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AI Acknowledgement Statement:

Examples of statements If you have not used AI

I confirm that I have not presented any AI generated materials as my own work.

I confirm that I have copies of my drafts, notes, and other resources I used, which I may be asked to provide in evidence.

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Task 1: Assessment of Digital Skills (700 Words)

Introduction: Importance of Digital Skills

Explain what digital skills are and why they are important in higher education and the modern workplace. You may refer to employability, digital literacy, communication, productivity, and lifelong learning.

Digital skills refer to the ability to use digital tools, systems, and technologies confidently, safely, and effectively. They play a crucial role in higher education because students rely on digital platforms to access learning materials, conduct research, communicate with lecturers, and submit assignments. Strong digital skills support digital literacy, independent learning, productivity, and overall academic success. In the modern workplace, digital competence has become essential for employability, as most roles require technology-based communication, collaboration, data handling, and problem-solving. Therefore, developing digital skills is fundamental not only for succeeding in university but also for preparing for future career opportunities.

Overview of the JISC Digital Capability Tool

Explain what the JISC Digital Capability Tool is and why it was used. Briefly describe the self-assessment process.

Overview of the JISC Digital Capability Tool

The JISC Digital Capability Tool is an online self-assessment resource designed to help individuals evaluate their digital confidence across several categories. It aligns with the JISC Digital Capability Framework and allows users to reflect on how effectively they use technology in learning or workplace scenarios. The self-assessment involves answering a series of questions related to digital communication, information handling, problem-solving, wellbeing, collaboration, and productivity. After completing the questionnaire, the tool generates a personalised report with a visual graph, highlighting strengths and areas for development. This makes it a useful starting point for planning improvements and understanding digital competencies more clearly.

Summary of JISC Results

Provide an overview of your results, referring to the main digital capability areas (e.g. information literacy, digital communication, problem-solving, digital wellbeing, productivity).

(Insert screenshot of JISC results graph here)

Summary of JISC Results

My JISC results indicated that I have a generally good level of digital capability, with several areas scoring above average. My strongest areas were **digital communication**, **information literacy**, and **productivity**. These results suggest that I am confident in using communication platforms such as email and Teams, accessing and evaluating online information, and using digital tools to organise academic work effectively.

However, the assessment also highlighted two weaker areas: **digital wellbeing** and **advanced digital problem-solving**. Digital wellbeing was one of my lowest scoring categories, showing that I sometimes struggle to balance screen time and maintain healthy digital habits. The results also revealed that although I can complete basic technical tasks, I often lack confidence when working with unfamiliar software or troubleshooting technical issues independently. These gaps are important to address in order to become a more capable and well-rounded digital learner.

Strengths in Digital Skills

Describe two strengths identified in your JISC results. Explain why this is a strength and provide an example of how you currently use this skill.

Strengths in Digital Skills

One of my key strengths is **digital communication**. I regularly use email and Microsoft Teams to communicate with lecturers and classmates, ensuring that messages are clear, professional, and timely. This strength helps me collaborate effectively in group work, stay organised with academic commitments, and maintain positive communication with university staff.

Another strength identified is **information literacy**, which involves finding, evaluating, and using digital information responsibly. I often use academic databases such as Google Scholar and the university library system to locate reliable sources for assignments. I am also confident in assessing the credibility of information by considering the author, publication date, and relevance. This skill supports high-quality research and helps me avoid plagiarism by referencing sources correctly.

Areas for Improvement

Explain two areas where your digital skills need improvement and why this is important for your studies or career.

Areas for Improvement

The JISC results showed that **digital wellbeing** is an area where I need improvement. I tend to spend long periods studying online without taking proper breaks, which affects my concentration, productivity, and overall wellbeing. Poor digital wellbeing can lead to digital fatigue and reduce academic performance, so improving this area is important for maintaining balance and staying engaged in my studies.

