The Talent Development team is pleased to offer relevant and meaningful learning opportunities to Virginia Tech's faculty and staff. Beginning in December, on a quarterly basis, we will be offering resources and professional development learning opportunities related to the core values that support the Virginia Tech Difference: Advancing Beyond Boundaries.

For the winter quarter, the professional competency we are highlighting developmental opportunities for is Digital Fluency, which is the ability to apply digital technology to enhance quality, improve productivity and communication, solve problems, and streamline processes. We hope you will try something new from the learning resources included to maximize your skills in new and emerging technologies in order to work, learn, and live in a digital society.

WAYS TO DEVELOP DIGITAL FLUENCY SKILLS:
- Create projects and express ideas through digital tools.
- Learn a new technology or design skill through LinkedInLearning.com.
- Work with a Virginia Tech librarian to find relevant and credible sources through online research.

REFLECTION QUESTIONS:
1. How do you use technology and social media on a daily basis? How comfortable are you with learning new technology?
2. Which computer skills will enhance your professional development plan?
3. When you gather information online for a project, how do you evaluate the credibility of the sources you view?
4. Reflect on your digital footprint. What can others see about you online and what is the first impression someone would have of you based on your online brand?

The digital and physical worlds are starting to come together more seamlessly - it's only the tip of the iceberg in terms of what's coming.

- Mark Parker
Workshops

**OFFICE SOFTWARE SKILLS:**
Classroom-based courses offer basic, intermediate, and advanced desktop application courses in Microsoft Access, Excel, PowerPoint, and Word.

*For a list of upcoming classes & to register, go to:*
https://profdev.tlos.vt.edu/browse/talentdevelopment/officesoftwareskills

- **Jan. 22 & Feb. 5, 2020** from 8:30 a.m. to 12:30 p.m., NEC Room 2450
- **Feb. 19, 2020** from 8:30 a.m. to 12:30 p.m., NEC Room 2460

**REGISTER NOW!**
1. Go to training.vt.edu.
2. Select “View By Alpha”.
3. Search for the course title and select.
4. Select the date of the class you wish to attend and follow the on-screen instructions to complete your registration.

Resources

**Safari eBooks**
Exciting titles related to developing your digital fluency skills available through Learning Services and Educational Technologies, Virginia Tech University Libraries (free e-books!) through Safari Books Online:

- Microsoft Projects 2019 for Dummies by Cynthia Snyder Donisio

**ARTICLES:**
- The Importance & Advantages of Learning Computer Technology by Tasos Vossos
- Computer Skills: Definitions and Examples from Indeed.com Career Advice
- Evaluating Information Resources from UAF.edu

**VIDEOS:**
- Learn Pivot Tables in 6 Minutes (Microsoft Excel)
- How to Insert and Embed a YouTube Video in PowerPoint 2010
- The Top 20 Outlook Tips and Tricks

Presented in conjunction with TLOS: Technology Enhanced Learning and Online Strategies