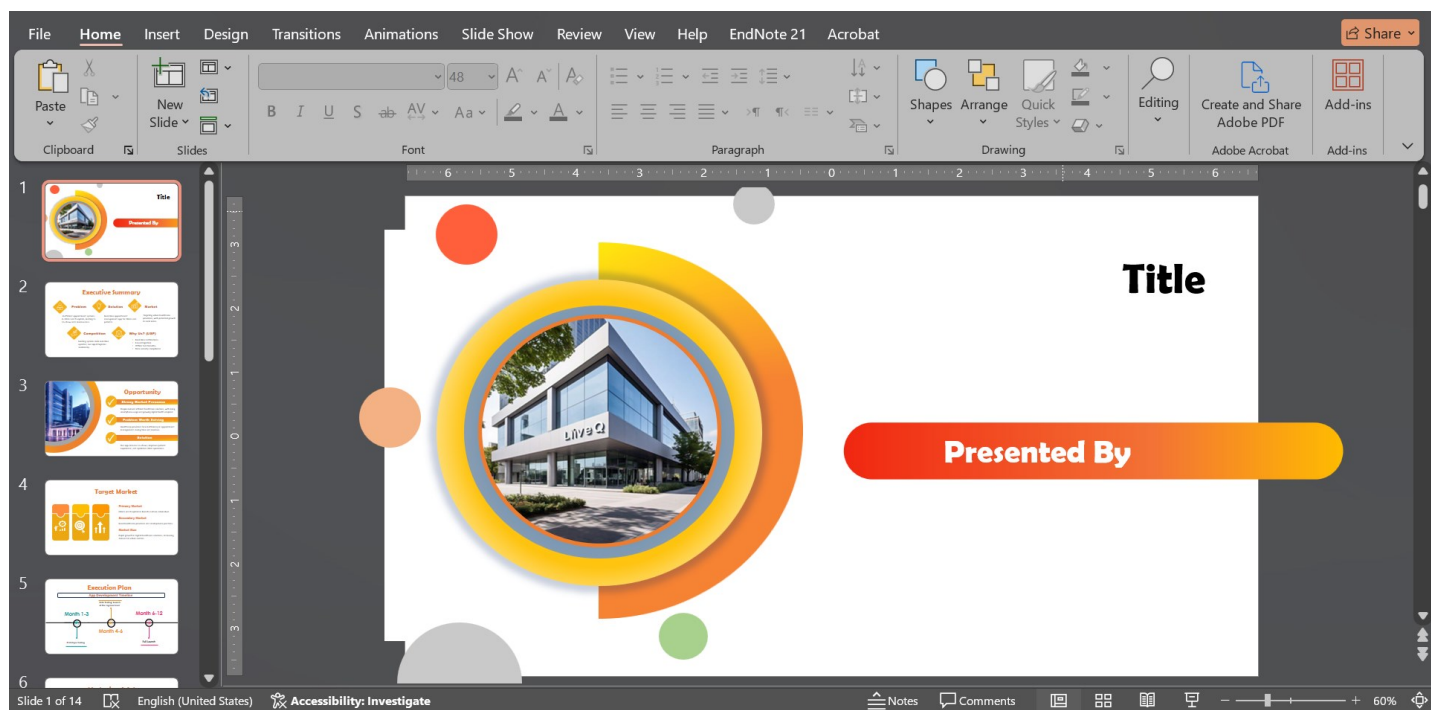
