

DIGITAL PROFICIENCY AND PRODUCTIVITY

This toolkit contains a range of resources carefully curated to help improve your digital proficiency and productivity skills.

23 THINGS

23 Things is a University of Edinburgh programme designed to expose you to a range of digital tools for your personal and professional development as a researcher, academic, student, or professional.

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COMPUTER LITERACY FOR WINDOWS 10

A Lynda.com course designed to teach you how to use a Windows 10 computer comfortably, while improving learning and productivity.

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COMPUTER LITERACY FOR MAC

A Lynda.com course designed to walk you through the skills necessary to use Mac computers comfortably, while improving learning, productivity, and performance.

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GOOGLE APPS FOR EDUCATION ESSENTIAL TRAINING

Google Apps for Education is designed to help teachers and students collaborate digitally. This Lynda.com course covers the core apps (Gmail, Drive, and Calendar) as well as Google Docs, Sheets, and Slides.

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AN INTRODUCTION TO OFFICE 365

Two hour introductory classroom-based workshop for University of Edinburgh staff and students who are new to using Office 365 and wish to learn how to its apps including Outlook, Calendar, People and OneDrive.

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1 MINUTE CPD ON DIGITAL COMMUNICATION

A series of short blog posts from Manchester Metropolitan University offering quick and accessible resources on ways to support and develop digital communication.

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LEARNING ONENOTE ONLINE(O365)

OneNote Online is a digital notebook tool available as part of the Office 365 suite. This Lynda.com course will teach you how to use OneNote to take meeting notes/minutes, document action items, track tasks and collaborate with others.

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MANAGING YOUR EMAIL

Guidance and practical tips from Jisc on how to manage your email more effectively.

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ORGANISE YOUR DIGITAL LIFE WITH EVERNOTE

A short podcast providing a quick overview of Evernote - a software application designed to help users organise and retrieve digital content efficiently and effectively.

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ADVENTURES IN EXTREME PRODUCTIVITY

This series of blog posts by Jason Downs is aimed at those interested in working smarter and/or reading a little bit about strategy for improved learning. Techniques outlined can help you to manage often overwhelming tasks and keep yourself on track with your to-do list.

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