

Assessment of digital skills

Name: _____

Tick box if confident

1. Microsoft Teams - pg. 4
 - Joining a meeting
 - Creating an instant meeting
 - Scheduling a meeting
 - Features
 - In Call Features

2. Zoom - pg. 14
 - Joining a meeting
 - Creating an instant meeting
 - Scheduling a meeting
 - In call features

3. Email - pg. 22
 - Features of email
 - Email safety

4. Internet - pg. 28
 - Making a search
 - The online possibilities
 - Online safety

5. iPad navigation - pg. 32
 - iPad Settings
 - iPad storage
 - Features

6. Apple Apps - pg. 38
 - Apple pre-installed apps
 - Productivity/Microsoft app's

7. Social media - pg. 48
 - Facebook
 - Other platforms
 - Using social media for a group
 - Creating graphics