



overview

REFLECTIVE PRESENTATION ON MY DIGITAL
SKILLS

INTRODUCTION

What is Digital Skills?

Digital skills refers to the ability to use technologies and the internet to perform a task or project.

Importance of Digital Skills

In the modern education system depends on digital tools for research, online learning platform and assignment submission.

It helps us in our daily tasks such as online shopping, mobile banking and booking tickets, to mention just few, all these require digital literacy.

MICROSOFT OFFICE

Microsoft office is a service that provides access to the latest versions of Microsoft's productivity apps, includes applications such as;

- ▶ **MSword**: it helped me a lot in writing and designed my assignment.
- ▶ **Excel**: helps me manage my expenses by using the excel budget sheet.
- ▶ **Powerpoint**: helps me to create and deliver slides with text and images for my presentation.

AI AND CHATGPT

Artificial Intelligence {AI} is refer to as simulation of human intelligence processes by machine, especially computer system. It has Pros and Cons as listed below;

PRO

- ▶ Its free to use
- ▶ It is quicker to use
- ▶ Helps in problem solving

CON

- ▶ Lack of creativity
- ▶ Leads to Job displacement

LINKEDIN AND LINKEDIN LEARNING

- ▶ LinkedIn is a professional social networking platform designed for career development, job searching and business networking.
- ▶ I managed to create a LinkedIn account and obtain three certificates {Microsoft Word, Excel and Powerpoint presentation certificates}.

JISC DISCOVERY TOOL

- ▶ In the beginning of the term I perform a JISC Discovery tool and I got my result. With my strength and weakness in digital skills

LOOKING FORWARD

- ▶ In the future I will watch more videos on youtube and search for more lectures to improve on my weekness



THANK YOU

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