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This educational text outlines fundamental **digital literacy skills** necessary for personal and professional success in a modern environment. It provides a comprehensive guide to **internet basics**, including the mechanics of web browsers and the **etiquette of professional email communication**. The material explores how to build a **LinkedIn portfolio** and manage a positive **digital footprint** while emphasizing the importance of **online safety** and cyberbullying prevention. Additionally, it offers practical instructions for utilizing **cloud storage** platforms like Google Drive and designing effective surveys using **Google Forms**. Ultimately, the document serves as a roadmap for becoming a **responsible digital citizen** who can navigate virtual collaboration tools with confidence.

How can individuals effectively manage their communication and professional presence across digital platforms?

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