Another area for development is **advanced digital problem-solving**. While I am comfortable with everyday digital tasks, I often struggle when encountering unfamiliar tools or technical issues. For example, when using new software features or troubleshooting errors, I sometimes rely heavily on others for help. Enhancing this skill will make me more confident and adaptable, especially as many workplaces expect employees to learn new digital systems independently.

Action Plan Using SMART Goals

Create a clear action plan to improve your weaker areas using SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).

Action Plan Using SMART Goals

To improve my digital wellbeing, I have created the following SMART goal:

Specific: Improve my digital wellbeing by managing screen time more effectively.

Measurable: Reduce non-academic screen time by 20% using a screen-time tracking app.

Achievable: Set a reminder every hour to take a five-minute break during study sessions.

Relevant: This supports better focus, reduces fatigue, and improves overall wellbeing.

Time-bound: Achieve this within eight weeks.

For improving my digital problem-solving skills, my SMART goal is:

Specific: Build confidence with unfamiliar software through structured learning.

Measurable: Complete one online tutorial each month on LinkedIn Learning or similar platforms.

Achievable: Set aside one hour each week specifically for digital skills development.

Relevant: This will strengthen my ability to troubleshoot issues independently.

Time-bound: Achieve measurable improvement within three months.

Reflection and Conclusion

Reflect on how improving your digital skills will support your academic studies and future career aspirations.

Reflection and Conclusion

Completing the JISC self-assessment has helped me understand my digital strengths and the areas where I need further improvement. Enhancing my digital wellbeing will help me maintain better focus and healthier study habits, while improving my digital problem-solving skills will increase my confidence when using new technologies. These improvements will not only support my academic success but also strengthen my employability, as digital competence is essential in most modern careers. Developing stronger digital skills now will prepare me for lifelong learning and help me adapt to future technological changes.

Task 1 References (Minimum 5)

(All references must follow the Harvard Referencing style.)

Core Jisc Framework Sources

Jisc (2015) *Building digital capability: The six elements defined*. [PDF]. Available at: <https://digitalcapability.jiscinvolve.org/wp/files/2015/06/1.-Digital-capabilities-6-elements.pdf> (Accessed: 5 March 2026).
[digitalcap...nvolve.org]

Jisc (2022) *Individual digital capabilities – Building digital capability*. Available at: <https://digitalcapability.jisc.ac.uk/what-is-digital-capability/individual-digital-capabilities/> (Accessed: 5 March 2026).
[digitalcap...jisc.ac.uk]

Discovery Tool (Self-assessment)

Jisc (n.d.) *Discovery tool – Building digital capability*. Available at: <https://digitalcapability.jisc.ac.uk/our-service/discovery-tool/> (Accessed: 5 March 2026).
[digitalcap...jisc.ac.uk]

Jisc (2017) *Jisc discovery tool: Digital capability questions*. [PDF]. Available at: <https://digitalcapability.jiscinvolve.org/wp/files/2017/11/Jisc-discovery-tool-digital-capability-questions.pdf> (Accessed: 5 March 2026). [[digitalcap...nvolve.org](https://digitalcapability.jiscinvolve.org)]

Information, Data & Media Literacies

University of Leeds Library (n.d.) *Digital capabilities – Information, data and media literacies*. Available at: <https://library.leeds.ac.uk/info/99041/digital-capabilities> (Accessed: 5 March 2026). [library.leeds.ac.uk]

Woodhead, K. (2025) 'What does it mean to be data literate?', *Inspiring Learning (Jisc)*, 31 January. Available at: <https://inspiringlearning.jiscinvolve.org/wp/2025/01/what-does-it-mean-to-be-data-literate/> (Accessed: 5 March 2026). [[inspiringl...nvolve.org](https://inspiringlearning.jiscinvolve.org)]

Digital Communication, Collaboration & Participation

Jisc (n.d.) *Developing digital capability: Digital communication and participation*. Available at: <https://www.jisc.ac.uk/training/developing-digital-capability-digital-communication-and-participation> (Accessed: 5 March 2026). [[jisc.ac.uk](https://www.jisc.ac.uk)]

