

DigComp Area

Microsoft Office Specialist DigComp Competences

1

Information & Data Literacy

		Access	Excel	Outlook	PowerPoint	Word
1.1.	Browsing, searching and filtering data, information and digital content	High	High	Medium	Low	High
1.2.	Evaluating data, information and digital content	High	High	Low	Low	Low
1.3.	Managing data, information and digital content	High	High	Medium	Low	High

2

Communication & collaboration

		Access	Excel	Outlook	PowerPoint	Word
2.1.	Interacting through digital technologies	Low	Low	High	Low	Low
2.2.	Sharing through digital technologies	Low	Low	High	Low	Low
2.3.	Engaging in citizenship through digital technologies	Low	Low	High	Low	Low
2.4.	Collaborating through digital technologies	Low	Low	High	Low	Low
2.5.	Netiquette	Low	Low	High	Low	Low
2.6.	Managing digital identity	Low	Low	High	Low	Low

3

Digital content creation

		Access	Excel	Outlook	PowerPoint	Word
3.1.	Developing digital content	High	High	Medium	Low	High
3.2.	Integrating and re-elaborating digital content	High	High	Medium	Low	High
3.3.	Copyright and licences	Low	Low	Low	Low	High
3.4.	Programming	High	High	Low	Low	Low

4

Safety

		Access	Excel	Outlook	PowerPoint	Word
4.1.	Protecting devices	High	Low	Low	Low	Low
4.2.	Protecting personal data and privacy	Low	High	Medium	Low	High
4.3.	Protecting health and well-being	Low	Low	Low	Low	Low
4.4.	Protecting the environment	Low	Low	Low	Low	Low

5

Problem solving

		Access	Excel	Outlook	PowerPoint	Word
5.1.	Solving technical problems	High	High	Medium	Low	High
5.2.	Identifying needs and technological responses	Low	High	Low	Low	High
5.3.	Creatively using digital technologies	High	High	Low	Low	Low
5.4.	Identifying digital competence gaps	Low	Low	Low	Low	Low