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Digital Skills

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Digital Skills Report

This is an introduction to my digital skills assignment digital skills is a step forwards to learning new things they can improve your confidence technology for work learning and daily life. Many

Jobs today need digital skills you need them even for jobs that do not ask for high levels of qualifications and experience. This skill set helps businesses generates leads increase demand and attract traffic and with the right strategy and execution it can be done correct.

There's 5 essential digital skills

Using devices and handling information

Creating and editing

Communicating

Transacting

Being safe and responsible online

You also need digital skills every day for shopping and banking and keeping in touch with family and friends. Essential digital skills include being able to Use devices like a computer tablet mobile phone for simple and personal tasks understand how to be safe and responsible online communicate socially and professionally using email shopping and using social media shop bank access services or apply for a job online. It also helps with your confidence as well

helps you keep in touch with family and friends make everyday life easier. Increase your chances of getting and keeping a job improve your access to information advice and services open up learning, training and career opportunities. As technology advances most jobs are beginning to need to some level of digital skills technology is also creating lots of exciting new jobs these jobs will need workers with the confidence to use the internet on a mobile phone tablet or pc communicate online using email and social media work from home or a remote location. For example using online tools like zoom Skype teams and FaceTime to communicate create online accounts to access information, search for reliable information online behave safely and legally online digital skills can help you find out and apply for jobs. They make it easier to prepare for an interview and help you succeed. Many jobs are only advertised online. You'll often need apply using an online application form or by emailing a CV. The job selection process may also include online tests or a video interview knowing how to cope with these will improve your chances the one if your confident with basic digital skills you may want to go on learn something more specialist like how to code a website using social media as a marketing tool cyber security designing digital products and services this could open up new career opportunities or help you to do your current job. Ethical considerations in research are set of principles that guide your research guidelines and practices. These principles include voluntary participation informed consent anonymity confidentiality potential for harm and results communication. There's 5 research ethics discuss intellectual properties, be conscious of multiple roles follow consent rules respect confidentiality and privacy and tapping into ethics resources. Each approach provides a different way to understand ethics. An analogy to your personal well being is this what is the best way to achieve way to achieve a healthy lifestyle. There's 12 codes to ethical principles including honesty integrity promise keeping loyalty fairness caring respect for others

and law abiding. Basic ethical principles refer to those general judgements that serve as a justification for particular ethical and preservations of human actions. A good work ethic is a set of moral principles an employee uses in his or her job and it encompasses many of these traits reliability/dependability dedication,productivity cooperation character,integrity,sense of responsibility emphasis sometimes professionalism respectfulness,determination. Values of ethics and basic fundamental beliefs that guide or motivate attitudes or actions. They help us to determine what is important to us ethics is concerned with human actions we evaluate these actions and value those and underlie them. The morals of prevailing standards of behaviour that enable people and their behaviours to cooperate in groups. Moral refers to what societies sanction a lot of the time most people tend to act normally and follow guidelines. Ethical behaviours are characterized by honesty fairness with equity and professional and academic relationships and in reasearch and scholarly activities. Ethical behaviour respects the dignity and diversity across all rights and individual prospects.I understand the aim of the questionnaire and agree to give and agree to give my consent to participate in it

Yes-7 - No-0

Have u recieved training on how to use one drive on how to collaborate with others

Yes- 4 - No 3

Are u confident in using ms teams to work with your peers

Yes-5 - No 2

Do u feel confident using one drive with your peers

Yes-6 no-1

Have you recieved training on how to use one drive with others

Yes 5 - no 2

Do you feel anxious if peers want to use one drive to collaborate

Yes -2 -no 5

Have you ever avoided using technology to collaborate

Yes -4 no-3

Do you see the value of using technology to collaborate

Yes 7- no 0

Rank these applications in order you feel using them

WhatsApp

OneDrive

MsWord

Ms teams

Moodle

Rank these words in order of according to how you feel about using technology to collaborate

Happy

Worried

Confident

Sad

Angry

Rank these applications according to how confident you feel using them in one drive

Ms word

Ms PowerPoint

Ms forms

Ms excel

Ms streams

Using the scale how much do u strongly agree or disagree with the statements below

I feel confident using technology to collaborate with my peers (strongly agree)

I am confident in completing tasks that involve working with others using the one drive
(strongly agree)

There are times when I feel anxious about using the OneDrive to collaborate with others
(strongly disagree)

I actively avoid using technology to collaborate (strongly disagree)

Using technology to collaborate with others improves my work (strongly agree)

Collaborating online to create a group task feels easy to me (strongly agree)

Collaborating online to create a group task feels challenging to me (strongly disagree).

