

INTRODUCTION

THIS PORTFOLIO PRESENTS EXAMPLES OF THE DIGITAL SKILLS I DEVELOPED DURING THIS MODULE. IT INCLUDES WORK CREATED USING MICROSOFT WORD, MICROSOFT EXCEL, AND EMAIL.

I CHOSE THESE EXAMPLES BECAUSE THEY DEMONSTRATE THE PRACTICAL SKILLS I HAVE LEARNED AND USED TO COMPLETE UNIVERSITY TASKS. THES ACTIVITIES HAVE IMPROVED MY CONFIDENCES IN USING DIGITAL TOOLS FOR COMMUNICATION ORGANIZATION, AND DATA ANALYSIS.

Abel Kiros



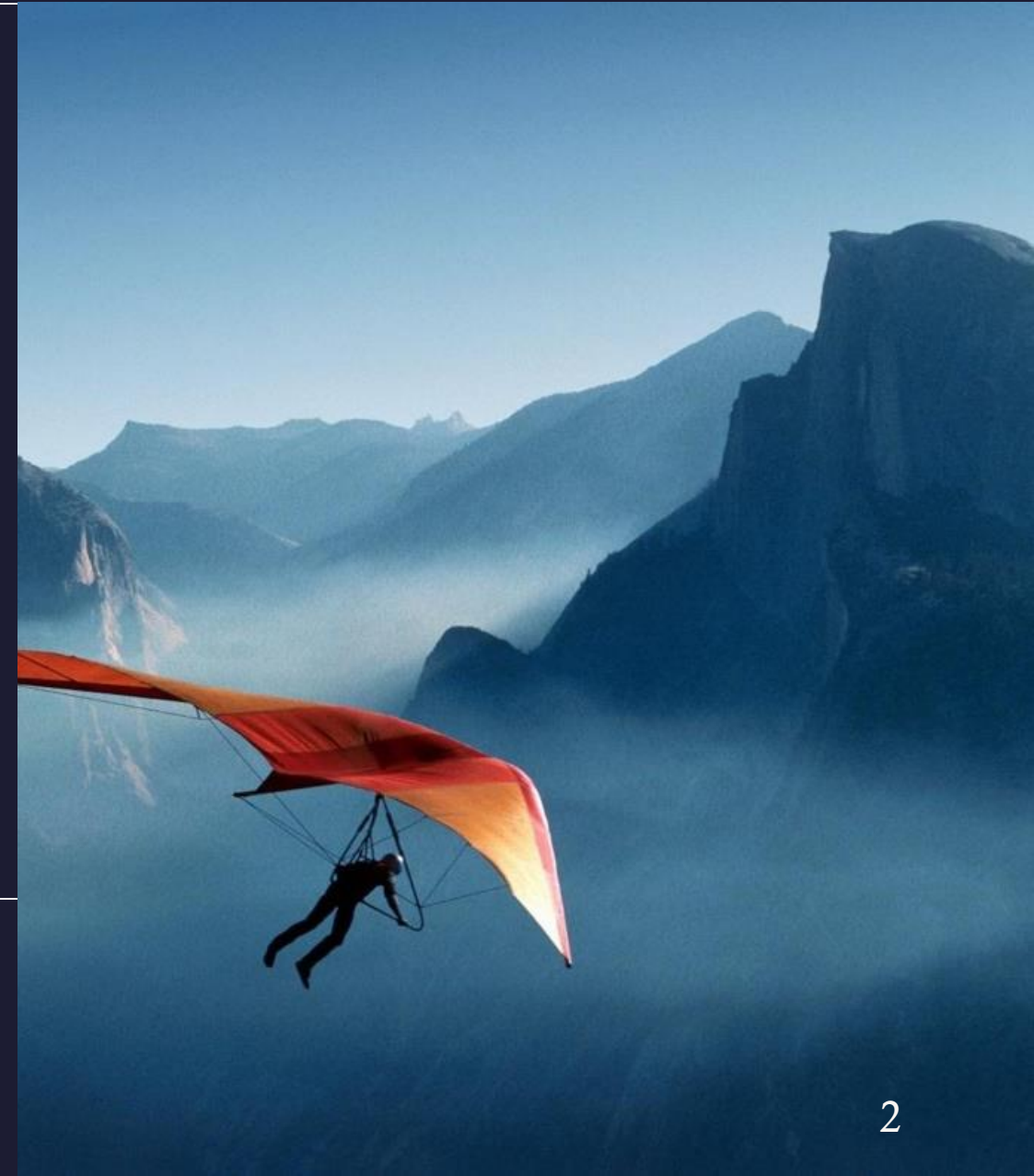
DS3: ASSESSMENT

DIGITAL PORTFOLIO AND AUDIO REFLECTION.

