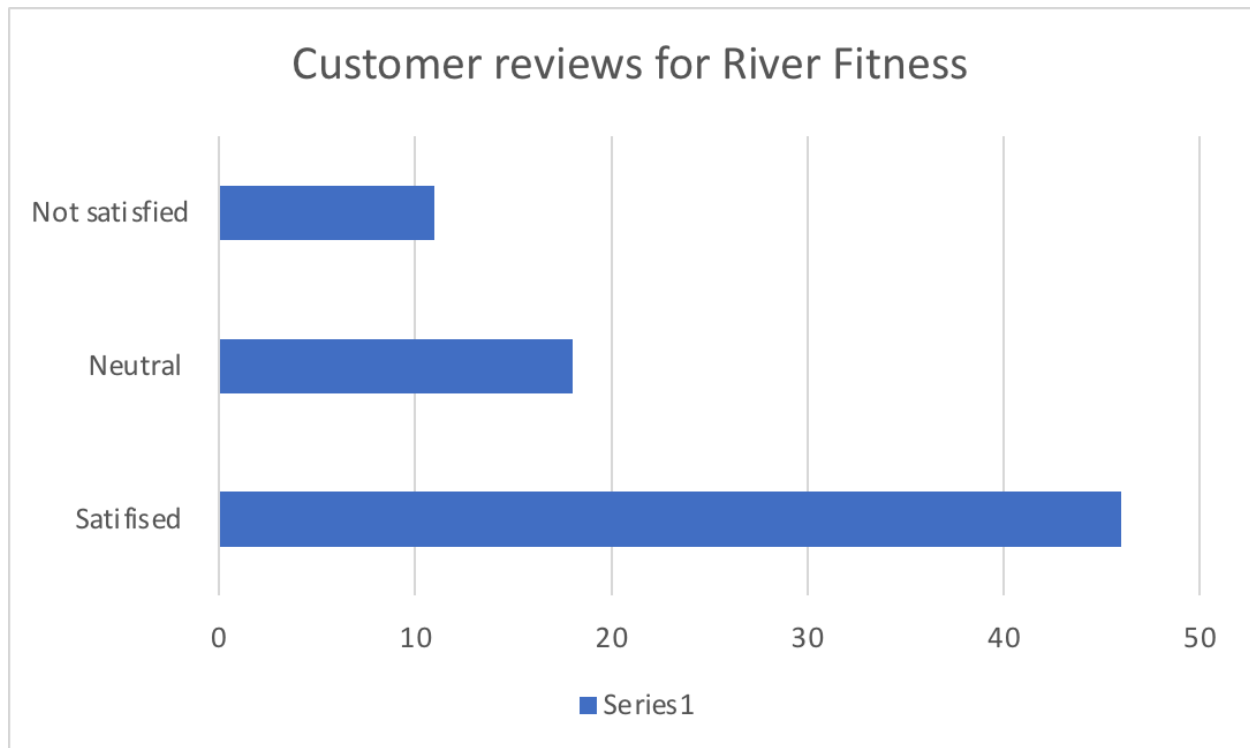


Digital portfolio

My digital portfolio consist of skills , tools and my experience I used and faced for three pieces of work I done within the module. These pieces are a Graph I made on Microsoft excel. These include a bar chart for DSQ2 , Screenshots of apps I used for DSQ1 and folders I made in order to organise my work.

Bar chart



For this task, I used Microsoft Excel to organise customer review information for River Fitness and create a bar chart. The chart showed the number of customers who were satisfied, neutral, and not satisfied. This helped me develop my digital and data handling skills.

During this task, I used several skills, including:

- Entering and organising information into a spreadsheet.
- Using Microsoft Excel to work with data.
- Creating and formatting a bar chart.
- Adding a suitable title to the chart.
- Comparing customer feedback results.

- Presenting information clearly and professionally.
- Using problem-solving skills when I had difficulties with the chart.

I can now use Microsoft Excel more confidently. I can enter data into a spreadsheet, organise it into columns and rows, and create a bar chart from the information. I also know how to add a title and make the chart easier to understand.

I have also improved my ability to use digital tools to present information instead of just writing the results down.

At the beginning, I found it difficult to create the chart in the format I wanted. I had some problems with choosing the correct chart type and formatting it so that the information was clear.

These skills will help me with my university studies because I can use Excel to organise information, analyse data, and create charts for assignments and presentations.

Used digital apps



DS 1 Template

My Screenshots/Photos

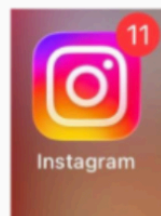
- Please add 4–6 screenshots or photos of your digital life.
- You can use your phone or laptop.
- For each screenshot, write one or two sentences explaining what it shows.

Screenshot/Photo 1



I use Snapchat to communicate with my friends and to upload things I am doing in my life.