In this section it shows why one drive is important in universities and other programs many students pick strongly agree because they feel they are more confident using technology with their peers than they are using it by themselves an example would be myself I feel like I'm more confident using OneDrive with my peers than I am on my own because it helps me understand the task I need to do much better they will be times when I wouldn't understand in class but my peers would explain it to me properly. The results also show that using technology is a big use than writing couple people do prefer writing but majority of the class would rather use their laptop or their Mac Book, it 100% improves work as well and it's more faster than than writing even for students who don't have laptops your phone is very useful. Teachers also use technology to teach the class because it's faster and much quicker the results show that we should take into consideration that one drive allows to save files photos and other documents

across multiple devices. A user can also save files in OneDrive and have it automatically sync on the other devices. This means someone can access and work on the same document in multiple locations. You use OneDrive to save documents when u subscribe to OneDrive you can also get a 365TB of storage which most students prefer and has helped out a lot people in terms of saving assignments and other work ethics. One drive for school in an online storage you work or school organisation. My results confirmed my hypothesis because as I said if your doing an assignment you wouldn't want to write 2000 words with your bare hands it will get tiring you'd want to use some sort of technology could be phone laptop etc which is why my results show that more people prefer using one drive than the average person. They appear to show that most people are happy to use technology with peers than doing it by themselves. The results also show that Ms PowerPoint is a more comfortable option for most students to use in one drive because it's easier and quicker. Which confirms why my hypothesis was correct. Not many people know how you can benefit from one drive despite its growing reputation one drive makes it easier for users to share and store and collaborate on content. There is some people though who don't fancy using one drive you won't lose files or data by disabling or deleting OneDrive on your computer. You can always access your files by signing in to OneDrive.com. In windows 10 OneDrive is the default save location for your files and documents. Me personally one drive has helped me a lot and I do feel confident using it with my peers it has helped me a lot in terms of using it with my peers incase I don't know what I'm doing on the assignment. With Microsoft 365 and OneDrive or sharepoint multiple people can work together on a word document, excel spreadsheet, or powerpoint presentation. When everyone is working at the same time that's called co-authoring. They can sometimes be disadvantages with one drive as well an example can be limited document size support. Microsoft does not support files over 15GB in one drive for buisness. For

large files you may need to use compression utility. Lack of third party app interference. One drive is a fast reliable service it has a fixed challenge of sharing data across teams working remotely and the fact it is extremely friendly is an added plus. It provides a great backup solution for all our data directly from the desktop, which is why the results show that technology is the better option especially for students who university it's vital we use OneDrive for our assignments and other everyday activities although not everyone is gonna be fond of one drive some other students may prefer ms powerpoint or ms forms or even word it all depends on your personal preference you should feel confident in what you want to choose me personally I would recommend to pick one drive it all depends on you. Some of the points I've made like should you use one drive with peers refers back to is technology important for everyday life I discussed why we should use one drive and why it's important especially in university for students who are learning courses that include one drive, points like you can save photos and documents on OneDrive so you can do it on a later date. It can also be shared with multiple people so it helps you and your peers do the work that needs to be doing without having to ask because most of the time it could be a presentation so if u ain't together you can just edit it if you have any ideas that you want to add. One drive is also very quick in terms of doing assignments it has all the tools and sources to you need it can help you with assignments and you can save previous assignments you've done in the past and maybe view it later. This section should make you understand why students feel more confident to use one drive with their peers or even on their own if it's an individual assignment, if it's a group presentation and ur not at home you can see what your peers are wrtiing so you can take it in and when you come back you can also add ur part to it. In conclusion in terms of university students assignments etc technology is the best thing to use it's faster quicker and easier to use on a daily basis and it fits my hypnosis hypothetically according

to the questionnaire more people chose they are more confident with technology than they are writing because we have all the apps we need to complete the work that's given to us