**Application of information and IT Skills / digital literacy**

What exactly does this mean?

* Find relevant information from a range of sources
* Manage and evaluate the information and data for its suitability, currency and appropriateness.
* Abstract relevant and appropriate data
* Synthesize or combine diverse data together in a meaningful way
* Select and use appropriate information technology tools for a range of day to day processes (databases, word processing, spreadsheets, social media)

You will develop these skills in many ways in all aspects of your life, for example:

**Academic related**

* Sourcing relevant information for a piece of work.
* Evaluating the reliability of publications.
* Sorting through information to extract the most relevant materials/theories/quotes.
* Collating relevant information.
* Writing up information in a report, essay or dissertation using computer based programmes.
* Constructing an electronic presentation and using it to present findings.
* Working as part of a group to decide on information sources.
* Managing a number of projects at once and prioritising as necessary.
* Managing multiple communication tools e.g. Facebook, blogs, email.
* Confident use of software for writing, presenting and data analysis.
* Podcasting.
* Creating materials for the web.
* File sharing.
* Attending IS courses i.e. ‘digital literacy’.
* Using new technologies, e.g. Prezi to deliver presentations.

**Extra-curricular**

* Developing a website or mobile phone application for your student society, own business or social enterprise.
* Building a database to collect and manage student society membership.
* Creating an online booking system for an event.
* Setting up a Facebook page or other social media account for a student society or group.

**Work experience**

* Taking on a research role as a volunteer, intern or part time employee.
* Writing an article or news piece for an organisation.
* Completing a project for an employer.
* Conducting and evaluating consumer or market research with a view to starting your own business.
* Presenting findings to an employer during an internship or work placement.
* Researching target employers to discover which technologies they use and what programming languages are in demand.
* Familiarising yourself with the IT systems (e.g. content management systems) used in the workplace.

**Other**

* Conducting research and deciding on the most relevant information to include in your blog/Twitter feed.
* Reading a sector relevant publication and targeting the stories most relevant to boost your commercial awareness.
* Chairing a meeting, summarising the most important points.
* Completing online courses/webinars on developing your online presence.
* Teaching yourself how to programme and use specific programming languages via online courses.