

DS1 My Digital Life

(LCLM4002 A1P1)

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Course / Module: New Digital Skills (LCLM4002-BRIM)

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1. Introduction

Digital tools are an important part of everyday life. They support communication, learning, professional networking and access to information. In this assignment, I have considered how digital platforms can be used in daily activities and how improving my digital skills can support my education and future career.

2. Facebook

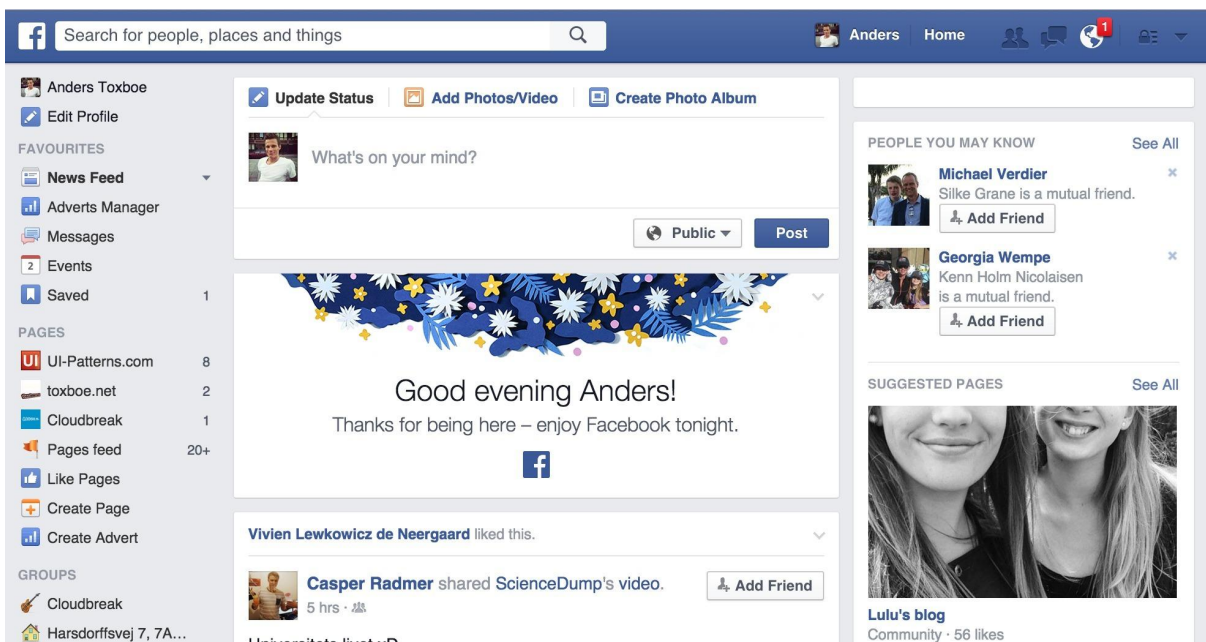
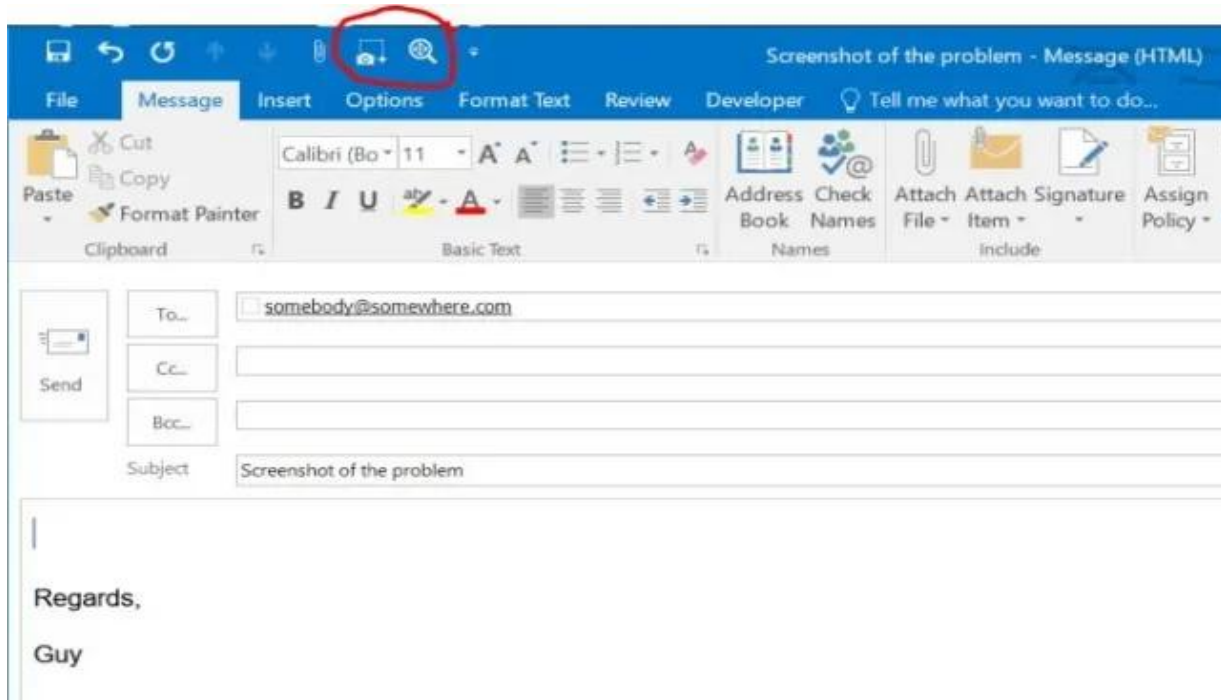


