



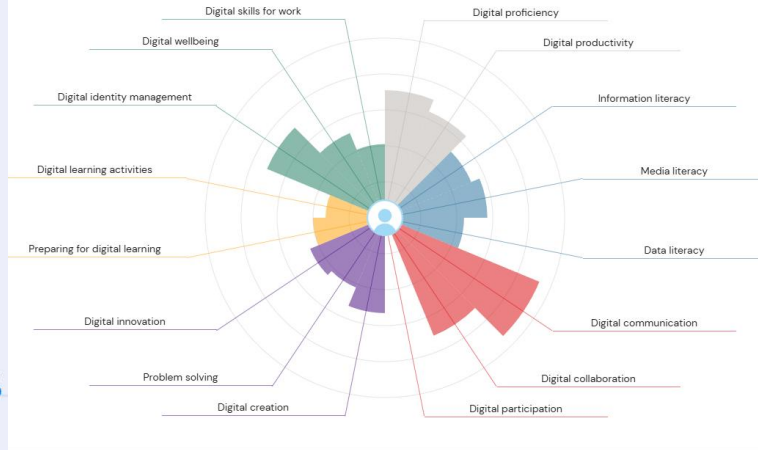
Reflective Journey Week 1 – 9

9/12/2025

WEEK 1-2



Ice Breakers.
Getting to know each other.



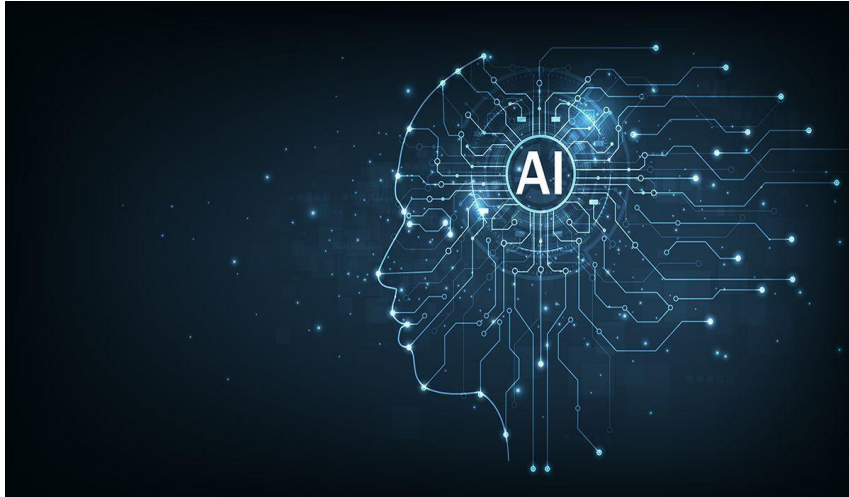
JISC Discovery assessment.
This assessment was to
know what my strengths
and weaknesses are in
digital skills.



Outlook Management

- Navigate Outlook.
- Managing inbox effectively.
- Managing calendar.
- Microsoft Planner for team collaboration.

WEEK 3-4



- AI Ethics.
- Pros and cons of AI.
- How AI can affect students.
- Digital Ethics and Integrity.
- GDPR.
- Cyber Security.
- Data Breaching.



Office 365

- Using Microsoft word with full efficiency.
- Formatting and referencing for academic purposes.
- Using and navigating Microsoft Teams.
- Writing 500 words essay about what we have learnt in Week 1-4/

WEEK 5-6



WEEK 7-8

Microsoft Excel

- Using Microsoft Excel and its features efferently.
- Putting data in and decision making.
- Learning equations of excel.
- **Using Excel for assignment – Household income and expenditure.**

Microsoft Forms

- Making questionnaires.
- Design questionnaires.
- Making sure questions given maximum responses.
- Formatting and laying out questionnaires.



WEEK 9



LinkedIn Learning

LinkedIn & LinkedIn Learning

- Making LinkedIn accounts.
- Looking up successful business owners and looking at their profile.
- Preparing profile for after academia.
- Navigating LinkedIn Learning.
- 3 courses were completed – **Word PowerPoint and Excel.**
- Many courses that can benefit students.
- Effective learning anytime and anywhere.

WEEK 9

These are the
certifications I have
gained while using
LinkedIn Learning.



Challenges & Successes



*Thank
you!*

QR Code for presentation feedback

