

Digital Skills Quick Start

The Basics You Need Fast



"You are capable. Every small step forward matters."

▶ WATCH A TUTORIAL

→ PRACTICE THE SKILL

✓ APPLY IT IN CLASS

FILES & FOLDERS

Keep It Organized

- Create **one folder per class** to keep work separate.
- **Name clearly:** LastName_Assignment1
- Always check where you are saving before clicking Save.
- **Avoid:** "document1", "stuff", or "my file".

EMAIL (GMAIL)

Professional Communication

- **Include:** Subject line, Greeting, Message, Name.
- **Attachment:** Check before sending!

Subject: Assignment Submission
Hello Ms. Lee, I am sending my file. Thank you, [Your Name]

MICROSOFT WORD

Documents & Writing

- Use for essays, resumes, and notes.
- Include a clear **Title** and your **Name** at the top.
- Use a consistent, easy-to-read font (size 11 or 12).
- **Save as:** LastName_AssignmentName

MICROSOFT EXCEL

Data & Lists

- **Row** = Across (1, 2, 3) | **Column** = Down (A, B, C)
- **Cell** = One box (e.g., A1)
- **Formula:** Starts with = (e.g., =A1+B1)
- Use for: budgets, schedules, tracking lists.

PYTHON (BEGINNER)

Coding Basics

Errors are normal — read carefully and try again.

```
print("Hello, world!")
```

IF YOU GET STUCK

1. Read directions again
2. Check where file was saved
3. Check attachment
4. Save work
5. Ask for help

"A problem is not proof you can't do it. It is part of learning."

QUICK LINKS

Gmail: applieddigitalskills.withgoogle.com

Word: support.microsoft.com/word

Excel: excel-easy.com

Python: w3schools.com/python • replit.com

Save your work. Stay organized. Practice often. Keep going.

Pablo Lambey Foundation | Digital Skills Resource Guide