

Applied digital skills

Connect and collaborate from anywhere with digital tools

Digital collaboration helps use technology to communicate with others and help people work together this helps you achieve business objectives and work in a team effectively.

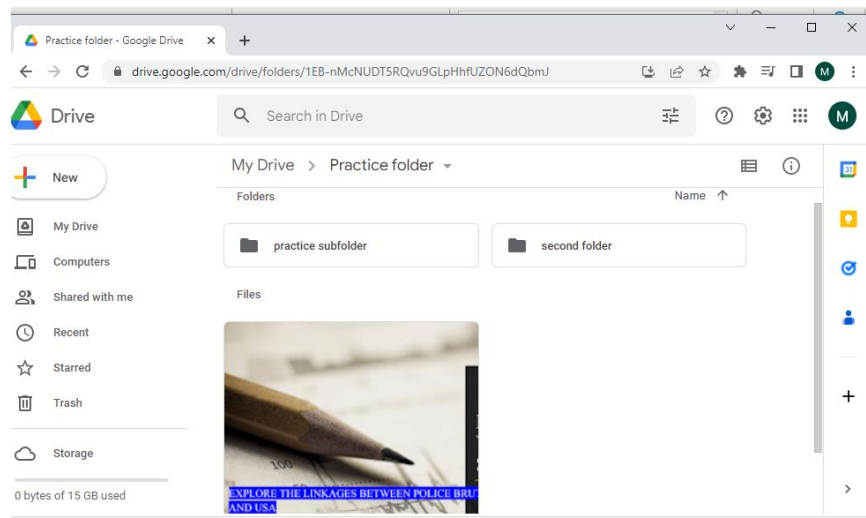
The aim of this lesson was to learn different skills like

- Direct message someone through Google chat
- Use comments in Google docs
- Set up a shared folder in Google drive
- Schedule a meeting in Google calendar
- Attend a video conference in Google meet

The skill undertaken was 'set up a shared folder in google drive'. Google drive is an application which allows you to store files online without taking up space on your computer and also allows you to create a shared drive to share with people to help work effectively and also share ideas. This is an easy way to connect and collaborate as you can enable the person who you shared the file to edit the document that was shared.

With this skill I was able to

- Create a google drive
- Drop files from my computer into the drive or created my own file
- Share the drive with people I know by typing their email address and giving them the option of looking at it or editing the file
- How to create subfolders within the main folder



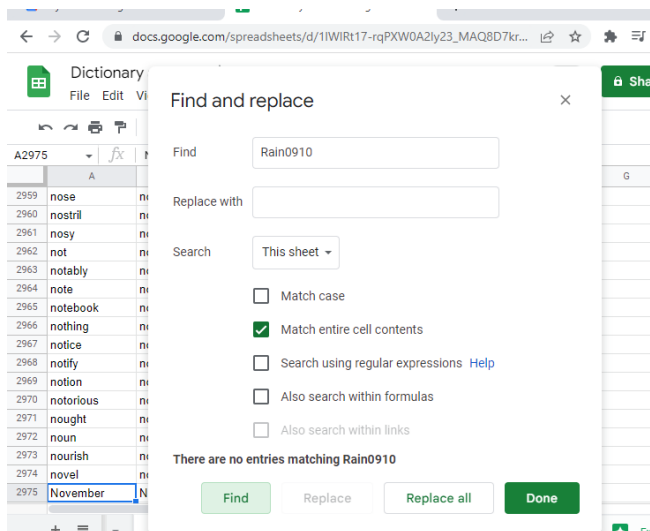
Create and safeguard passwords

Password is a combination of letters, numbers and symbols and is sometimes used to confirm a person's identity and keep personal information safe.

During this lesson, the spreadsheet application was used, this is where numerous cells create the spreadsheet and hold data which is entered.

It is important to create a strong password as some people hack into computer systems in order to steal, change or destroy personal information. These types of people are called hackers.

