

The digital world

By Mohammed sumon ali
1813647



Introduction

Today I will talk about the digital era, I will be covering things such as the importance of digital skills, Microsoft office powerpoint excel word outlook. I will also be talking about my personal strength and weaknesses in digital skills



Microsoft packages

It is important to be able to use digital tools such as

- Microsoft word-write reports
- Microsoft Excel-keep track of data
- Microsoft PowerPoint-make presentations

Why are digital skills important

➤ Education recourses

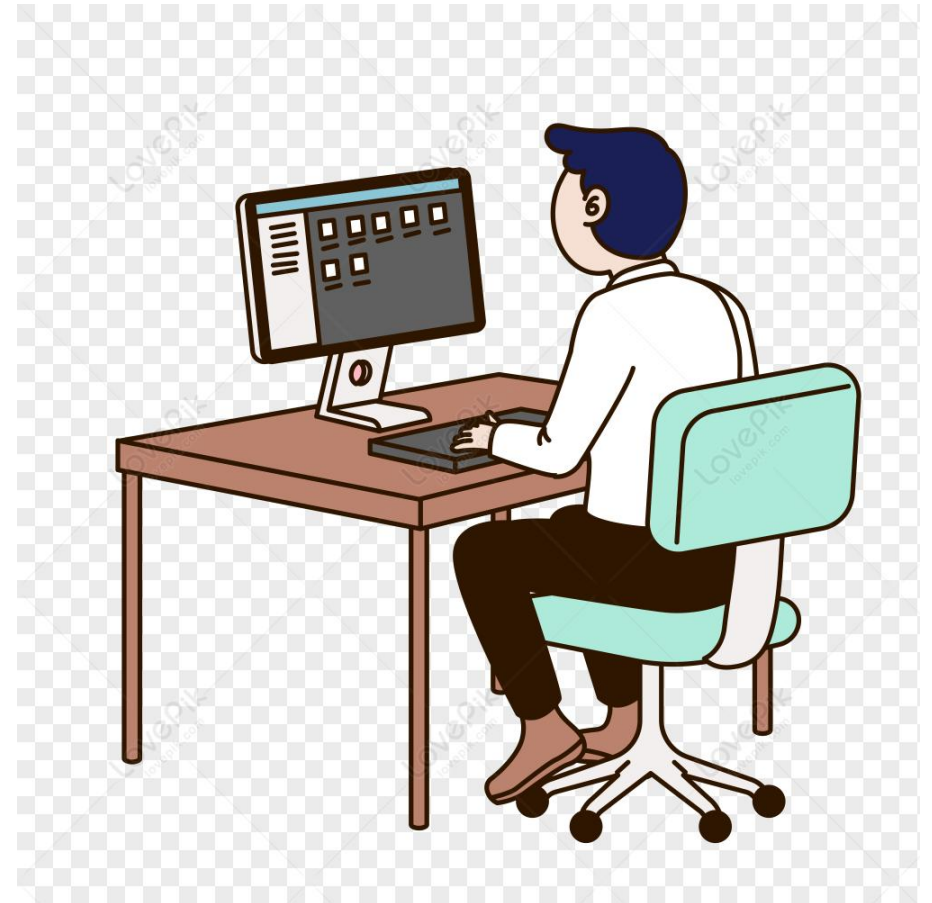
Schools can provide students with online recourses such as revision material and students can also catch up on lessons they may have missed out on due to absences by catching up with their previous lessons online

➤ Communication purposes

Being online makes it much easier to communicate as you have access to emails, video calls ,messages and many more, you can even use collaboration platforms to collaborate with others which provide many opportunities

➤ Remote working

Remote working allows people to work from home. This can benefit both the employer and the employee as it can save the employee the trip of having to travel to work which can also help the world as it decreases carbon emissions. It can also benefit the employer as it leaves them with more room in the workplace as they have more room which they can use for other purposes



