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1. <u>Communication in an IT Team</u>
Microsoft Teams is one of the most effective communication platforms for IT teamwork. It integrates messaging, video conferencing, file sharing, and project management in a single environment. Compared to Slack, Teams has stronger integration with Microsoft 365 tools such as Word, Excel, and SharePoint, making document collaboration effortless. Slack, while powerful for messaging and integration through third-party apps, lacks native productivity suites and often requires additional subscriptions. Teams also offers robust meeting features suitable for regular standups, code reviews, and cross-department communication. Slack is better for fast-paced communication in developer groups, but Teams provides a more holistic environment for structured team workflows.

2. <u>The Ideal Work Environment for an IT Specialist</u>
A well-organized IT workstation should have ergonomic furniture, such as an adjustable chair and monitor stand, to prevent strain during long work sessions. Hardware should include a reliable computer with enough processing power, preferably a multi-core processor, ample RAM, and SSD storage to handle demanding applications. Dual monitors increase productivity by allowing developers to work with multiple windows simultaneously. Software should include an IDE, version control tools, and communication applications. Proper work organization includes task management tools, clean desk habits, and a comfortable, quiet environment. Together, these components enhance focus, reduce fatigue, and boost efficiency.

3. <u>Cybersecurity in Everyday Life</u>
The three most common online threats include phishing, malware, and password breaches. Phishing tricks users into revealing sensitive information through fake messages or websites; protection requires caution and verifying sources. Malware infects devices to steal data or damage systems; users can protect themselves by installing antivirus software and avoiding unknown downloads. Password breaches occur when weak or reused passwords are compromised; using complex passwords and activating two-factor authentication significantly improves security. Basic awareness and proactive habits help everyday users stay safe online.

4. <u>Your Favorite IT Tool</u>
Visual Studio Code is a highly versatile code editor used frequently for software

development. Its advantages include lightweight performance, built-in debugging, and extensive extension support. It works with many programming languages and integrates well with Git for version control. However, too many extensions can slow performance, and initial configuration may be overwhelming for beginners. VS Code is most useful in web development, scripting, and collaborative coding environments.

5. Qualities of a Good IT Specialist

A good IT specialist should possess both technical and soft skills. Technical abilities include problem-solving, programming knowledge, and familiarity with tools. Soft skills such as teamwork, communication, adaptability, and time management help IT professionals collaborate effectively. For example, when resolving a system outage, communication ensures that users stay informed, while adaptability allows quick solutions. Curiosity and continuous learning are also essential to keep up with rapidly evolving technologies.

6. Artificial Intelligence – Opportunity or Threat?

AI presents both opportunities and challenges, but overall, it offers more opportunities. AI tools automate repetitive tasks, such as code formatting and bug detection, freeing developers for creative work. Machine learning enables better cybersecurity, predictive maintenance, and data analysis. However, AI can threaten jobs that rely on routine tasks and may introduce ethical challenges like privacy concerns. With proper regulation and skill development, AI becomes a powerful tool that enhances, rather than replaces, IT professionals.

7. Problem Solving

During university studies, I once struggled to configure a local server for a web application. The server kept failing due to a port conflict. I investigated the issue by checking logs and discovered another application was using the same port. After changing configurations and restarting services, the application worked correctly. This experience taught me the importance of systematic troubleshooting and reading system logs carefully.

8. Self-Organization and Time Management

To stay productive, I plan projects by breaking them into smaller tasks and setting deadlines. Tools such as Trello, Notion, and calendar reminders help track progress. I prioritize tasks using the Eisenhower matrix and focus blocks like the Pomodoro technique. Regular reviews help me adjust goals and stay motivated. This structured approach ensures consistent progress.

9. <u>Learning and Development in IT</u>
Online documentation is one of the most reliable learning sources, especially for languages and frameworks. Platforms like YouTube provide practical tutorials, while forums like Stack Overflow help solve specific programming issues. Online courses on platforms like Udemy or Coursera offer structured lessons. Combining multiple resources ensures deeper understanding and problem-solving skills.

10. <u>Technology and Society</u>
Computer science greatly affects daily life. Positively, IT enables fast communication, remote work, online education, and healthcare advancements. Negatively, it can cause privacy issues, encourage social isolation, and increase dependence on technology. Balancing these effects requires digital literacy, cybersecurity awareness, and responsible technology use.