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7  
Digital Tools

25 mins  
Duration

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## Ben Habib's Report

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Introduction Overall Digital Literacy Score Digital Tool Score Analysis

# Welcome to the Digital Literacy Assessment Report

This report offers insights into one's knowledge and comfort with 7 essential digital tools.

### What this Report Aids To Achieve



#### Understand Overall Scores

An overview of the cumulative performance across 7 digital tools that highlights one's overall knowledge and skills in digital literacy.



#### Gain Insights on each Digital Tool

Detailed insights into the performance on each of the 7 digital tools that provides insights into specific strengths and areas for improvement within each tool.



#### Identify Strengths and Red Flags

Highlights digital tools the test taker is very skilled at and which ones need further development.

### Understanding the Scoring System

This assessment measures one's knowledge and proficiency with essential digital tools. It includes 21 situational judgment questions, each with 4 answer choices. The assessment taker earns 1 point for each correct answer. There are no penalties for wrong answers.

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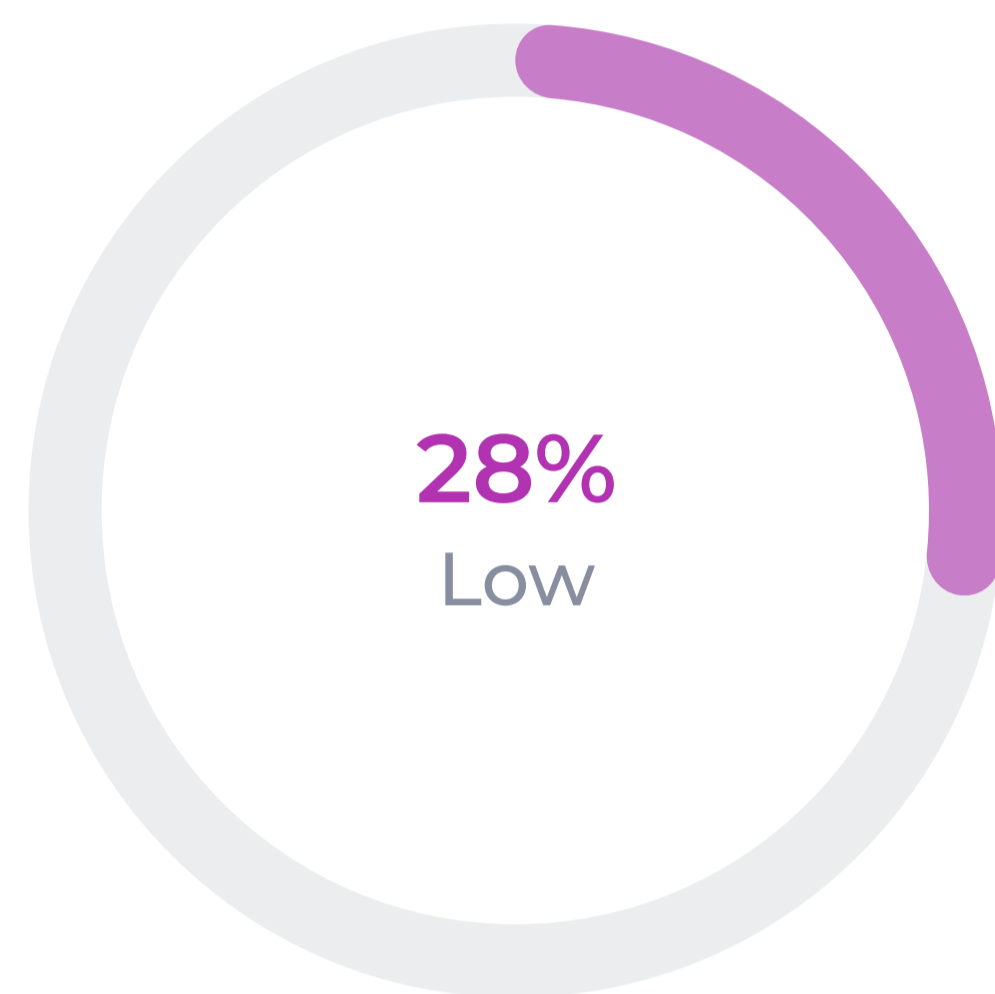
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## Overall Digital Literacy Score

This section displays the overall result on 7 Digital Tools, reflecting overall knowledge in Digital Tools.



