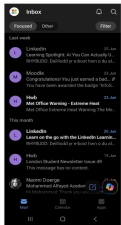


My DS1 Task

Screenshot/Photo 3

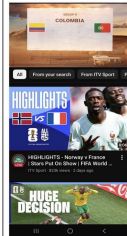
[Insert Photo/Screenshot below]



This shows that I use Outlook to send and receive emails and it is more of a formal way of communicating so I use it mostly to send and receive emails from the University and my lecturers. This is also one of the best ways of communicating in a business.

Screenshot/Photo 4

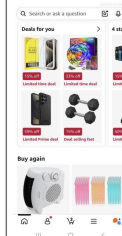
[Insert Photo/Screenshot below]



This shows that I use Youtube to watch videos for learning and entertainment purposes. This digital tool is very useful when trying to learn new things because it has all sorts of videos explaining to me and teaching me about whatever I want to learn or want more information about.

Screenshot/Photo 5

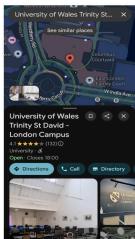
[Insert Photo/Screenshot below]



This shows that I use the Amazon app to browse and purchase items online. This is very useful for me because there are reviews and ratings on most of the items and when I place an order, the items are usually delivered to me very quickly.

Screenshot/Photo 6

[Insert Photo/Screenshot below]



This shows that I use Google Maps to help me travel to university. It is a very good digital tool that can help you to get to new places that you want to go to but have never visited as it gives you directions and also shows you what modes of transport you can use, such as public transport.

I use digital tools to help me everyday like Whatsapp to message friends and family as it is very convenient and easy to use.

I feel confident when I use Google maps because I have been using it for a very long time now and know my way around it. It helps me very much when I am driving and need to go to a distant place.

I want to improve using Microsoft Powerpoint and Excel because I believe they are essential and very useful when it comes to running a business.

I sometimes feel nervous when editing pictures and videos because I am still quite new to it and still learning new things about it everyday.

I hope this module will help me to improve in the areas that I need to improve such as Microsoft Powerpoint and Microsoft Excel because I believe becoming better at these will help me in the future when I open my own business.

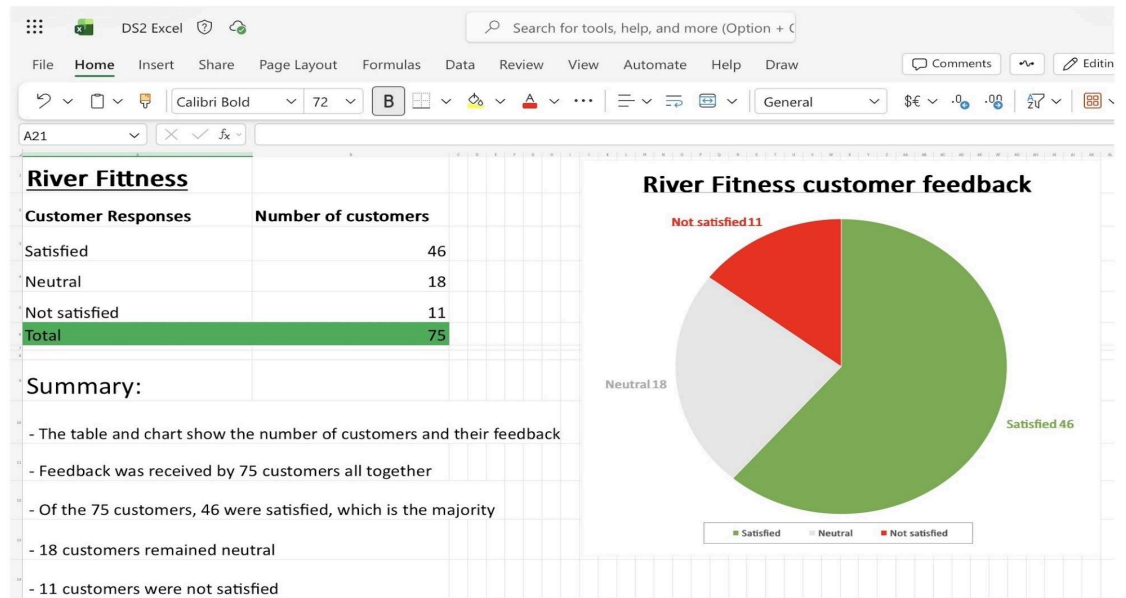
Digital skills are important to me because they make everyday tasks and communication easier and much more simpler for me. I believe digital skills can also help a business in many ways.