They may use a brute force attack which is a trial-and-error method for obtaining a password where a computer program generates guesses.

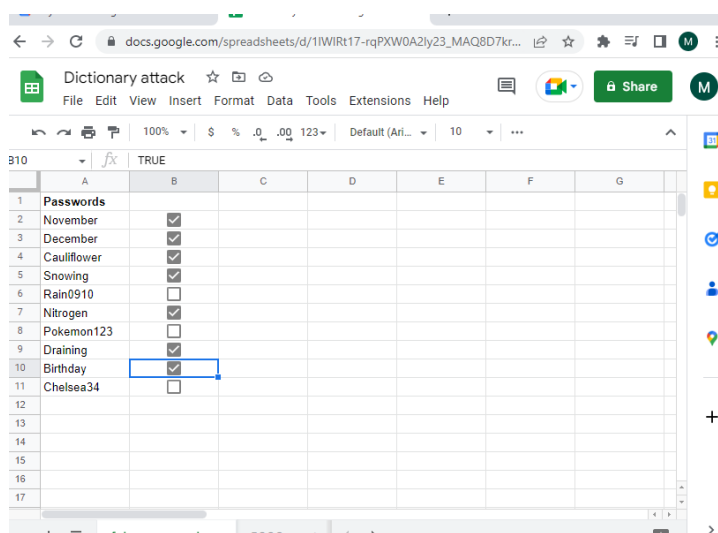


This lesson required you to

Create a spreadsheet with 10 fake passwords

Created another spreadsheet with 5000 words and create different combinations with them

Use the find and replace tool to copy a password from your spreadsheet and see if it was found in the 5000 most popular words spreadsheet



This type of spreadsheet helps understand the brain of a hacker and also helps you understand if your data is at risk of being hacked by coming up with strong password combinations.

By coming up with secure password it helps someone from stealing your personal information and prevent unauthorized access to any documents and devices and keeps everything you use safe.

Grow with Google

Applied Digital Skills

Certificate of Completion

THIS CERTIFIES THAT

HAS COMPLETED

Structure an Argument in a Presentation in Google Slides

AWARDED ON

Dec. 12, 2022



Structure an argument in a presentation

Presentations are effective when you want to persuade people as it allows to use words and images which is very good in getting your point across, they can be created

for any purpose.

The aim of this lesson was to build a persuasive presentation in google slides, by creating a title slide, selecting a theme, giving an overview, writing the benefits and costs, describing the challenges faced and drawing a conclusion. This helps delivering presentations to people and finding what areas you could make your presentation stronger.

Send emails in the workplace

The aim of this lesson was to use the application Gmail in order to write emails to different people you may encounter in your life.

Writing emails is essential in the workplace, it is used to communicate with coworkers and customers.

May different elements need to be constructed in an email

Recipient (email address)

Subject (title for the email, main message)

Greeting (greeting opens the email, it is a way to show respect)

Body (main part of the message, message should be clear and brief)

Closing (end and sign email, should be followed by your name, use full name If you don't know the recipient)

Letting workplace know you're sick and will not be able to come in

Subject could be the date you cannot attend

Greeting to the manager or supervisor

Start of with an apology, why you're missing work, when your expected to come back to work, how you can make it up and who can cover your work

Sign of respectfully

CC another coworker so they can see the email and know you will not be available, but they will not be able to respond.

Brainstorm ideas in a group

The aim was to come up with an ideas and also brainstorm solutions, doing this with a group enables you to work through problems, come up with new ideas, improve critical thinking stills and collaborate with a team.

This lesson used Google docs, spreadsheets, and drawings to come with a solution for an idea. Brainstorming with a group helps you come up with more ideas, identify important ideas and build of each other's input.

Brainstorming outline: shared google docs helps you share your groups ideas in one place and discuss ideas together. It is important to narrow done ideas by asking questions like does this help us achieve our main goals or look at the positives and negatives of all the ideas. Other ways to narrow ideas can be done by taking a vote.

