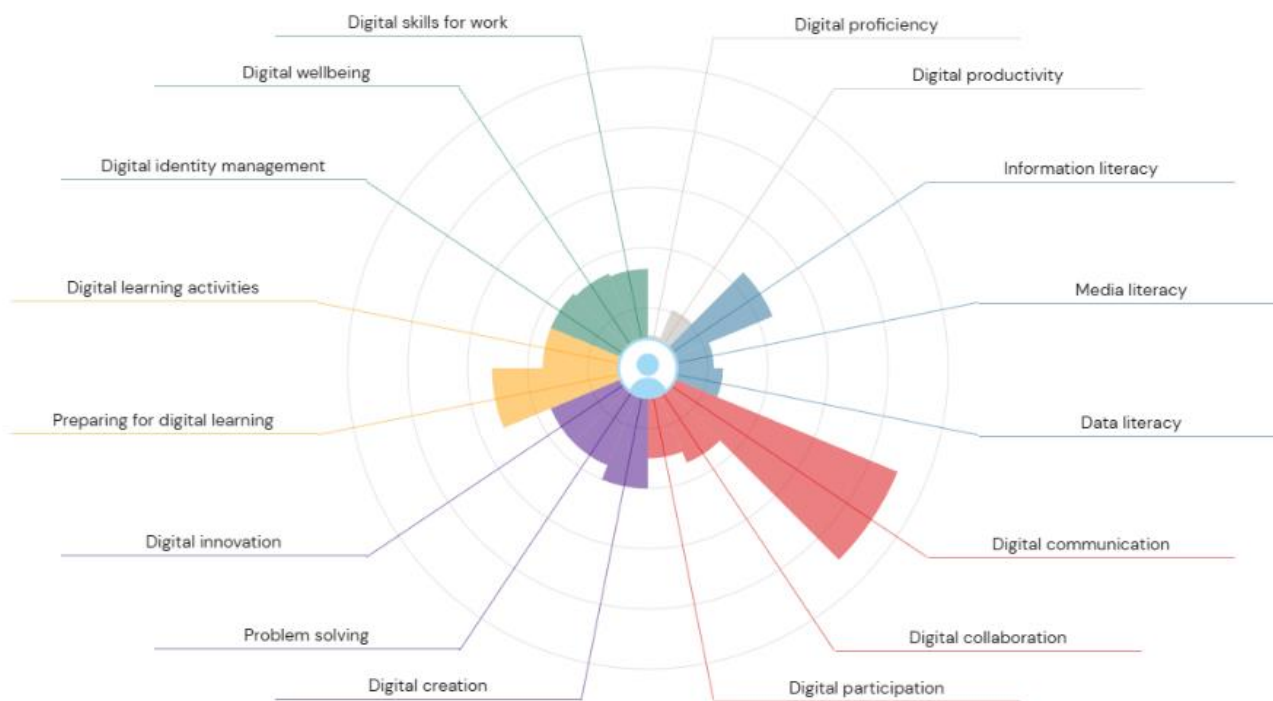


Reflective Presentation

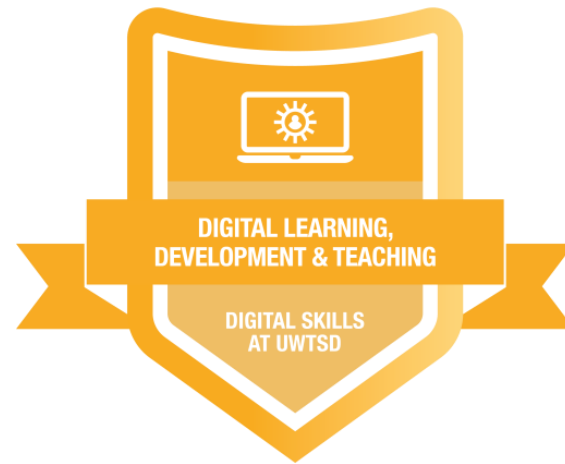
WHAT HAVE I LERNED THROUGH DIGITAL SKILLS MODULE:

INTRODUCTION\RE-INTRODUCTION: - FIRST WE GOT TO TALK ABOUT WHAT WE'LL DISCOVER THROUGH OUT THE COURSE WICH I WAS FAMILIAR WITH, BECAUSE I USED TO WORK WITH MICROSOFT OFFICE 365 FOR A SLOSGAMES COMPANY, AND I'VE ALSO HAD TO USE THESE DIGITAL TOOLS BACK IN HIGHSCHOOL ASWELL WHERE I NEED IT THEM FOR CREATING POWERPOINT PRESENTATIONS AND ALL SORTS OF OTHER PROJECTS.

