

Digital skills checklist ✓

Know how to:

- Assist with spreadsheets, documents, word processing & email
- Operate Multi-Function Devices eg. printer, scanner, photocopier
- Create infographics and posters
- Post to library social media
- Critique online information & spot fake news
- Use virtual meeting skills eg. Zoom, Microsoft Teams
- Assist with devices eg. iPads, tablets etc.
- Assist with searching electronic databases/eresources
- Help with adaptive & assistive technology
- Compile online bibliographies
- Use augmented & virtual reality tools