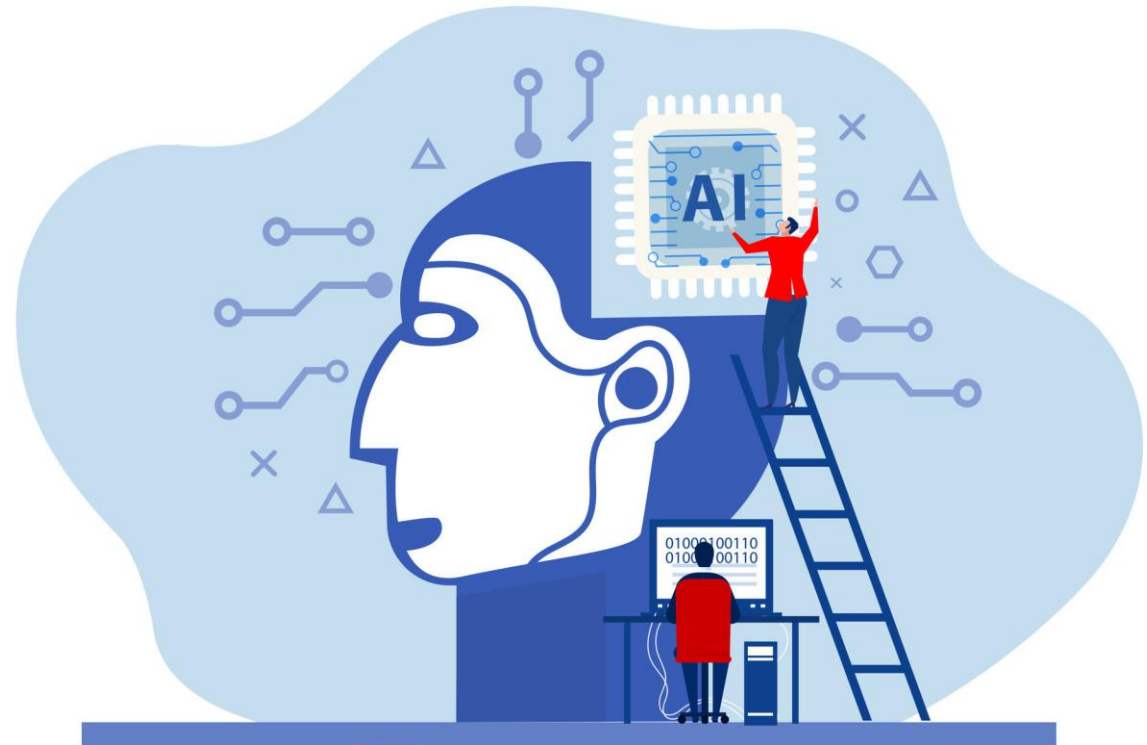
Advantages and disadvantages of AI

Advantages

- AI is capable to noticing things such as mistakes and correct them
- AI is also a quick and reliable way of accessing information online quickly as you aren't required to do deep research
- AI is also very good in the medical industry as scientists are able to produce new medicines with the help of AI
- AI can help fact check information which you may find online to check validity

• Disadvantages

- AI can easily take the jobs and roles of many humans as AI is much more efficient and accurate
- AI also lacks basic human judgement such as ethics and understanding.



My strength and weakness

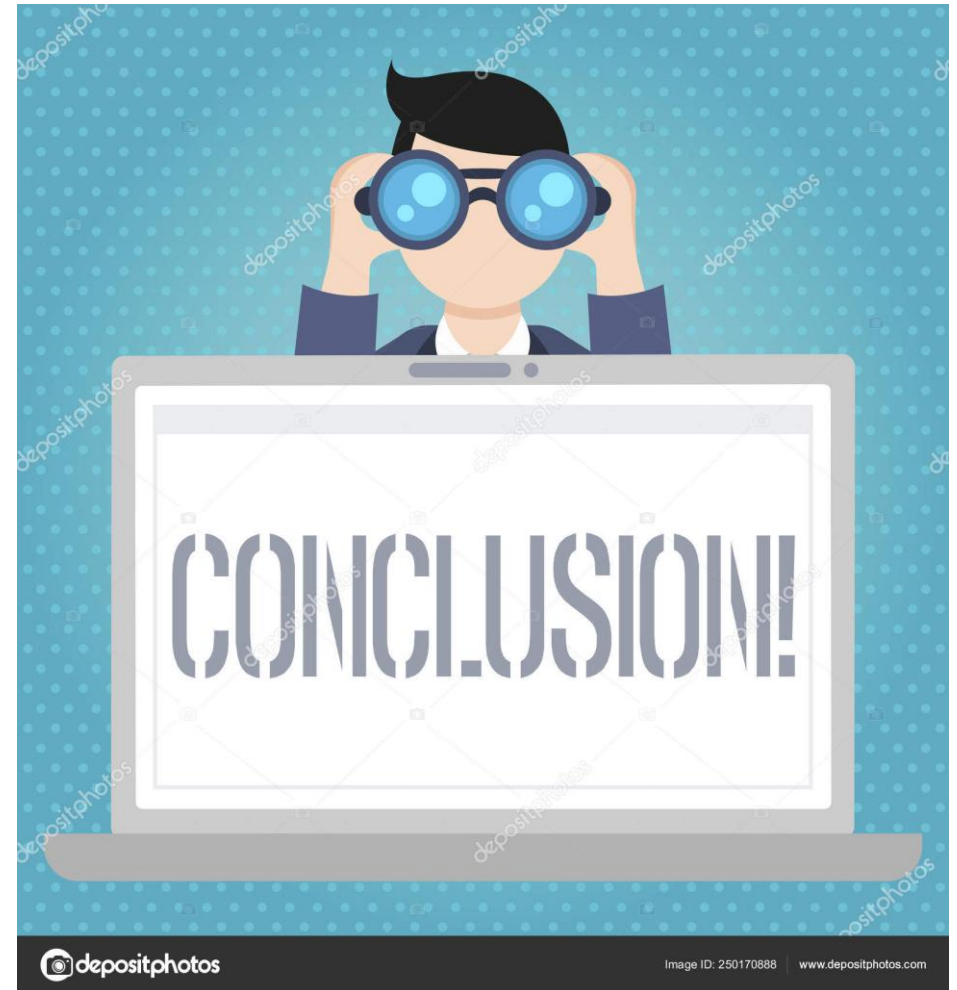
Strength

- My strength is I can find reliable sources easily to help my research.
- Digital communication

Weaknesses

- Digital creativity and problem solving
- Digital literacy

In conclusion digital skills are very important as they can help many people around the world however, they have many advantages and disadvantages. I have realised I have many strengths and weaknesses; I am planning on analysing my weaknesses and making improvements.



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**THANK
YOU**

**FOR WATCHING MY
PRESENTATION!**