

Hello everyone. My name is [Petruta Doncila]. Today I am going to talk about my digital skills portfolio.

My portfolio includes work that I completed during the Digital Skills course. I chose examples from Microsoft Word and Microsoft Excel because they show the skills I have learned and improved.

In Microsoft Word, I created and formatted documents. I learned how to change fonts, use headings, insert pictures, create tables, and save documents correctly. I also learned how to make my work look professional and easy to read.

In Microsoft Excel, I learned how to enter data, create tables, use basic formulas such as SUM and AVERAGE, and make simple charts. I can now organise information and present data clearly.

During this course, I developed many useful skills. I improved my computer skills, my problem-solving skills, and my confidence in using digital technology. I also learned how to work more independently.

The tools I can use well now are Microsoft Word and Microsoft Excel. I feel much more confident using these programs than I did before. I can create documents, organise data, and complete tasks without needing much help.

At the beginning of the course, some things were difficult for me. I found Excel formulas confusing, and I was not confident using different features in Word. Sometimes I needed help from my teacher or classmates. After practising regularly, these tasks became much easier.

Now I can complete many tasks on my own. I can create and edit Word documents, format text, use tables, and prepare professional documents. In Excel, I can enter data, use simple formulas, and create charts independently.

These digital skills will help me in my studies, at work, and in my daily life. I can use Word to write assignments, letters, and CVs. I can use Excel to organise information, manage budgets, and analyse data. These are important skills for many jobs and for everyday tasks.

Overall, I am proud of the progress I have made during this course. I have learned useful digital skills that will help me in the future. Thank you for listening.