Presented by

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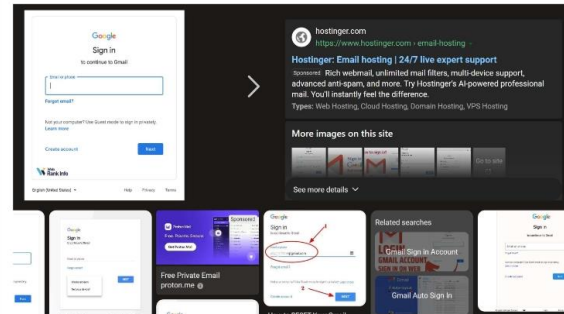


DIGITAL SKILLS – MICROSOFT WORD &EMAIL

- **What is the work is:** created and edited documents in Microsoft word, used screenshots, and communicated with lectures using my university email and Gmail.
- **Skill it shows:** Microsoft word screenshot capture, digital communication, and professional email skills.
- **What I Learned:** improved my confidence using Microsoft word, learned to communicate professionally by email, and developed essential digital skills for university.

Screenshot/Photo 3

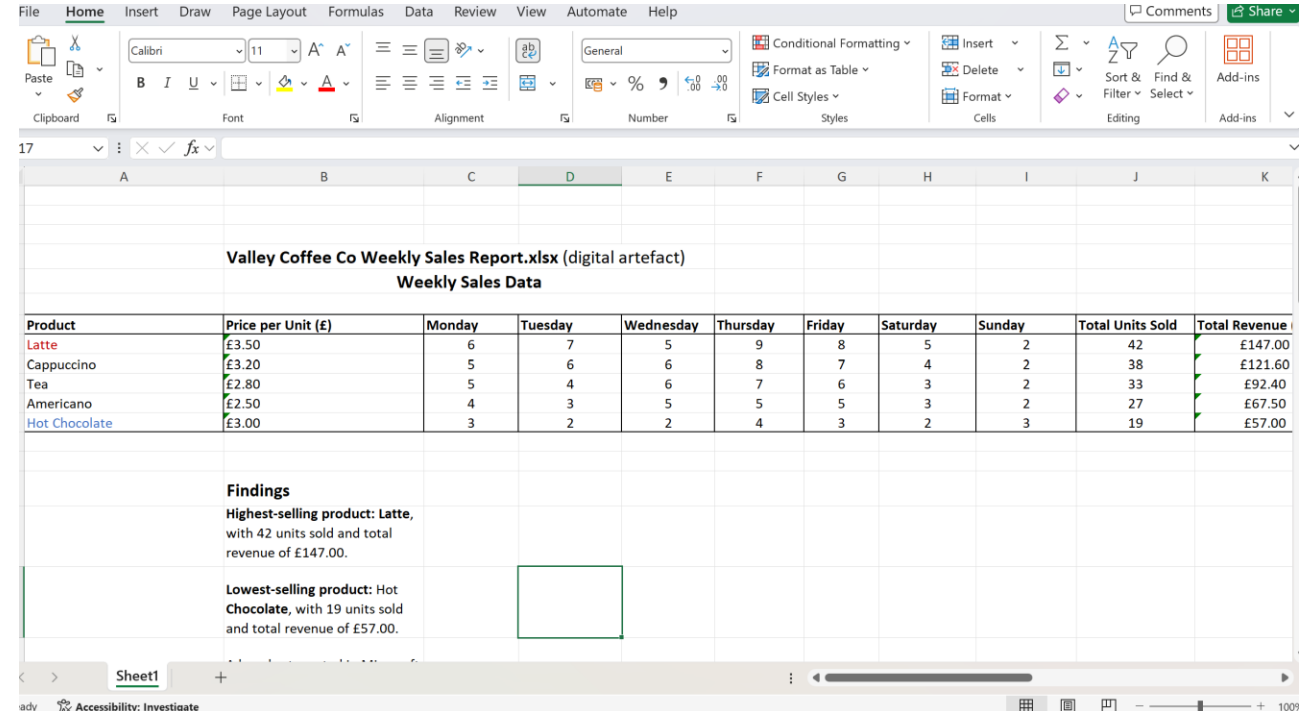
[Gmail]



[I'm using the #Gmail almost each and everyday because now a day everything is through email , applying a job or appointments etc...]

DIGITAL SKILLS- MICROSOFT EXCEL (VALLY COFFE WEEKLY SALES REPORT)

- **What is the work is:** created a weekly sales report in Microsoft excel for Vally coffee shops. By entering sales data, using formulas to calculate total revenue, and creating a bar chart to compare products.
- **Skills it shows** I can use a Microsoft excel, data analysis, formulas, calculations, and chart creation.
- **What I learned:** improved my excel Skiles by organizing data, using formulas accurately, and making simple recommendations based on the sales results.



