Digital tools categorized by the different activities commonly involved in a digital internship

Category	Description	Digital tool	Website
Video Conferencing and Communication	Tools for virtual meetings, conferences, and communication through video, audio, and text chat.	Zoom	zoom.us
		Microsoft Teams	office.com
		GoToWebinar	gotowebinar.com
		Webex	webex.com
		Discord	discord.com
		Slack	slack.com
Document Collaboration and File Storage	Platforms for real-time document collaboration and managing digital files and folders.	Google Docs	docs.google.com
		Microsoft Office Online	office.com
		Dropbox	dropbox.com
		Box	box.com
		Google Drive	drive.google.com
Task and Project Management	Tools to plan, organize, and track tasks and projects with features like task assignment and progress tracking.	Trello	trello.com
		Asana	asana.com
		Monday.com	monday.com
		Wrike	wrike.com
Virtual Whiteboards	Digital platforms for drawing, writing, and collaboration, emulating traditional whiteboards.	Miro	miro.com
		Jamboard	jamboard.google.com
		Lucidspark	lucidspark.com
Password Management	Tools for securely storing and organizing passwords and login credentials.	LastPass	lastpass.com
		1Password	1password.com
Content Creation and Design	Tools for generating and producing media and materials for various digital platforms and marketing purposes.	Canva	canva.com
		Adobe Creative Cloud	adobe.com
Data Analysis and Reporting	Tools for examining, interpreting, and presenting data to extract insights, trends, and patterns.	Microsoft Excel	microsoft.com
		Google Analytics	analytics.google.com
Social Media Management	Platforms for managing social media content, scheduling	Buffer	buffer.com
		Hootsuite	hootsuite.com

Category	Description	Digital tool	Website
	posts, and analyzing performance.		
Email Marketing	Strategies and tools for sending targeted emails to promote products or services and to engage with a subscriber base.	Mailchimp	mailchimp.com
		Constant Contact	constantcontact.com
Professional Networking	Online platforms and applications to connect with professionals and build relationships within industries.	LinkedIn	linkedin.com
		Handshake	joinhandshake.com
		Indeed	indeed.com

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