

Introduction.

This is a portfolio of the Digital Skills work I have done over this semester on what I have learnt and how important it is for my future.



DS2Final Takeaway menu

What the work is:

This was my Digital Skills Final-Takeaway Menu I designed using Microsoft Word.

Skills Demonstrated:

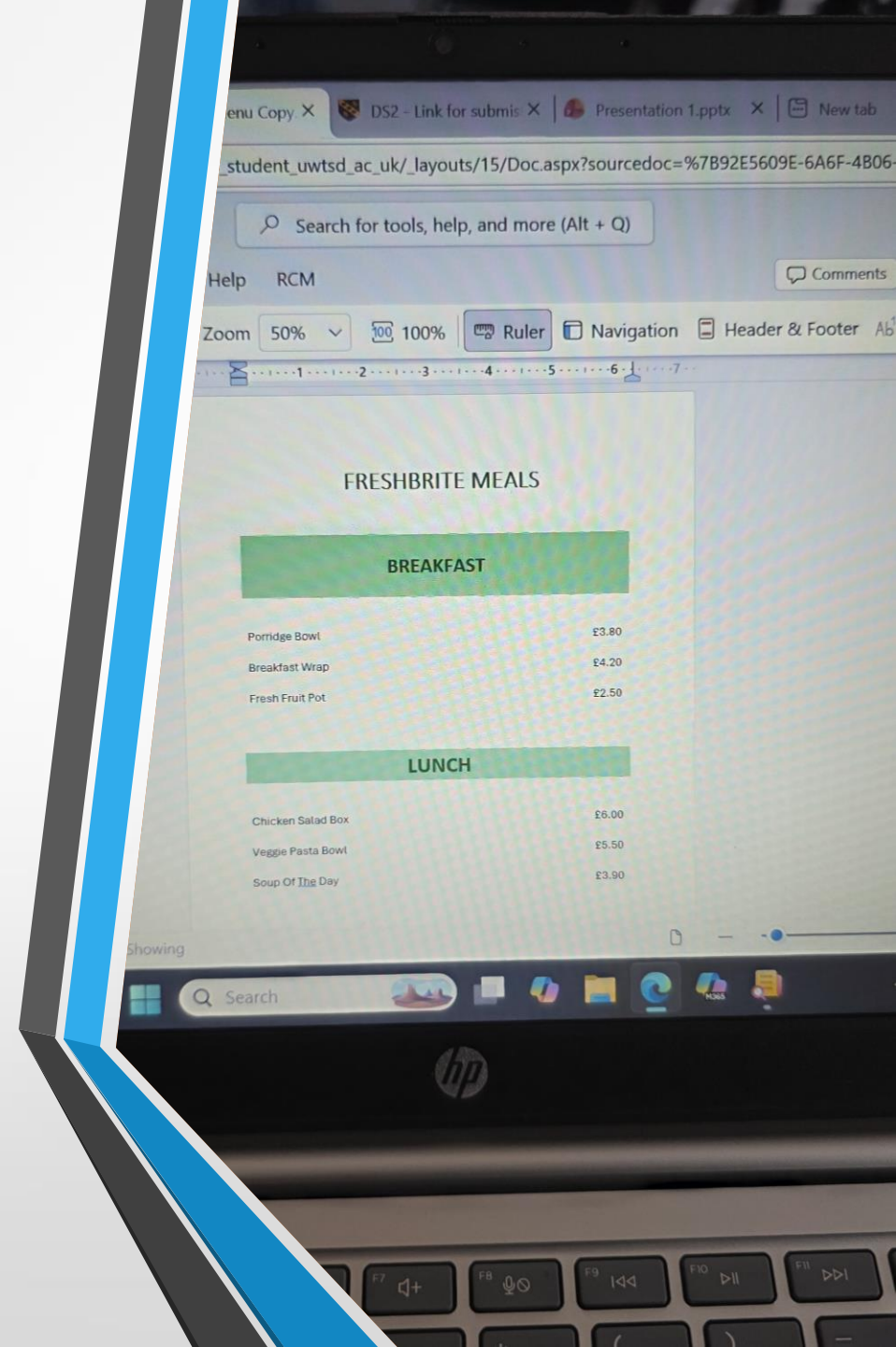
- Page layout and Formatting,
- Grammer and Spell checks,
- Styles and Themes.

