

# Digital

This learning tool has the goal of helping users to:

1. Understand the skill
2. Reflect on and identify ways they use the skill
3. Participate in activities to build skills

## What are digital skills?

The Office of Skills for Success defines digital skills as:

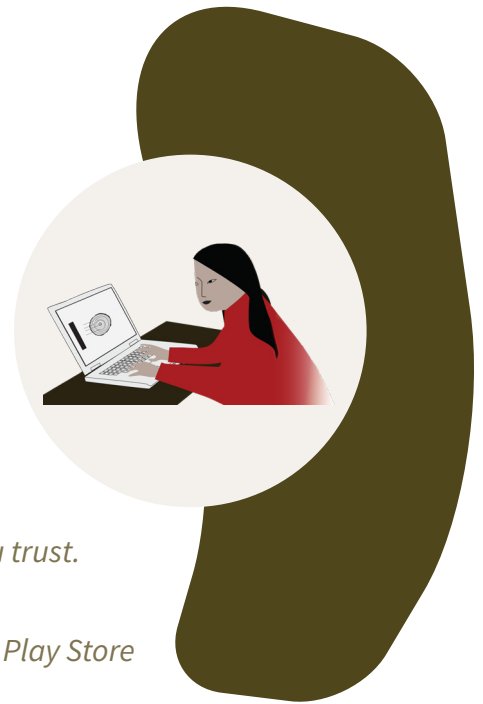
Your ability to use digital technology and tools to find, manage, apply, create and share information and content.



# Reflection

Check off the digital tasks that you can confidently complete.

- Use digital devices.  
*For example, computers, tablets and smart phones.*
- Use word processing apps/software.  
*For example, Microsoft Word (PC) or Pages (Mac).*
- Use social media platforms.  
*For example, Facebook, Instagram or LinkedIn.*
- Apply online safety practices to protect personal information.  
*For example, creating strong passwords and only clicking on links you trust.*
- Download and update phone apps.  
*For example, downloading apps from the App Store (Apple) or Google Play Store (Android) and regularly checking for updates.*
- Run computer security scans to check for corrupt files, viruses or malware.  
*For example, using built-in programs like Windows Defender or paid programs like Norton Antivirus.*
- Complete and submit online forms.  
*For example, job application forms or online order forms.*
- Think critically about the credibility of online information.  
*For example, when reading a post on social media or online news, considering who posted it, where the information came from, and whether the information is true/accurate.*
- Write code to create custom digital applications.  
*For example, using html or java script to create a personal/business website.*



Look at the tasks you did not check off. We call these your “skills to build”.

## How do you use your digital skills at home and/or at work?

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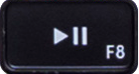
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# Activity One

Which button would you press to turn the computer on?



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# Activity One: Review

## Skills Coach Answer:



To answer the question, you located the power button on a computer keyboard.

The Skills for Success has three levels of difficulty for digital tasks. Entry, Intermediate and Advanced. This is an entry-level digital task because it involved recognizing a basic function on a common digital device. With this task, we needed to identify the symbol that is most often used to represent the “power” function on digital devices.



# Activity Two

You are flying into a remote community with your fire fighting team tomorrow. You want to make sure you have the most up-to-date flight information, as flight schedules have been unpredictable lately.



**How can you make sure you have the latest information?** *(Select the two best options)*

Download and set up the airline's app on your phone.

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Bookmark the airport's flight status page on your computer and check the website before you leave for the airport.

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Set up your email to notify you when the airline sends out information.

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Ask a friend to keep you updated.

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## Activity Two: Review

### Skills Coach Answer:

- **Download and set up the airline’s app on your phone.**
- **Set up your email to notify you when the airline sends out information.**

The two best options for this task are to either download and set up the airline’s app on your phone or to set up your email to notify you when the airline sends out information. While you could find your flight information by bookmarking the arrivals and departures link, it would not be as quick or convenient. The same applies to asking a friend to keep you updated.

This is an intermediate-level digital task because we had to identify how technology could help us complete a specific task. And, we had to know how to use that technology – in this case, a phone app and email. We are using our digital skills to locate up-to-date and reliable online information sources to inform our decisions.

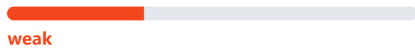


# Activity Three

Having a strong password helps keep your online accounts safe.

Which of the following is the strongest password?

Password



Password



Password



Plant

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Plant 123

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Planting

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Planting379!

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# Activity Three: Review

## Skills Coach Answer:

### Planting379!

Strong passwords for online accounts should be eight or more characters and should include a variety of letters (lower-case and upper-case), numbers and symbols.

This is an advanced digital task because you need an understanding of how digital accounts and information technology systems work. It involves considering the differences between each of the provided password options and identifying which one would be the most difficult to guess or “hack”.

In this example, we had password choices that included five lower-case letters (plant), eight lower-case letters (planting), upper- and lower-case letters and numbers (Plant123), and - the correct choice (Planting379!) - which has upper- and lower-case letters, numbers, and a symbol (the exclamation mark).

Using a random string of characters would be even stronger than using a common word, like “plant”, but this can make passwords difficult to remember. People with a lot of online accounts sometimes use an encrypted password manager to remember their passwords.



### Importance of Digital skills

In today’s rapidly evolving world of technology the ability to understand and confidently use digital skills is more important than ever, at work and in daily life activities.

For more information on Digital Skills visit the skill components and proficiency descriptors on the [Skills for Success](#) Website. For more information on the Indigenous Skills for Success Journey Refresh Project please visit the [Douglas College](#) Website.

## Continue the Journey

### How can you continuously improve your digital skills?

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