**What is computer literacy and why is it important to be computer literate?**

Very few people today live their daily lives computer-free. They simply are engrained in our society to the very bone, and the growth of the industry even today is staggering. Statista.com marks global PC shipments at a whopping 276 million units in 2020 alone (Alsop, 2020), and the year isn’t even over yet. Thankfully, the world of computers is getting more and more straightforward as time goes on. It used to be that one of the first things to worry about when getting a computer was looking into assembling it yourself, or suffer a crazy price markup to get a pre-built system. Over the last few years, however, it seems that the advantages to building your own PC as a novice user are getting more and more minimal with savings margins on the decline (Hoffman, 2016). All this means that the very idea of computer literacy is getting easier to comprehend as days roll by. No more do you have to know where on a motherboard a CPU slots in. Don’t even worry about whether your motherboard supports RAM channels 2 and 4, or 1 and 3 for dual channel RAM. Today, computer literacy is as simple as what’s right in front of you—learning to navigate your computer, and its peripherals. This can be an especially helpful technique to master now more than ever. Computers are starting to be integrated into most every part of your life; knowing how to use them and getting familiar with how they work can save you an immeasurable amount of frustration in the days to come, and it could even help you with your personal life, staying organized with automated computer functions and to stay sorted with various files and information just a click away.

**What are some ways technology has affected society?**

Modern society cannot exist without the help of technology. From the early rock and stick combination to the computers of today, each invention relied on that before it. An innovation that brough the power of computing into the homes of people all over the globe came in 1975 when the Altair 8880 hit the market (Intel, 2018). The people of the world would now have access to (at the time) seemingly limitless computational power in their own homes. These kinds of innovations would give way to people like Jeff Bezos to start up a new online website selling books by the name of Amazon.com (Hartmans, 2020). The entertainment industry would also be affected by the prevalence of consumer technology. Today, people all over the world tune into cable television to watch television shows or use various kinds of computers from desktops to smartphones to browse online media such as YouTube or social media platforms like Instagram or Reddit. They can even use those same devices to play one of the myriad videogames available on the market. Smartphones are actually another radical step towards computers being available everywhere you look, and are largely responsible for a change in personal life as well. Never has it been easier to document your life wherever you go. Simply take out your phone, and use one of the high-resolution cameras attached to take a picture. This routine is adopted by a growing amount of people all subscribed to and actively participating in social media groups. Simply put, you can upload that picture you took, add a text caption to provide context, and send it to the serves to put it on display for all of your followers to view. Technology like this has given people creative new ways to stay in touch, and keep connected.

**What are some ways you might use technology in your career?**

With the rise of technology and the growing number of computers in our lives today, it’s easy to wonder how you are going to use technology wherever you work. The answer to this question is not a simple cut-and-dry response. Technology can be used in different ways for different applications. Though it is possible that within the next decade many people’s work could change drastically as James Manyika writes “We find that about 60 percent of all occupations have at least 30 percent of activities that are technically automatable” (2017) in an editorial for McKinsey Global Institute. You may see that estimation and think that means that 60% of occupations will lose 30% of jobs in the coming future, but it may also be of solace to wonder who is going to be operating and maintaining those machines that take the place of repetitive work. The people who once were weaving fabrics for 40 hour weeks, may now be the people overseeing the machine weaving for 40 hour weeks. Another use for technology in your career may be significantly less grim, but just as important. Tools are being developed and tweaked daily to support a more productive and efficient workplace. These tools like the Microsoft Office suite of applications have the power to completely transform your workflow, and honestly might even have. Savannah Technical College has a webpage that states “there are over 1.2 billion users of Microsoft Office products. More than 60 million businesses have a monthly subscription to Office 365. On top of that, approximately 50,000 new small businesses purchase Microsoft Office products each month!” (Savannah, 2020). These productivity focused applications have already made a huge impact, and likely will make an appearance in your professional work too. Finally, the people of the world is getting more and more connected while the distance between them is growing further and further apart. Events like the coronavirus have really shaken society and mixed up how we do business. Thankfully, technology can always adapt—and adapt we did. Software like Zoom help keep people face-to-face without the risk of going outside and exposing themselves to the elements. With video conferencing you can have your meetings in the safety of your own home. In fact, professional administrations have made these programs more and more common today. As put by Jack Walden from Generation Digital, “HR professionals love Zoom because it often reconnects disconcerted employees, teams and companies - it's a great internal tool! But what if I told you that's only half of it? The HR professionals I spoke to said they also love using Zoom externally, whether it's with a partner, supplier or candidate.” (2019)

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