a questionnaire asking the question "Is there a need to provide training on technology at UWTSD".

In this report I will talk about my findings, my research methods and how answers were obtained.

How then I exported the information from Microsoft forms to Microsoft excel, using my data and converting into a pie chart.

And my conclusion.

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Introduction.

In our groups, or individually we created a powerpoint presentation to talk about our chosen question.

“Is there a need for training on technology at UWTSD”

We then using microsoft forms created a questionnaire to ask certain questions that would round up and give us an overall answer.

Research Design.

Is there a need for training on technology at UWTSD?

Using Microsoft forms I created questionnaire and asked the following questions,

If you were asked to work alone to build a power point presentation, would you feel comfortable to do so?

Once your work is completed, can you confidently save and attach file to an email?

What do you feel most comfortable using?

If you were offered extra training on all Microsoft apps at UWTSD, would you accept?

In this questionnaire I used a multiple-choice answer, giving my classmates to answer easily. The questionnaire was also anonymous, which I felt was a good idea as it gives the person completing the questionnaire the chance to give an honest answer, and the link to my questionnaire was shared in the chat box in a team's meetings for people to click on.

I wanted to conduct a questionnaire ethically, giving the participants the chance to answer in private, open minded and fairly.

Questions

5

Responses

01:05

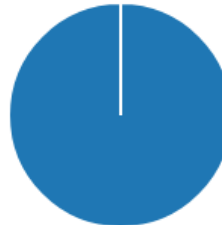
Average time to complete

Result.

1. If you were asked to work alone and build a power point presentation, would you feel comfortable to do so? (0 point)

[More Details](#)

● Yes	5
● No	0



2. Once your work is completed, do you know how to save an attach to an email? (0 point)

[More Details](#)

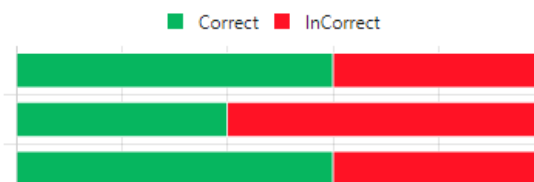
● yes	5
● no	0
● Maybe	0



3. What do you feel most comfortable using? (0 point)
40% of respondents (2 of 5) answered this question correctly.

[More Details](#)

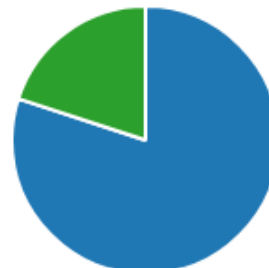
Rank	Percent
MS forms	60%
MS powerpoint	40%
MS Word	60%



4. If you was offered extra training on Microsoft at UWTSD, would you accept? (0 point)

[More Details](#)

● Yes	4
● No	0
● Maybe	1



We Then needed to import our answers to Microsoft excel and then turn the data using the cells in to pie charts or a bar chart.

After a lot of practises, I still couldn't do this correctly as this is something I need to work on personally, so I copied the data from my Microsoft forms answers and used web capture to copy and paste here.

Discussion.

5 participants took part in my questionnaire, each person all apart of the module digital skills and over the last 10 weeks have been shown different ways to use Microsoft apps.

I wanted to see after the ten weeks if my classmates were comfortable and confident using apps we have been taught to use.

From my research majority of answers shown that they are confident using all Microsoft app, although when asked in order they felt most confident in using PowerPoint came in last.

My last question asked, would you accept future training if offered, which 4 people said they would and only one person would maybe think about it. That alongside with PowerPoint not being the most confident app my classmates can use; I think that additional training would be beneficial.

Personally, my day-to-day job I have to use a lot of Microsoft apps, so I was surprised that a lot of people didn't have the confidence to use them, however I've used them in different ways we were taught, and I personally don't feel confident in some of the ways show to me – I.E the use of Microsoft excels.

I have only ever used it to repost data as a lost not pie charts and this is something I would like to learn more about.

So even though I was surprised I could relate.

Conclusion.

Although we live in century now where most things are technology based, there is still room for training.

I think having training on basic computer skills like all Microsoft apps should be a life skill, because most workplaces and places of education has a use for them every day.

If you go to an interview mostly if not always one of the questions asked is can you use Microsoft word or excel.

From my research although people know what the apps are used for and can use them for the basis things, people would feel more confident and benefit from additional training from these apps.

From researching the web, core.co.uk said that being able to use Microsoft 365 alone in the workplace is important as it's a big way of communication in house and around the world and is a great way for centralised collaboration.

Ink Hive mentioned that being able to and understand the use of Microsoft apps boosts efficiency in the workplace.

References.

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Appendix,A

Is there a need for Microsoft training at UWTSD?

1. If you were asked to work alone and build a power point presentation, would you feel comfortable to do so?

☐ Yes

☐ No