In essence, I believe that digital skills are essential and play a big role in our everyday lives.

- These are a few examples of my work that I done for my DS1 assignment
- It shows some digital tools that I use in everyday life and how I use them
- It also includes a reflection in which I reflect on the digital tools that I am confident in using and some that I am less confident in using
- This work shows that I use digital tools regularly and am able to take screenshots and thereafter upload them into a digital document for my assignments
- From this work, I've learnt how to do a reflection and it made me really think and acknowledge how much I use digital tools in my life and how helpful they are

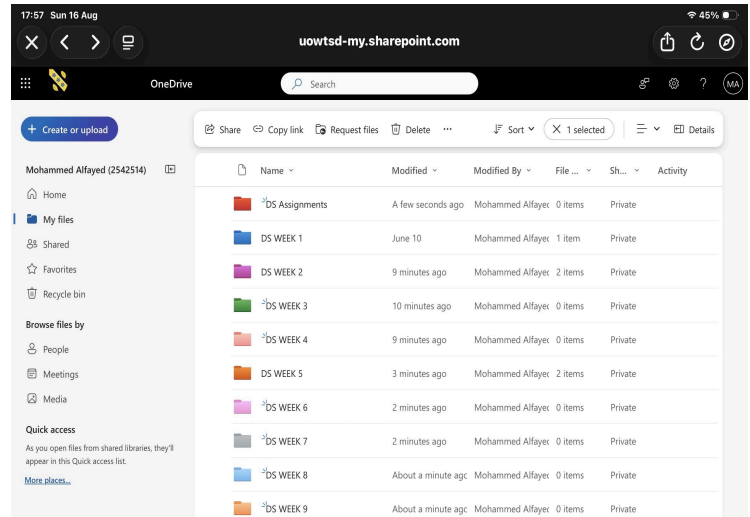
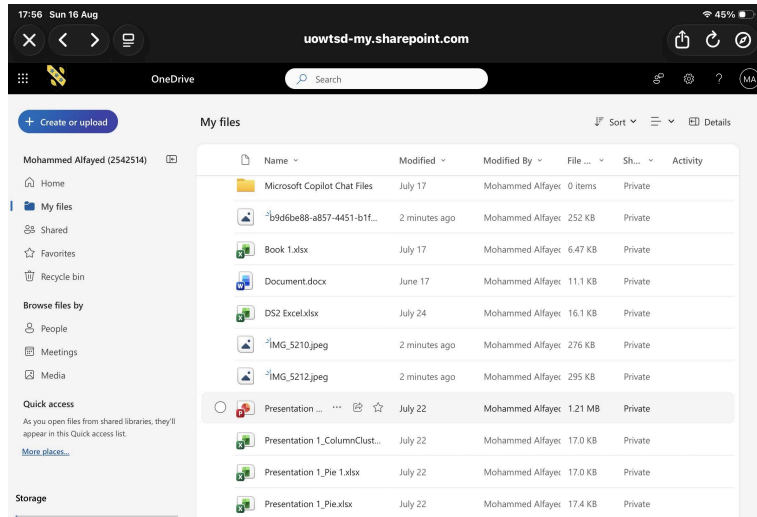
My DS2 Task

Screenshot of River Fitness customer feedback summary:



- Here I have a screenshot of my work that I did for my DS2 assignment
- It shows that I used Microsoft Excel to create a table with information and then create a pie chart
- This also shows that I edited the pie chart to make it more presentable by doing things such as making the headings bigger and colour coding the pie chart
- Moreover, it shows that I analysed the information and summarised it
- At the beginning of the course, I did not know how to use this digital artefact
- Now I am much more confident in using Microsoft Excel as I learnt how to during my DS2 assignment

