

Digital competencies

T Level resource improvement project 2022

T Level

Employability

Digital competencies

Objectives

- To be able to use technology to design, create and edit digital documents
- To communicate using digital documents
- To use technology safely and responsibly

Task 1

- Research and identify the 10 most important netiquette rules.
- Why is it important to follow these rules?

Task 2

Using the software of your choice, design a publicity document that communicates the following information:

- How to use technology safely and responsibly, including:
 - e-safety
 - cyberbullying
 - responsible use
- Good behaviours in the workplace, including:
 - communication
 - numeracy/literacy
 - use of technology

Task 3

- Export the document so that it can be sent as an email attachment.
- Using good etiquette, type an email to your teacher, explaining the document you have created and the information it includes.
- Add the publicity document as an attachment.

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