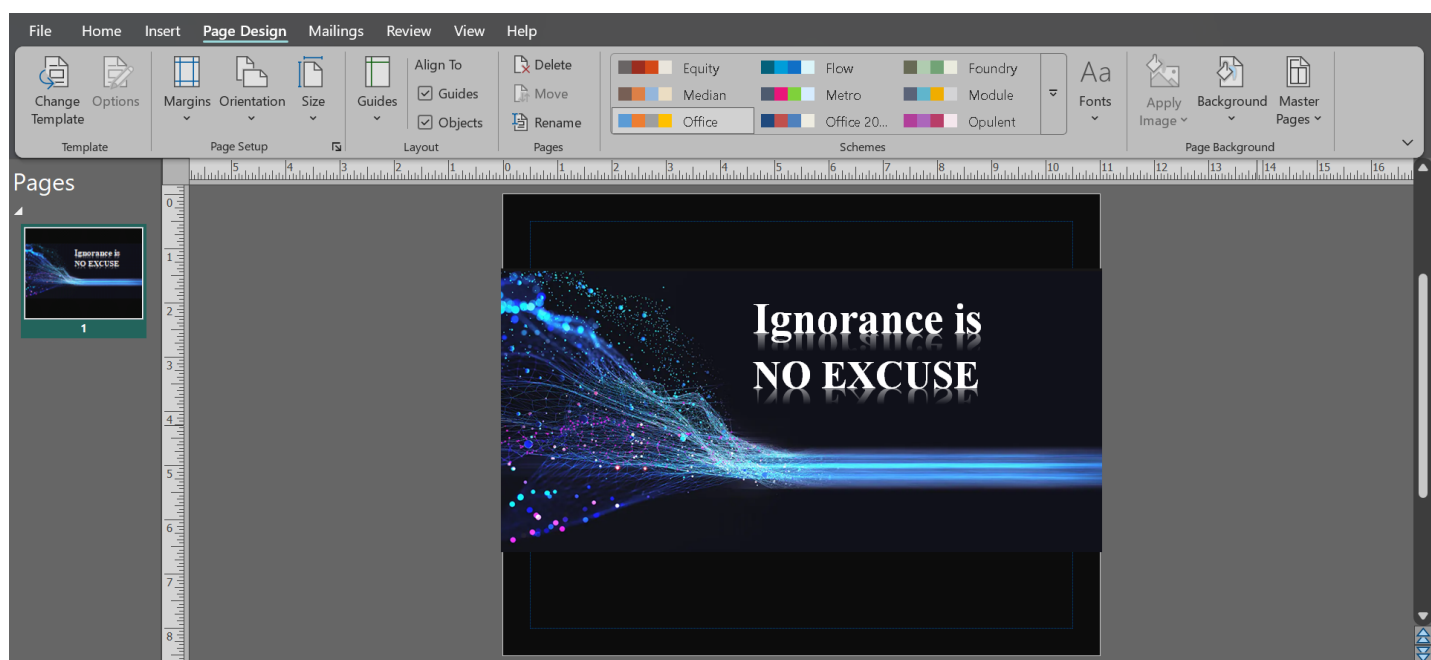


