



CHECKLIST

DIGITAL SKILLS FOR DAILY LIFE

Let's do a self-evaluation to see how digitally capable you are as an individual and what skills needs to be learnt to improve personal development.



COMMUNICATION

I CAN

- Set up an email account.
- Download the app and set up a Social Media Account.
eg: Facebook, Instagram
- Set up or register for instant messaging Apps.
eg: Whatsapp, Viber, WeChat
- Share media or documents as attachments in an email.
- Use word processing applications.
eg: Microsoft Word, Google Docs



DIGITAL FUNDAMENTALS

I CAN

- Switch on my device.
eg: Mobile phone, PC, Laptop or Smart TV
- Make use of the controls on my device.
- Connect to safe and secure WiFi.
- Switch on/off mobile data.
- Go to settings and personalise based on my preference.
- Change or update passwords when needed.
- Open a browser and search information using internet.
- Understand the importance of keeping login information safe without disclosing to others.

DIGITAL TRANSACTIONS

I CAN

- Use Online Banking.
- Scan a QR code to do transactions.
- Set up and use Digital Wallets for payments.
eg: PayPal, Apple Pay, Goggle Pay
- Navigate and use e-commerce websites for online shopping.
- Use Contactless Payments.
- Safeguard by taking necessary online security measures to protect my financial information.



HANDLING DIGITAL INFORMATION

I CAN

- Evaluate what information or content is reliable.
- Use bookmarks to save important sites and links.
- Access and retrieve information on different devices.
- Use a cloud storage to store and access information from different devices.
eg: OneDrive, GoogleDrive, Apple iCloud
- Access streaming services using internet.
eg: Spotify, Netflix, Applemusic, Amazon Prime



ONLINE SAFETY

I CAN

- Set up Two-Factor authenticators to secure logins.
- Create strong passwords.
- Set up anti-virus software to maintain and protect my devices.
- Identify online phishing scams and understand the risks of malware and viruses.
- Understand the risk of social media eg:- cyber-bullying and hate content and take steps to protect my digital wellbeing.



PLATFORMS TO IMPROVE DIGITAL SKILLS

- <https://nationalcareers.service.gov.uk/careers-advice/build-foundation-digital-skills-to-help-your-career>
- <https://jisc.potential.ly/signin>
- <https://www.gov.uk/government/publications/essential-digital-skills-framework/essential-digital-skills-framework>
- <https://www.youthemployment.org.uk/5-digital-skills-you-really-need-for-life-and-work/>

University of Hertfordshire **UH**

LinkedIn Learning

coursera

Google Digital Garage

udemy

W³ schools



Your digital skills are the bridge to a future of endless possibilities

Created By - Sanduni Navodya Gunasekara - MBA