

Digital literacies summary

Introduction

Digital literacies help you navigate, evaluate, and create information using digital technologies. We use technology in our everyday lives and employers and educational institutions require us to apply similar digital skills in the workplace or while studying.

Digital literacies at CDU TAFE

This summary focuses on some basic digital technologies you may use at CDU TAFE.

Email

Emails are an essential communication tool. You use them to exchange information, request assistance, schedule meetings and share updates with colleagues, instructors and industry professionals. You need to understand how to

- Find your email account by accessing your Student Portal
- Use your student number and password to access your email mailbox
- Understand how to navigate your mailbox to find things like your Inbox, how to send an email, and how to attach a file
- Write an effective and professional email by keeping your subject line concise, using the appropriate level of politeness, and being clear and concise in the body of your email

Folder organisation

When you are studying, you need to keep your electronic documents organised. You can do this by

- Naming and organising your folders with consistent and clear names
- Naming and organising your files within your folders consistently and clearly
- Use words that are consistent, give context, are logical, and include a version number or date you so always know what is the most recent version of your document

Microsoft Office 365

This is a cloud-based suite of electronic tools that includes applications such as Word, Excel and PowerPoint, along with collaborative tools such as Teams. It is important for CDU TAFE students because it provides access to essential software for creating documents, managing data and communicating with instructors and peers. Explore this suite to identify which applications ('apps') might also be useful.