

MY COMPUTER SKILLS:STRENGTHS AND WEAKNESSES

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Annotation: This article provides a reflective analysis of personal computer skills, focusing on the author's strengths and weaknesses in using digital technologies. The study explores key areas such as typing, software proficiency, internet navigation, and problem-solving abilities. While strengths include basic office applications and online communication, weaknesses involve programming, data analysis, and advanced system maintenance. The article emphasizes the importance of continuous learning and self-assessment in developing computer literacy.

Аннотация: В данной статье представлен рефлексивный анализ личных навыков работы с компьютером, рассматриваются сильные и слабые стороны автора в использовании цифровых технологий. Исследование охватывает такие ключевые области, как печать, владение программным обеспечением, навигация в интернете и способность решать проблемы. Сильные стороны включают базовые офисные приложения и онлайн-коммуникацию, тогда как слабые — программирование, анализ данных и продвинутое обслуживание системы. Статья подчеркивает важность непрерывного обучения и самооценки в развитии компьютерной грамотности.

Annotatsiya: Ushbu maqolada shaxsiy kompyuter ko'nikmalarining reflektiv tahlili keltirilib, muallifning raqamli texnologiyalardan foydalanishdagi kuchli va zaif tomonlari ko'rib chiqiladi. Tadqiqotda matn terish, dasturiy ta'minotdan foydalanish, internetda

navigatsiya va muammolarni hal qilish qobiliyatlari kabi asosiy sohalar o‘rganiladi. Kuchli tomonlar asosiy ofis dasturlari va onlayn muloqotni o‘z ichiga olgan bo‘lsa, zaif tomonlar dasturlash, ma’lumotlar tahlili va tizimni murakkab darajada sozlash bilan bog‘liq. Maqola kompyuter savodxonligini rivojlantirishda uzluksiz o‘rganish va o‘z-o‘zini baholashning muhimligini ta’kidlaydi.

Keywords: Computer skills, strengths, weaknesses, self-assessment, digital literacy, software, typing.

Ключевые слова: Навыки работы с компьютером, сильные стороны, слабые стороны, самооценка, цифровая грамотность, программное обеспечение, печать.

Kalit so‘zlar: Kompyuter ko‘nikmalari, kuchli tomonlar, zaif tomonlar, o‘z-o‘zini baholash, raqamli savodxonlik, dasturiy ta’minot, matn terish.

Introduction. In the modern digital age, computer skills have become essential for academic success, professional development, and daily communication. Like many students and professionals, I rely heavily on my computer for studying, working, and connecting with others. However, my level of proficiency varies across different areas. Some skills come naturally and have been developed through consistent practice, while others remain challenging and require further improvement. This article presents a personal reflection on my computer skills, identifying both my strengths and weaknesses, and discusses how self-awareness in this area can guide future learning. By examining my abilities critically, I aim to understand where I stand and what steps I need to take to become a more competent and confident computer user[1.3].

Strengths in Computer Skills. One of my main strengths is working with basic office software, particularly word processors such as Microsoft Word and Google Docs. I can format documents, insert tables, adjust margins, use spell check, and save files in different formats without difficulty. This skill has been very useful for completing written assignments, preparing reports, and organizing notes. Another strength is my ability to communicate online. I use email effectively, participate in video calls through Zoom and Skype, and share files using cloud storage services like Google Drive and OneDrive. I am also comfortable browsing the internet, searching for information using keywords, and

evaluating the reliability of websites. Over time, I have learned to manage multiple tabs, use bookmarks, and download necessary materials safely. Typing is another area where I perform reasonably well. Although I am not the fastest typist, I can type without looking at the keyboard most of the time and maintain a steady rhythm. This helps me take notes during lectures and complete written tasks more efficiently. Additionally, I know how to protect my computer by using antivirus software, creating strong passwords, and avoiding suspicious links or downloads. These basic security practices have helped me keep my personal information safe[2.4].

Weaknesses in Computer Skills. Despite my strengths, I have several clear weaknesses when it comes to computer skills. The most significant is programming and coding. I have little to no experience with programming languages such as Python, Java, or HTML. Whenever I encounter tasks that require writing or understanding code, I feel lost and dependent on others for help. This limits my ability to customize software, build websites, or work with data in more advanced ways. Another weakness is data analysis and spreadsheets. Although I can enter data into Microsoft Excel or Google Sheets, I struggle with formulas, functions, pivot tables, and charts[3.5].

Creating graphs or analyzing large sets of numbers takes me a long time, and I often make errors. This is a problem because many academic and professional tasks require basic data handling skills. I am also not confident in troubleshooting hardware or software problems. If my computer freezes, runs slowly, or displays an error message, I usually restart it or ask for help instead of diagnosing the issue myself. I do not understand how to update drivers, check system performance, or recover lost files. Furthermore, I have limited knowledge of graphic design, video editing, and other creative software. Programs like Adobe Photoshop, Premiere Pro, or even simpler tools like Canva beyond basic use are unfamiliar to me. This weakness prevents me from creating visually engaging presentations or multimedia content. Lastly, I tend to be disorganized with my digital files. I often save documents to the desktop or download folder without creating a clear system of folders and subfolders. As a result, I waste time searching for files and sometimes lose important work[4.5].

Conclusion. Reflecting on my computer skills has helped me understand both what I do well and what I need to improve. My strengths in word processing, online communication, internet browsing, typing, and basic security provide a solid foundation for everyday tasks. However, my weaknesses in programming, data analysis, troubleshooting, creative software, and file organization hold me back from using computers more effectively and independently. To address these gaps, I plan to take online courses in spreadsheet management and beginner programming. I will also practice solving common computer problems by reading help guides and watching tutorials. Organizing my digital files systematically and exploring creative tools step by step will further support my growth. Computer skills are not fixed; they can be developed through patience, practice, and curiosity. By honestly assessing my strengths and weaknesses, I can create a realistic roadmap for becoming a more capable and confident computer user in the future. Over time, I have learned to manage multiple tabs, use bookmarks, and download necessary materials safely. Typing is another area where I perform reasonably well. Although I am not the fastest typist, I can type without looking at the keyboard most of the time and maintain a steady rhythm. This helps me take notes during lectures and complete written tasks more efficiently. Additionally, I know how to protect my computer by using antivirus software, creating strong passwords, and avoiding suspicious links or downloads. These basic security practices have helped me keep my personal information safe[5.4].



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