Screenshot/Photo 2



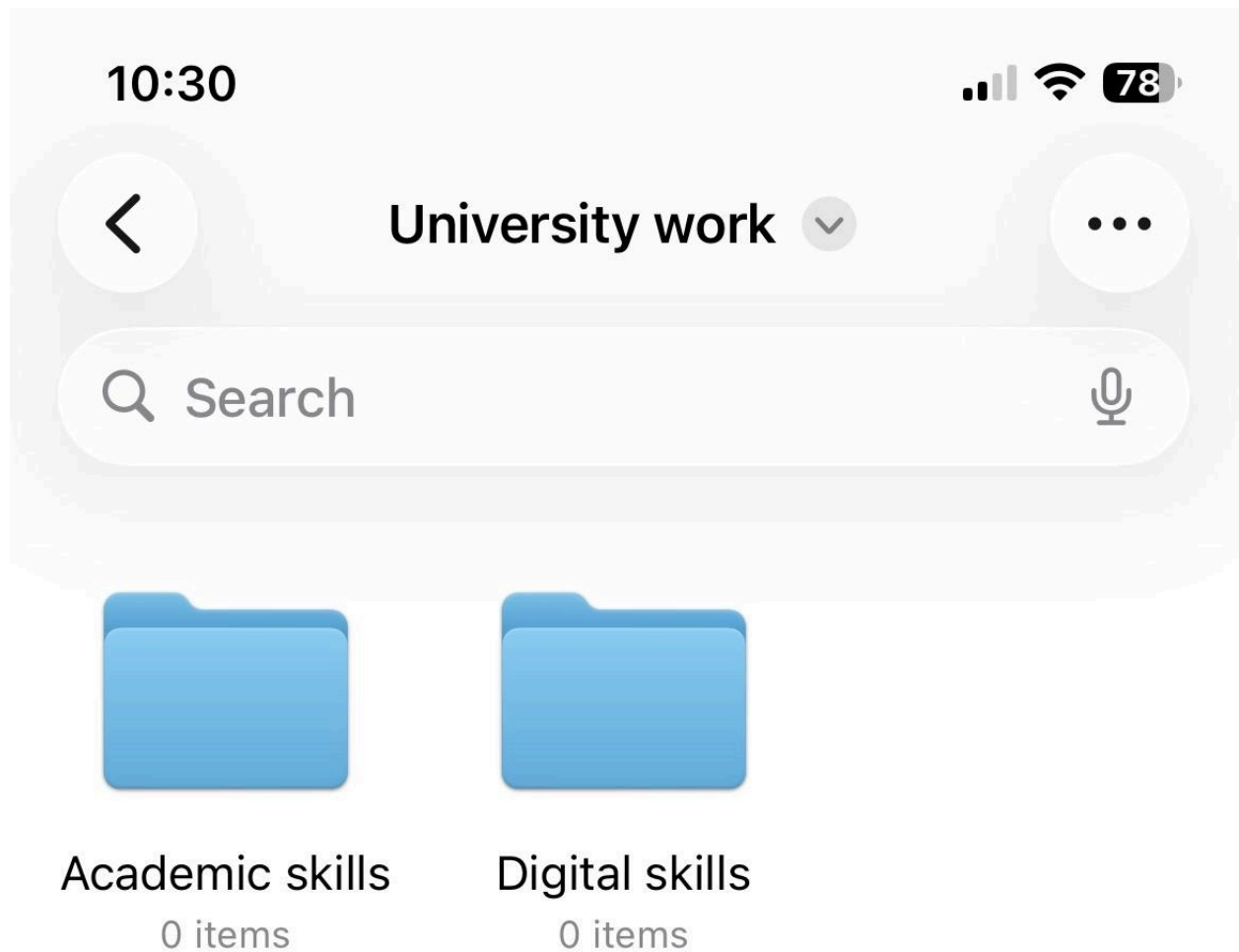
I use Instagram to upload images of myself.

The main skills I used with these apps were communication, sharing digital content, searching for information and using different online features. I also developed my confidence when using technology.

I can now use these apps independently and understand how to use their main features. I can communicate with others, upload and share content, search for information and navigate different digital platforms without needing much help.

These digital skills can help me with my university work because I am more confident using technology and searching for information. They can also help me in the workplace because communication, sharing information and being confident with digital technology are important skills.

Folders



This digital portfolio shows the academic and digital skills I have developed during my university work. It explains the skills I have used, the digital tools I have become more confident using, what I found difficult at the beginning, and what I can now complete independently.

During my work, I used a range of academic and digital skills. These included researching information, finding credible sources, writing in my own words, organising information, communicating ideas clearly, and presenting my work professionally. I also developed my ability

to manage files and organise my university work into folders so that I can find important documents easily.

I can now complete many tasks independently. I can create and format documents, organise my university files, research information, identify useful sources, create simple charts, and prepare presentations. I am also more confident uploading and submitting my work without needing as much help from someone else.

These skills will help me throughout my university studies because they allow me to complete assignments, presentations and research more independently. They can also help me in the workplace because being able to organise information, communicate clearly and use digital software are important skills in many jobs. In everyday life, these skills can help me manage documents, organise information and use technology more confidently.