Figure 1: Facebook interface showing a personal social media profile and news feed.

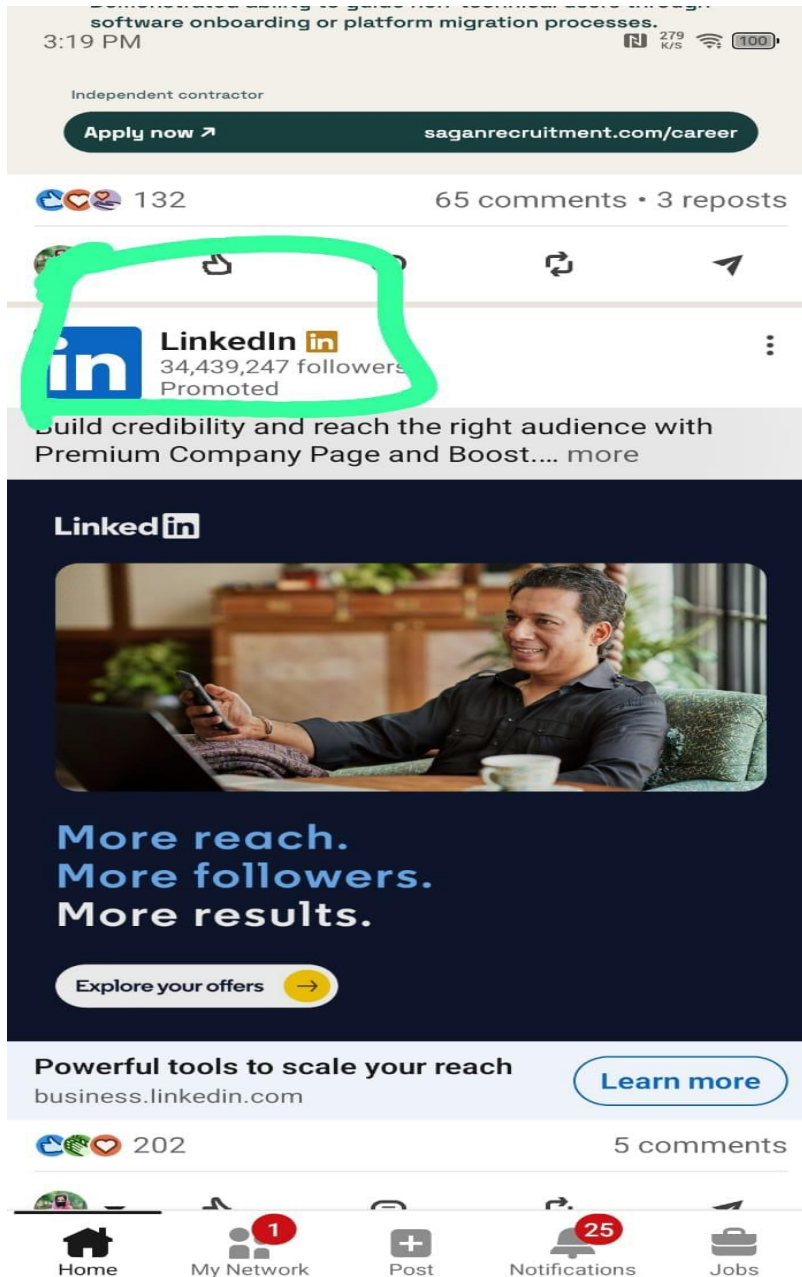
Usage: Facebook can be used to communicate with friends and family, follow community pages and keep up with current information shared by people and organisations. It also provides features such as messaging, events and groups. I can use Facebook as a communication tool while making sure that I manage my privacy settings and think carefully before sharing personal information.