Organising Messy Files

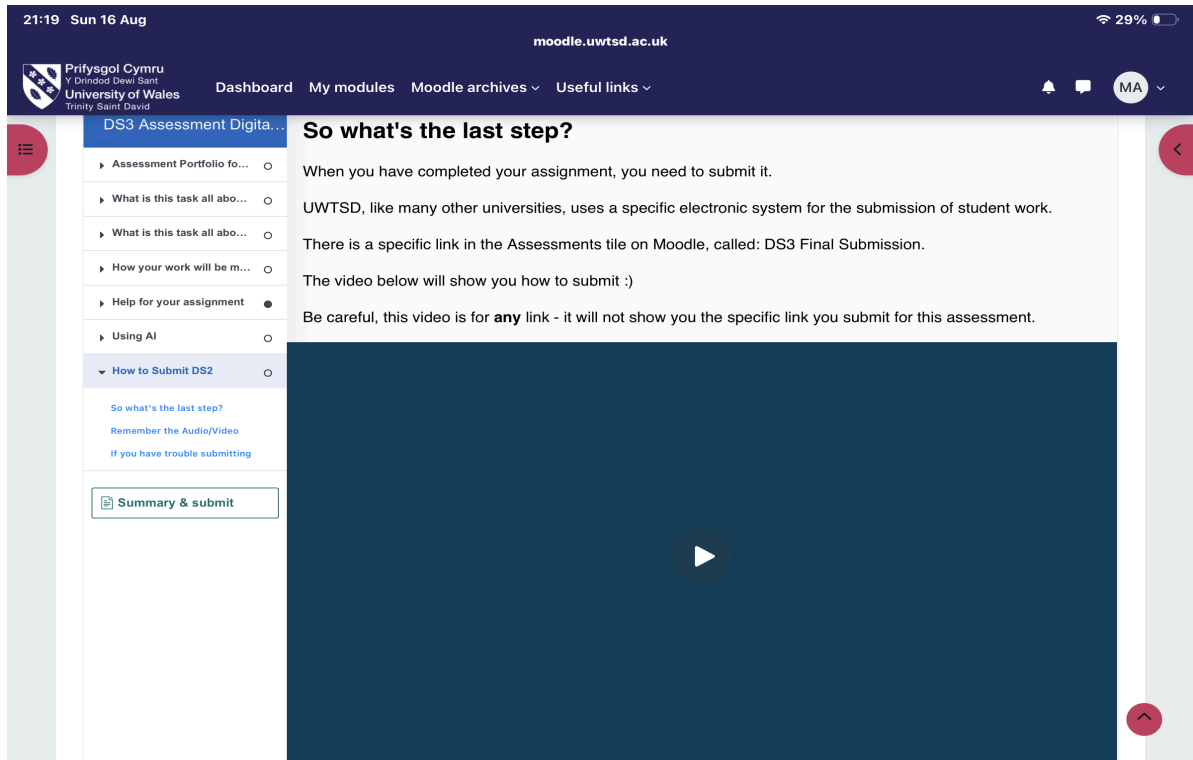


Messy Folders

Organised Folders

- This work shows that I initially had many unorganised files and thereafter organised them into suitable folders
- When it was messy, it was difficult to find the correct files that I needed because there was so many files everywhere with no assigned folders
- The task shows that I am able to organise things so that it is not a mess
- This makes it easier to find files when needed and helps keep me keep myself organised
- This is a skill that I've learnt during this course and it will be very useful in the future for me during my studies, work, and life in general due to being able to organise things better

Uploading Assignments Using Moodle Videos



- This is a screenshot from Moodle and it shows where I learnt how to upload my assignments
- This is a skill that I learnt and the videos were very useful in that regard
- It showed me how to upload my assignments the correct way so that I could hand in my assignments on time
- This will be useful for my studies as I will have many more assignments in the future that I will have to upload