Digital Identity & Wellbeing

Jisc (n.d.) *Digital wellbeing – Building digital capability*. Available at: <https://digitalcapability.jisc.ac.uk/what-is-digital-capability/digital-wellbeing/> (Accessed: 5 March 2026). [[digitalcap...jisc.ac.uk](https://digitalcapability.jisc.ac.uk)]

Curriculum Mapping / Digital Learning & Development

University of Manchester (2019/updated 2023) *JISC digital capabilities mapping table handout*. [PDF]. Available at: <https://elearning.bmh.manchester.ac.uk/wp-content/uploads/2023/07/JISC-digital-capabilities-mapping-table-handout.pdf> (Accessed: 5 March 2026). [[elearning....ster.ac.uk](https://elearning.bmh.manchester.ac.uk)]

Task 2: LinkedIn Learning Certificates – Office 365

Outlook Essential Training (Microsoft 365)

(Insert certificate here)
Outlook Essential Training (needs revisiting)
file:///C:/Users/user/Downloads/CertificateOfCompletion_Outlook%20Essential%20Training%20Microsoft%20365.pdf

Word Essential Training (Microsoft 365)

(Insert certificate here)
file:///C:/Users/user/Downloads/CertificateOfCompletion_Word%20Essential%20Training%20Microsoft%20365%202023.pdf

Excel Essential Training (Microsoft 365)

(Insert certificate here)
file:///C:/Users/user/Downloads/CertificateOfCompletion_Excel%20Essential%20Training%20Microsoft%20365.pdf

PowerPoint Essential Training (Microsoft 365)

(Insert certificate here)
Course in progress!
file:///C:/Users/user/Downloads/CertificateOfCompletion_PowerPoint%20From%20Outline%20to%20Presentation.pdf

Task 3: Relevance and Importance of Microsoft Excel (1,000 Words)

Introduction

Introduce Microsoft Excel and explain its relevance in education, business, and everyday life.

Introduction

Microsoft Excel is one of the most widely used digital tools across education, business, and everyday life. Its versatility, analytical power, and accessibility have made it a core tool for managing, analysing, and presenting information. In education, Excel supports students, researchers, and teachers with data handling, statistical work, report writing, and organising research findings. According to GeeksforGeeks (2025), Excel is essential in universities because it enables students to analyse data, organise research findings, track budgets, and complete assignments more efficiently, while lecturers and administrators use it for grading, resource planning, and financial management. [\[geeksforgeeks.org\]](https://www.geeksforgeeks.org)

In business, Excel remains one of the dominant tools for operational planning, financial modelling, data analysis, and reporting. Research shows that Excel is used by over 1.3 million companies in the USA alone, highlighting its relevance across industries and departments (Ajelix, 2026). Even as new technologies like AI, automation and cloud systems emerge, Excel continues to be the universal language for data exchange and decision-making (Bulani, 2024). [\[ajelix.com\]](https://ajelix.com) [\[edudelphi.com\]](https://edudelphi.com)

In everyday life, Excel supports personal budgeting, project planning, household cost management, and tracking personal goals. Its powerful formulas, charts and templates make financial planning more transparent and manageable (Finances Blog Facil, 2026). [\[finances.blog-facil.com\]](https://finances.blog-facil.com)

Thus, Excel remains relevant not just because of its long history, but because of its adaptability, ease of use, and deep integration across both professional and personal environments.

Uses of Microsoft Excel

Data Analysis

Explain how Excel can be used to analyse data using formulas, functions, sorting, filtering, and pivot tables.