As part of everyday tasks, I use digital tools to keep myself organized; For document manipulation, I use Microsoft Word to create and edit documents, and Excel and other data management apps to perform calculations and analyze data. For communication, I use email and messaging apps (Outlook, WhatsApp etc.) to keep in touch with people, and have slide shows prepared in advance using PowerPoint in case I'm required to present my work and findings in an engaging and organized manner; to design posters, flyers and illustrated content that explains concepts and ideas, I prefer Microsoft Publisher to create ready to go presentations with graphics, charts and legible layouts. I use digital tools to turn base information into visual and informative media, and organize them into slide shows that can be presented at any time. These digital tools help me present my projects and findings attractively and with structure. Knowing how to use Word, Excel and PowerPoint for basic tasks, can create simple, clear presentations, but desire to learn how to do more with advanced features of PowerPoint and Publisher, which use custom layouts, icons and infographics more effectively to enhance the look and feel of presentations. The skills are important as they will help me to organize my ideas, present information effectively and get my work across to others clearly and quickly in a way that is accessible to them; skills gained from using these tools will enable me to present clearly when creating work, whether for the purpose of studying or for a particular task in the future where I need to explain an idea or findings to another person.

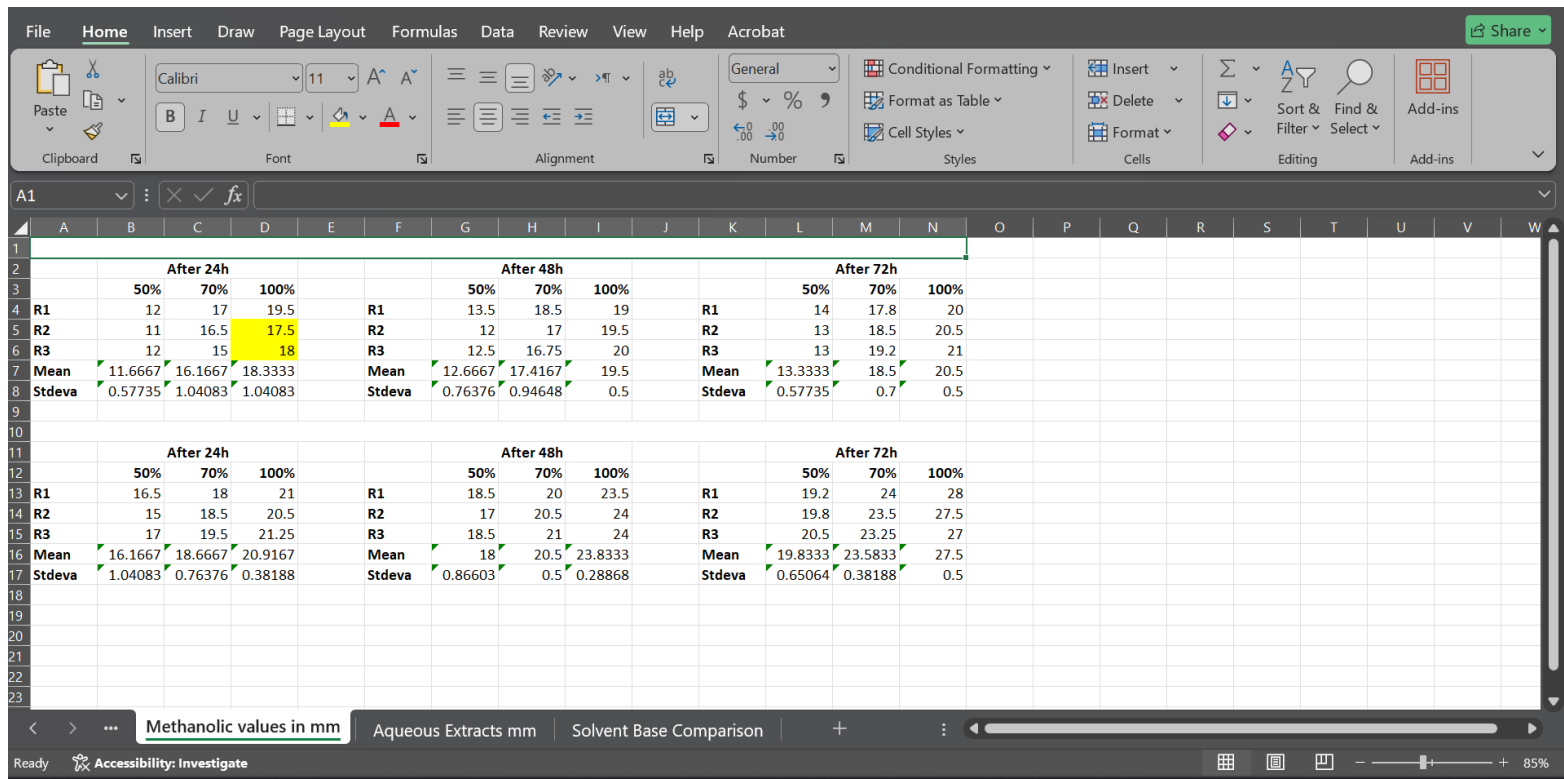
PowerPoint:



Microsoft Publisher:



Microsoft Excel



Microsoft Word