What I Learned:

When I started the task I found my skills to be limited, when completing I learned how to highlight sub-headings, fonts, insert tables.

Why is this Important:

I feel my skills in using Microsoft Word has improved significantly in producing professional documents, which will be highly beneficial in further education.



DS3 Final Portfolio

What the work is:

This is my Digital Skills 3 Final Portfolio designed using Microsoft Powerpoint.

Skills Demonstrated:

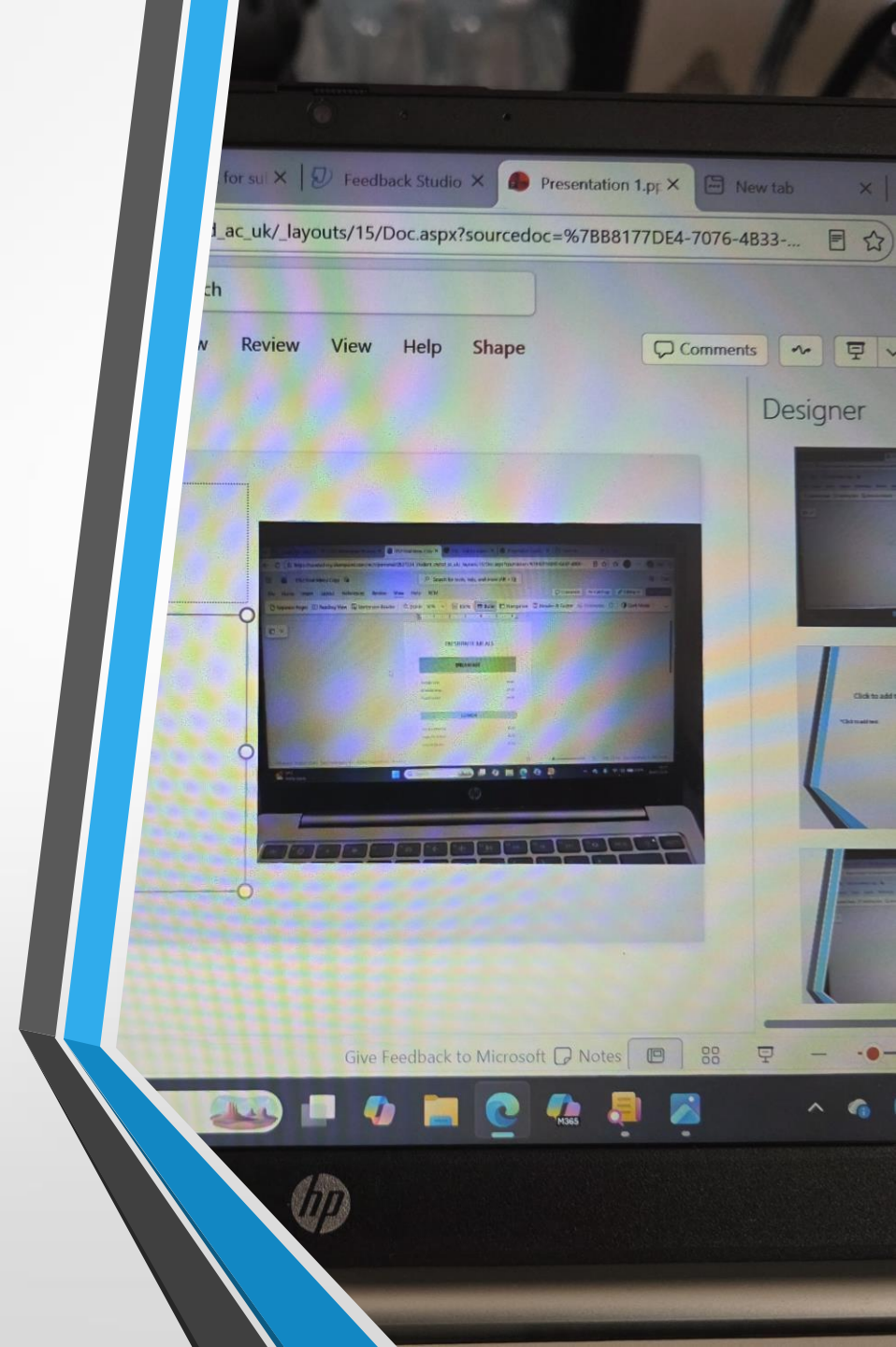
- Designing and formatting,
- Applying Themes and Templates,
- Inserting Text and Images,