3. Outlook



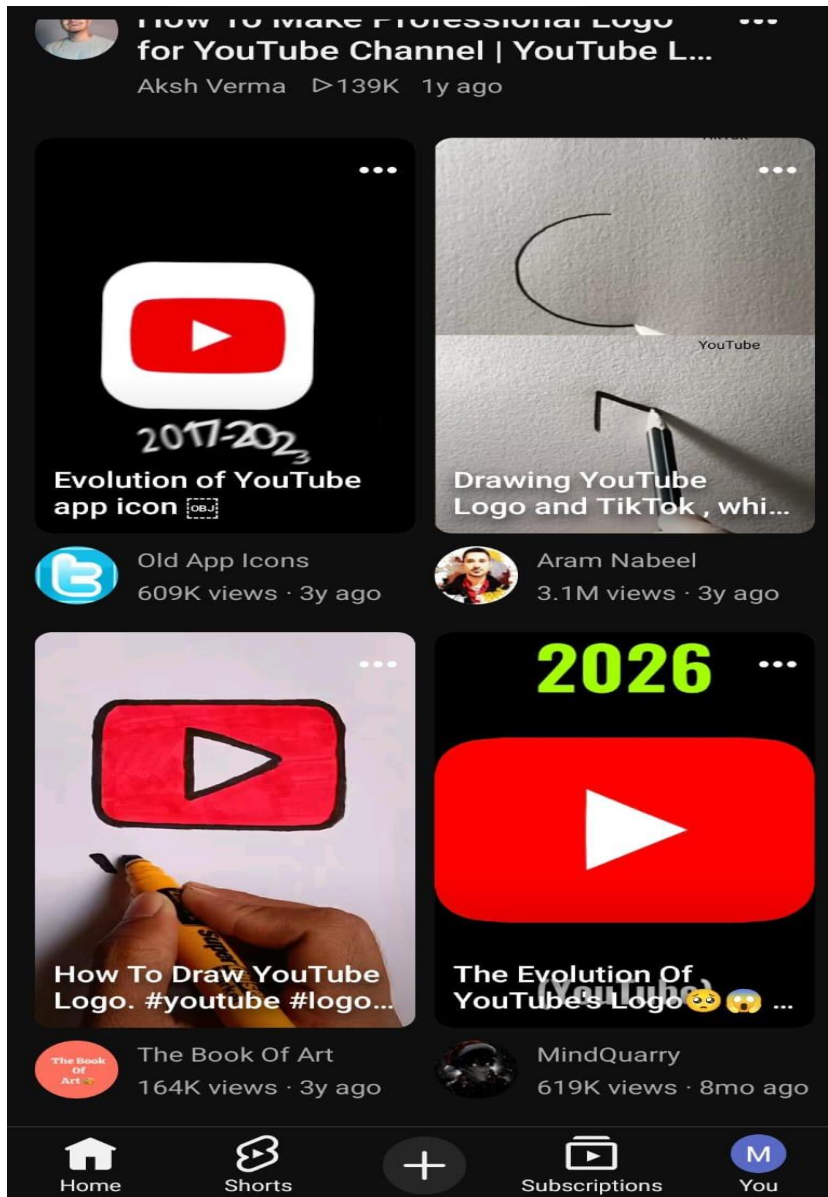
Usage: Outlook can be used to send and receive emails, organise important messages and manage communication related to study or work. It can also help me keep track of appointments and organise my daily activities.

4. LinkedIn



Usage: LinkedIn can be used for professional networking and career development. I can maintain a professional profile, connect with people in my field, follow organisations and learn about employment or professional development opportunities.

5. YouTube



Usage: YouTube can be used as a learning resource as well as an entertainment platform. I can watch informative videos, tutorials and educational content to understand new topics, develop digital skills and support independent learning.

6. Digital Skills Reflection

Tools I use: I use digital tools such as Facebook, Outlook, LinkedIn and YouTube in different areas of my daily life. These platforms help me communicate, organise information, develop professional connections and access learning resources.

What I feel confident about: I feel confident using common digital platforms for communication and finding information. I can send emails, use online services and search for useful content when I need it.

What I want to improve: I would like to improve my knowledge of advanced digital features, online organisation and digital security. I also want to become more confident when using unfamiliar software.

Why these skills matter: Digital skills are important because they support education, employment and everyday communication. Being able to use digital tools effectively can help me work more efficiently, communicate professionally and continue learning online.

7. Conclusion

Digital tools have become an essential part of modern life. Platforms such as Facebook, Outlook, LinkedIn and YouTube can support communication, professional development and learning. By continuing to develop my digital skills and using online platforms responsibly, I can improve my confidence and make better use of technology in my studies and future work.

8. Submission Checklist

- Four actual screenshots/photos have been included.
- Each screenshot has a figure caption.
- A short explanation of the use of each digital tool is included.
- The digital skills reflection has been completed.
- The work has been checked for spelling and grammar.
- The document is formatted consistently and is ready for submission.