

# EU Skills Profile Tool for Third Country Nationals

**Doe John**

## Personal information

### General information

**Family name** Doe

**First name** John

## Skills identification

### Digital skills

**Using a smartphone or tablet** With guidance

**Using a laptop** Beginner

**Managing files and folders on a computer** Intermediate

**Creating, editing, formatting and printing text documents** Expert

**Creating, editing, formatting and printing spreadsheets** With guidance

**Creating, editing and formatting presentations** Beginner

**Sending / receiving / printing E-mails** Intermediate

**Finding and managing information on the internet** Expert

**Making Internet calls/ video calls** With guidance

**Purchasing goods and services online** Beginner

**Learning/studying online** Intermediate

**Producing graphic designs**

Expert

**Other digital skills**

Other digital skills 1  
Other digital skills 2  
Other digital skills 3