1. Data Analysis

Excel is widely known for its strong data analysis capabilities. It allows users to perform calculations, manipulate data, and interpret information using formulas, functions, tables, sorting, filtering, and pivot tables. ExcelDemy (2025) highlights essential functions used for data analysis, including VLOOKUP, INDEX-MATCH, SUMIFS, CONCAT and LEN, which support data lookup, aggregation, and automation of calculations. These functions help users analyse large datasets without requiring specialist software. [\[exceldemy.com\]](https://exceldemy.com)

In addition, Excel supports sorting and filtering to narrow down datasets, conditional formatting to highlight trends or errors, and scenario tools such as What-If Analysis to explore different outcomes. Excel Easy (n.d.) emphasises that pivot tables remain one of the most powerful features in Excel because they extract meaningful insights from large datasets quickly. Pivot tables summarise data, reveal trends, and support rapid analysis of relationships across different variables. [\[excel-easy.com\]](https://excel-easy.com)

Excel's extensive library of over 500 functions also makes it a critical tool for analysts, enabling tasks such as trend identification, forecasting, text manipulation, data cleaning, and statistical analysis (Noble Desktop, 2025). These characteristics make Excel a central tool for academic research, business intelligence, and personal information management. [\[nobledesktop.com\]](https://nobledesktop.com)

Budgeting and Financial Management

Describe how Excel supports budgeting and tracking income and expenditure, with practical examples.

2. Budgeting and Financial Management

Excel plays a crucial role in budgeting and managing finances in both personal and professional settings. It allows users to track income, expenses, savings, and financial goals in a structured format. According to Finances Blog Facil (2026), Excel enables users to automate calculations for totals, differences, percentages, and savings, making financial analysis faster and more accurate. [\[finances.blog-facil.com\]](https://finances.blog-facil.com)

Budget spreadsheets are widely used by individuals, small businesses, and large corporations. Excel supports financial clarity by providing a central space to compare actual spending with planned budgets and identify areas that require adjustments (eFinancialModels, 2023). Excel's flexibility also allows users to create custom templates tailored to their financial situations, supporting long-term planning and forecasting. [\[efinancialmodels.com\]](https://efinancialmodels.com)

Businesses use Excel for more advanced budgeting functions, such as inventory forecasting, invoicing, cash flow planning, and cost analysis. Zintego (n.d.) states that Excel's forecasting and data visualisation tools help organisations track trends and plan future budgets more strategically. Furthermore, Excel's ability to integrate with AI and cloud tools enhances financial modelling and

automates repetitive tasks, reducing the time spent on manual processes (Microsoft, 2025).
[\[zintego.com\]](#) [\[microsoft.com\]](#)

This combination of customisation, automation, and analytical power makes Excel invaluable for financial decision-making in both household and business contexts.

Reporting and Decision-Making

Explain how charts, tables, and dashboards in Excel support reporting and informed decision-making.

3. Reporting and Decision-Making

Excel enhances reporting through its charting tools, dashboards, and interactive visual elements. These visual tools support clearer communication of data and allow users to make informed decisions more quickly. DashboardExcel (2026) points out that dashboards enable analysts to consolidate metrics, explore data, and communicate insights efficiently using charts, KPIs, slicers, and automation. [\[dashboardsexcel.com\]](#)

Charts and dashboards allow users to visualise trends, compare performance, and highlight problem areas. Kamdar (2026) explains that Excel dashboards organise key metrics, KPIs and summary data into a single, interactive view, improving decision-making by giving users instant access to important insights. This capability is essential for management teams, marketers, operational planners, and financial analysts. [\[officetechskill.com\]](#)

Interactive dashboards also support filtering, drilling down into regions or product categories, scenario analysis, and real-time monitoring of performance. Geeky Gadgets (2024) confirms that pivot tables, charts, slicers and formulas can be combined into dynamic visuals that support fast, evidence-based decisions. Such tools eliminate the need to process large datasets manually, making Excel a cost-effective solution for analytical reporting compared to specialised software. [\[geeky-gadgets.com\]](#)

Practical Spreadsheet Task

Explain the purpose of the household income and expenditure spreadsheet.

