

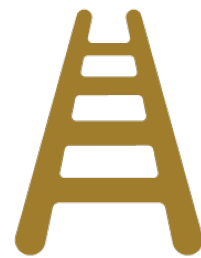


SHARP
D I G I T A L

Your digital content

There are three learning steps.

- Step 1 – Creating digital documents
- Step 2 – Creating digital spreadsheets
- Step 3 – Creating digital presentations



Digital documents, spreadsheets and presentations!

In this section of the course we introduce you to the concepts of digital documents, spreadsheets and presentations. All of these types of content have a lot of things in common. This includes the software you can use, the way you manage the design of the files and the importance of saving the files.

What they have in common?

1. They are **content**.
2. You create/write them on a **digital device**.
3. You can use a **smartphone**, a **tablet** or a **computer**.
4. Is a **digital file**.
5. You have to **CREATE** it and **SAVE** it.

Imagine a **filing cabinet** somewhere on your device. If you are a **SHARP** digital user, you know where to put that file so you can find it later.



And then?

- You need the right **software** (tool)
- You open the **software**
- You create a new **file** (document, spreadsheet or presentation).
- You give the **file** a name and save it somewhere.
- You start creating **content**.



When you are creating the content:

You can:

Delete text

Copy text

Cut text

Paste text

Insert

And then it's gone!

Copy the text to use again.

Take the text out to use again.

Put the copied or cut text somewhere else.

*You can **'insert'** other content into your document
(videos, photos etc).*

The font

You can also play with the letters. This is called changing the font.

You can

- make it **bigger**
- or smaller
- change the **colour**
- make it **bold**

Remember. A **SHARP** Digital user always saves the file.
Close your file without saving = it is **GONE!**



A **SHARP** Digital knows you don't need to have a computer to create this content.

You can create documents, spreadsheets and presentations on your **mobile device**. You just need the right **software** installed on your device.

Step 4 – Creating digital documents

Digital documents are used for creating many types of content including:

1. CVs
2. Reports
3. Long letters and messages
4. And even to write books!

Common tools used to create digital documents are:

- Microsoft Word
- Google Docs



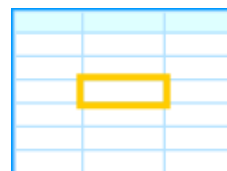
You can be really creative and change the way it looks (layout).

- margins
- paper size
- create columns
- indent text
- insert new pages

You can insert pictures.



You can insert tables.



Step 5 – Creating digital spreadsheets

Digital spreadsheets allow us to create a record of what we spend.

We use them for:

1. **Managing budgets**
2. **Collecting and sorting information**
3. **Calculations**



Digital spreadsheets are made up of **rows** and **columns** and **cells**. You put your **content** into the **cells** and sort your content using the **rows** and the **columns**.

Common tools used to create digital spreadsheets are:

- Microsoft Excel
- Google Sheets



Step 6 – Creating digital presentations

Digital presentations allow us to explain something in a clear and easy to understand way.

We use them for:

1. Making a message simple and clear.
2. We use them at work to give information to groups of people.
3. They are a clever tool for writing a proposal.

Common tools used to create digital presentations are:

- Microsoft PowerPoint
- Google Slides