Valley Coffee Co Weekly Sales Report.xlsx (digital artefact)

Weekly Sales Data

Product	Price per Unit (£)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Units Sold	Total Revenue
Latte	£3.50	6	7	5	9	8	5	2	42	£147.00
Cappuccino	£3.20	5	6	6	8	7	4	2	38	£121.60
Tea	£2.80	5	4	6	7	6	3	2	33	£92.40
Americano	£2.50	4	3	5	5	5	3	2	27	£67.50
Hot Chocolate	£3.00	3	2	2	4	3	2	3	19	£57.00

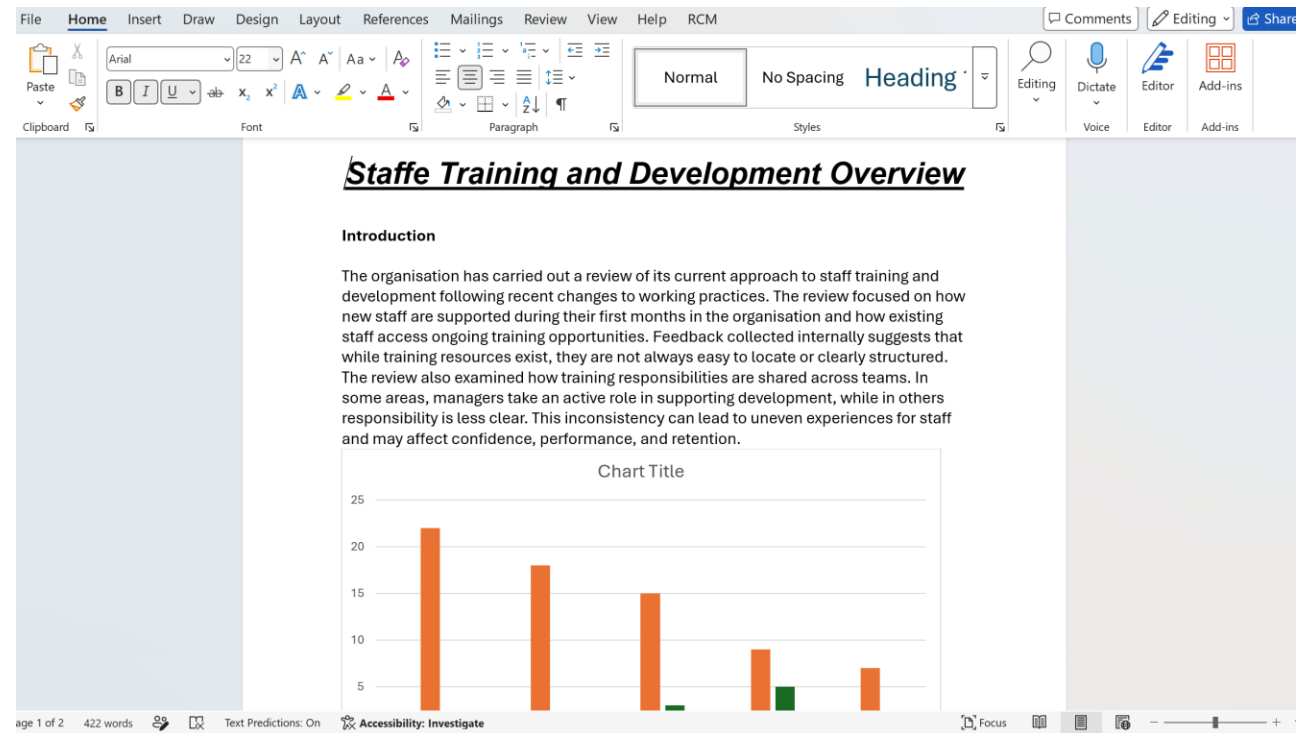
Findings

Highest-selling product: Latte, with 42 units sold and total revenue of £147.00.

Lowest-selling product: Hot Chocolate, with 19 units sold and total revenue of £57.00.

DIGITAL SKILLS- MICROSOFT WORD

- **What is the work is:** is edited and formatted a document, organised the content, and created charts and graphs.
- **Skills it shows :** Microsoft word formatting, document editing, file organisation, and creating charts & bar.
- **What I learned:** improved my skills in using Microsoft word to produce clear, well organized , and professional documents.



CONCLUSION

- During this module, I developed skills in **Microsoft Word, Excel, PowerPoint, Gmail, and Adobe Express**.
- At the beginning, I found it difficult to use PowerPoint and some Microsoft Office tools, but regular practice helped me improve.
- I can now create presentations, edit and organize documents, analyze data in Excel, and write professional emails with confidence.
- These digital skills will support my university studies and future career.