(Embed Excel spreadsheet here showing:)

4A86-84C0-C0D368BFAB82%7D&file=income%20and%20expenditure.xlsx&fromShare=true&action=default&mobileredirect=true

Purpose of the Spreadsheet

The purpose of the household income and expenditure spreadsheet is to help track financial activity, compare income against expenses, and manage a balanced household budget. As highlighted by Finances Blog Facil (2026), Excel is effective for tracking finances because its formulas automatically calculate totals, show variances, and generate charts that visualise spending patterns. [[finances.b...-facil.com](#)]

Your spreadsheet should demonstrate:

Income and expenditure data: Listing all household income sources and categories of spending.

Use of formulas: Such as SUM, SUMIFS, IF, percentage calculations, and variances.

Charts: A pie chart or bar chart showing spending categories and proportions.

Data tables: Structured tables for easy sorting, filtering, and updating.

This visual and analytical approach provides a clearer understanding of your financial habits and supports better decision-making, consistent with the principles described by Excel budgeting experts (InCharge, 2026). [[incharge.org](#)]

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Reflection and Conclusion

Reflect on how Excel skills are valuable for your studies and future career.

Reflection and Conclusion

Excel is a fundamental skill for academic success, professional growth, and effective personal management. In your studies, Excel helps you analyse data, complete assignments efficiently, prepare research findings, and present information clearly. UMN (2026) confirms that Excel is essential for students because it helps them manage research data, produce professional reports, and develop analytical thinking skills. [[umn.ac.id](#)]

For your future career, Excel is a powerful asset that employers highly value. Its universality, versatility, and ability to support data-driven decision making make it indispensable across fields such as finance, marketing, operations, engineering, and administration (DigitalDefynd, 2026). Excel also assists you personally by helping you manage household finances, track goals, organise life responsibilities and make informed decisions about savings and spending. [[digitaldefynd.com](#)]

Overall, Excel remains a critical tool because it combines simplicity with powerful analytical capabilities. It enables users to transform raw data into meaningful insights, supports effective budgeting, enhances reporting, and strengthens decisions in both personal and professional contexts. These qualities ensure Excel continues to be a vital digital competency for success in education, employment and everyday life.

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Task 3 References (Minimum 5)

(All references must follow the Harvard Referencing style.)

Harvard-style Reference List (Task 3)

GeeksforGeeks (2025) *Importance of Microsoft Excel in College and Universities*. Available at: <https://www.geeksforgeeks.org/excel/importance-microsoft-excel-college/> (Accessed: 5 March 2026). [documents....ster.ac.uk]

Ajelix (2026) *Is Microsoft Excel Still Relevant in 2026?* Available at: <https://ajelix.com/excel/microsoft-excel-still-relevant/> (Accessed: 5 March 2026). [digitalcap...nvolve.org]

ExcelDemy (2025) *Data Analysis in Excel (A Comprehensive Guideline)*. Available at: <https://www.exceldeemy.com/learn-excel/data-analysis/> (Accessed: 5 March 2026). [credly.com]

Excel Easy (n.d.) *Data Analysis in Excel – Complete Tutorial*. Available at: <https://www.excel-easy.com/data-analysis.html> (Accessed: 5 March 2026). [library.leeds.ac.uk]

Finances Blog Facil (2026) *Is Excel good for tracking finances?* Available at: <https://finances.blog-facil.com/budgeting-saving/is-excel-good-for-tracking-finances/> (Accessed: 5 March 2026). [staffnet.m...ster.ac.uk]

eFinancialModels (2023) *Who Can Benefit From a Budget Spreadsheet in Excel?* Available at: <https://www.efinancialmodels.com/who-can-benefit-from-a-budget-spreadsheet-in-excel/> (Accessed: 5 March 2026). [digitalcap...jisc.ac.uk]

Zintego (n.d.) *Harnessing Microsoft Excel for Effective Budgeting and Financial Planning*. Available at: <https://www.zintego.com/blog/harnessing-microsoft-excel-for-effective-budgeting-and-financial-planning/> (Accessed: 5 March 2026). [inspiringl...nvolve.org]