What I learned

I learnt how to insert and format text, add images, Using Microsoft Powerpoint was a challenge for me, I have never used this until this course. I have made progress but I feel I definitely need more practice and will be experimenting more with it.

Why is this Important:

This will help me format more professional work in further education,



Student Outlook

What work is this:

This is my student outlook email. We learnt to send each other emails during our week 7 Classes.

Skills Demonstrated

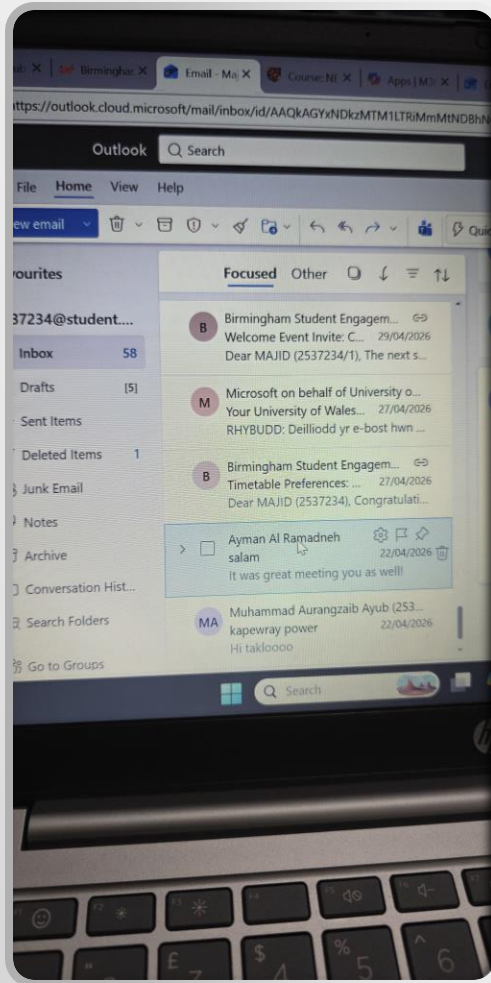
- Adding Attachments,
- Sending and receiving emails,
- Using CC and BCC.

What I Learnt:

I have used emails before but learnt how to use CC and BCC, and now know the difference between the two.

Why is this Important:

I have learnt how to send clear and appropriate emails and helps with future communications.



Moodle

What work is this:

This is Moodle. We use this for accessing all our course work including submissions and deadlines.