### Score Description

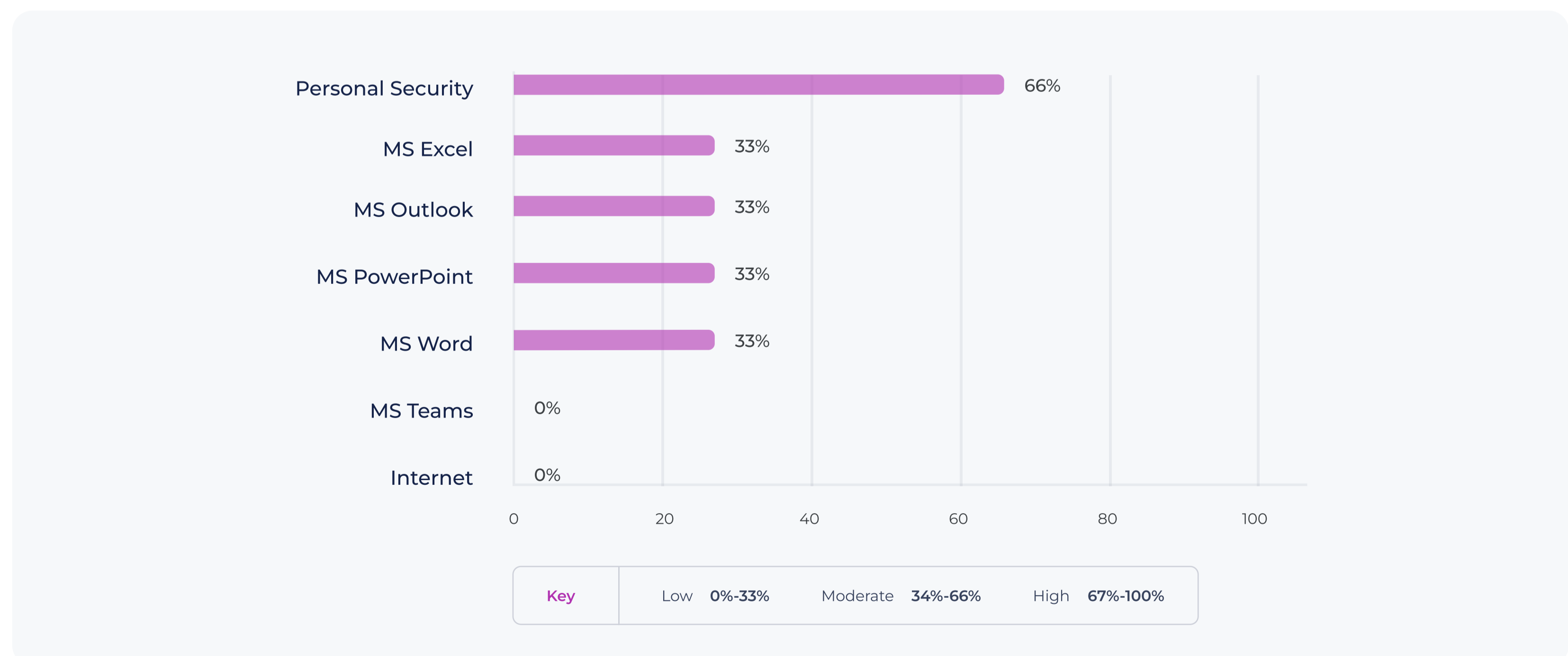
Has limited knowledge and skills in using digital tools and technologies. May struggle with basic tasks such as navigating the internet, using software applications like Microsoft 365 tools, and understanding digital communication methods. Indicates a need for significant training and support to develop essential digital literacy and skills necessary for personal and professional tasks.

### Key Characteristics

- Difficulty in performing basic digital operations.
- Limited understanding of internet safety and security practices.
- Needs assistance with troubleshooting technical issues.

## Graphs: 7 Digital Tools and Scores

This section displays one's knowledge in the 7 Digital Tools in the form of a graph.



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### Digital Tool Score Analysis

This section displays individual result on 7 Digital Tools, reflecting knowledge in specific Digital Tool.

Digital Tool	Score	Description
Personal Security	66% Moderate	Is competent in basic personal security knowledge and practices. May use privacy settings, identify simple phishing attempts, and create passwords, with potential for improving in personal security measures.
MS Excel	33% Moderate	Is competent in organizing and formatting data, using basic formulas and functions. Can create simple charts and perform basic data analysis and forecasting. Demonstrates potential for improving.
MS Outlook	33% Moderate	Is competent in managing email communications, organizing inboxes, and scheduling meetings. Can handle basic integration with other Microsoft 365 applications and manage contacts with some proficiency. Demonstrates potential for improving.
MS PowerPoint	33% Moderate	Is competent in designing and editing slideshows with a range of multimedia elements like images and videos. May use some design features but may need improvement in creating more dynamic presentations.
MS Word	33% Moderate	Is competent in creating and editing text documents with proper formatting. Can insert images and tables and use basic features like track changes. May need improvement with advanced tools.
MS Teams	0% Low	Has a limited understanding about the basic functions of MS Teams, such as initiating chats or joining video meetings. May struggle with file sharing and integrating with other Microsoft 365 tools.
Internet	0% Low	Has limited ability to use the Internet for basic tasks like browsing and emailing. May struggle with online research and using digital services.

### Strengths and Red Flags

This section displays identified Red Flags and Strengths.

**Red Flags:** Digital Tools for which the assessment taker could not mark any correct answers.

**Strengths:** Digital Tools for which the assessment taker marked all answers correctly.

Strengths

No strengths identified

Red Flags

MS Teams

Internet