- WE MOSTLY TALKED ABOUT WHAT WE'LL COVER THROUGH OUT THE MODULE AND WHAT SKILLS WE'LL HAVE TO EXPECT TO DEVELOP SUCH AS PROFFESIONAL COMMUNICATION, PROJECT MANAGEMENT, DIGITAL CONTENT CREATION , AND SO MANY OTHER SKILLS. EVEN SO I AM A LITTLE FAMILIAR WITH THESE DIGITAL TOOLS, I'VE ALSO LEARNED A NEW FEW TIPS AND TRICKS THROUGH OUT THE MODULE.



This is a screenshot of my JISC report.



These
are my
digital
badges:

- ▶ **Introduction:** By the end of week 1 we got to be able to navigate through moodle confidently for course materials and submissions. We learned how to access and use Turnitin for assignment submissions, understand the module structure, assignments and assessment criteria, complete the JISC Discovery Tool assessment, set up and access Office 365 products and understand the digital skills development pathway.
- ▶ **Outlook & Task Management:** By the end of week 2 we got to learn how to navigate Microsoft Outlook efficiently and professionally, manage our inbox using rules, folders and organisation strategies, how to create and manage calendar events with reminders and invitations, how to use Outlook's task management features effectively and how to add assignments deadlines to our Outlook calendar.
- ▶ **Artificial Intelligence:** By the end of week 3 we got to learn how Artificial Intelligence works and what are the pro's and con's. Three perfect examples of pro's are that some of them Artificial Intelligence websites are free to use, they provide specific responses, can generate long or short form texts and helps with problem-solving. Some of the con's are that may occasionally generate incorrect information, may occasionally produce harmful instructions or biased content and there is limited knowledge of world and events after 2021 because it is updating constantly.

- ▶ **Microsoft Office 365:** Thorough out the course we got to learn how to use Microsoft Word confidently and effectively, how to create clear, well-structured, and professionally formatted document, how to apply formatting, referencing, and collaboration tools to support academic assignments, how to prepare high-quality professional materials such as CVs, cover letters, and reports, and also how to organize and present personal projects with clarity and consistency.
- ▶ **PowerPoint:** By the end of week 6 we went through PowerPoint and got to learn how to use the key tools and layout options available in Microsoft PowerPoint, how to integrate transitions, animations, and multimedia effectively into presentations, how to record and export PowerPoint presentations in PPTX and PDF formats, and by the end of the session we learned how to design a 5-slide presentation and present it using Presenter View and PowerPoint Live in online settings.
- ▶ **Excel:** By week 7 we got to talk about Excel and what are the objectives behind this Digital Tool such as how to understand the different types of data analysis and their uses within a business context, how to use basic features in Microsoft Excel and how to interpret data for strategic, tactical and operational decision-making.

- ▶ **Microsoft Forms:** By week 8 we digged in Microsoft Forms where we aimed to find out about Questionnaire Design and how to increase knowledge of what is questionnaire design and how to create and use one affectively. We have covered questions types, question wording, question order, length, layout and formating, pretesting and ethical considerations. We also had to make a feedback questionnaire wich you can scan it through the QR code from the last slide.
- ▶ **LinkedIn Learning:** By week 9 we got to get through Linkeldn Learning and learn that it is an online educational platform offering a vast array of video courses across business, creative, and technical disciplines;these courses are delivered by industry experts and are designed to support both professional and personal development; and also the platform provides users with acces to a wide range of courses taught by industry experts, with many new courses added weekly.

Digital Skills for Personal Development and Business Growth



Questionnaire