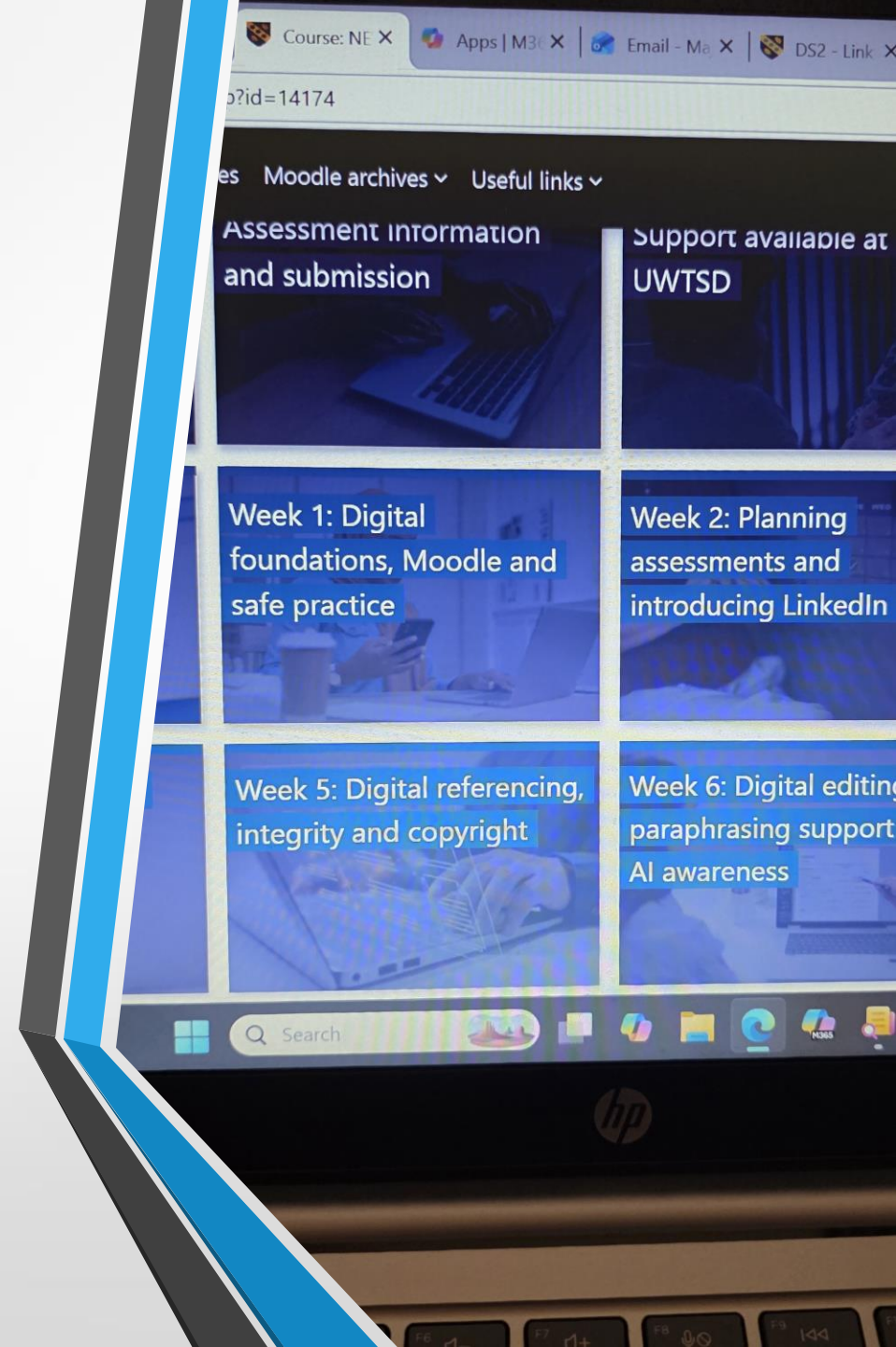
Skill Demonstrated

- Accessing documents and worksheets,
- Checking due dates and keeping track of course work,
- Submitting work correctly and on time

What I learnt

I have learnt how to keep track of assignments and deadlines and I have learnt how to access resources.

Why this is Important:



Reflection space - Individual.

What is this work:

This is Reflection-Individual. This is where I reflect on how I am progressing and making my feelings clear at the end of each lecture.

Skills demonstrated:

- Critical Thinking,
- Problem solving,
- Goal setting.

What I learnt

I have learnt to self-reflect, and make notes on what I am poor at and how to improve.

Why is it Important:

This helping me track my progress, where I have made improvements and where I need to be better.

