



DIGITAL SKILLS

ESSENTIAL SKILLS FOR TODAY'S WORLD.

Digital skills are the abilities you need to confidently and safely use technology to find information, communicate, solve problems and get things done. ❤️

DIGITAL SKILLS



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? WHAT ARE DIGITAL SKILLS?

Digital skills are the skills and knowledge needed to use digital devices, software and the internet effectively and safely.

THEY INCLUDE:

- Using devices**
Computers, laptops, tablets and smartphones.
- Using software**
Apps, programs and online tools to create, edit and organise.
- Finding information**
Searching, evaluating and using information online.
- Communicating online**
Email, messaging, video calls and social media.
- Staying safe**
Protecting personal information and avoiding online risks.

★ WHY ARE THEY IMPORTANT?

Having good digital skills can help you in many areas of life, including work, study and everyday tasks.

DIGITAL SKILLS CAN HELP YOU:

- Improve employability**
Employers value candidates who are digitally confident.
- Save time**
Complete tasks faster and more efficiently.
- Stay connected**
Keep in touch with others and access online services.
- Support learning**
Access online courses and learning resources.
- Boost confidence**
Feel more independent and in control of technology.

💡 EXAMPLES OF DIGITAL SKILLS

Digital skills cover a wide range of abilities. Here are some common examples:

- Basic computer skills**
Using files, folders and settings.
- Internet skills**
Browsing, searching and using websites safely.
- Email and communication**
Sending emails and managing online messages.
- Productivity tools**
Using tools like Microsoft Word, Excel and PowerPoint.
- Online safety**
Recognising scams, strong passwords and privacy settings.



HOW TO BUILD YOUR DIGITAL SKILLS



Start small
Focus on one skill at a time and practice regularly.



Use free resources
Take advantage of free online courses, tutorials and guides.



Practice every day
Use digital tools in your daily life to build confidence.



Ask for help
Don't be afraid to ask friends, family or colleagues for support.



Stay curious
Keep learning and exploring new tools.



DOWNLOAD THIS GUIDE

Build your digital skills and open more doors to opportunities.



TOP TIP

Keep learning, keep practicing and don't give up. Every small step will help you grow.