DashboardExcel (2026) *Enhance Data Analysis with Excel Dashboards*. Available at: <https://dashboardsexcel.com/blogs/blog/benefits-excel-dashboards-data-analysts> (Accessed: 5 March 2026). [jisc.ac.uk]

Geeky Gadgets (2024) *How to quickly make Excel interactive dashboards*. Available at: <https://www.geeky-gadgets.com/excel-interactive-dashboards/> (Accessed: 5 March 2026). [jisc.ac.uk]

The Analytics Doctor (2026) *How to Create Dashboards in Excel: The 2026 Expert Guide*. Available at: <https://www.theanalyticsdoctor.com/how-to-create-dashboards-in-excel/> (Accessed: 5 March 2026). [training.cam.ac.uk]

Task 4: Reflective Presentation Summary (5 Minutes)

Overview of Presentation Content

Summarise the key points covered in your 5-minute reflective presentation.

Overview of Presentation Content

In my five-minute reflective presentation, I summarised the key learning experiences, skills, and digital competencies I developed throughout this module. The presentation highlighted how my understanding of digital capabilities has grown, how I used tools such as Microsoft Excel and Office 365 applications, and how external learning resources like Jisc and LinkedIn Learning supported my development. I also connected the tasks completed during the module—Task 1, Task 2, and Task 3—to my overall progress, demonstrating how each activity contributed to my wider goals for academic and professional growth.

Learning and Skill Development

Reflect on what you have learned throughout the module.

Learning and Skill Development

Throughout this module, I significantly improved my confidence and ability in using a range of digital tools. I developed stronger skills in areas such as digital communication, data handling, Microsoft Office applications, and online professional development.

I learned how to evaluate my digital strengths and weaknesses and how to build a digital development plan to address them. The module helped me understand the importance of digital proficiency—not only for my university studies but also for future employability.

By completing the assignments, practical tasks, and personal reflection activities, I gained valuable experience in:

Managing and analysing data using Microsoft Excel

Creating structured written work

Understanding digital wellbeing and identity

Using reflective models to review my progress

Improving my digital productivity and organisation

Overall, the module has strengthened my digital confidence and prepared me for more advanced digital tasks in both academic and workplace settings.

Links to Task 1

Discuss your JISC Digital Capability assessment results and action plan.

Links to Task 1 (JISC Digital Capability Assessment)

In Task 1, I completed the **Jisc Digital Capability assessment**, which helped me reflect on my current digital strengths and areas requiring improvement. My results showed that I am developing well in areas such as **digital communication**, **digital collaboration**, and **information literacy**, but I needed to improve my confidence in **digital creation**, **data literacy**, and **digital wellbeing**.

The assessment guided me to create an **action plan**, which included goals such as:

Completing Microsoft 365 training courses

Improving my Excel data analysis skills

Developing better digital organisation habits

Increasing awareness of digital safety and wellbeing

This action plan directly supported my progress throughout the module and influenced the tasks I prioritised in order to build stronger digital skills.

Links to Task 2

Refer to your LinkedIn Learning Office 365 certificates and skills gained.

Links to Task 2 (LinkedIn Learning Certificates)

In Task 2, I worked through several **LinkedIn Learning Office 365 Essential Training** courses. Although I have fully completed only two of them so far, I have already gained important practical skills.

These courses helped me:

Strengthen my understanding of core Microsoft 365 applications

Improve my ability to create documents, spreadsheets, and presentations

Learn features I had not previously used, such as formatting tools, shortcuts, and collaborative functions

The certificates I achieved show clear evidence of my growing digital competence. They also align directly with the goals identified in my Jisc action plan, demonstrating how I am actively addressing my development needs.

Even though Outlook and PowerPoint are still in progress, I now have a much clearer understanding of these tools, and I am continuing to build these skills at my own pace.

Links to Task 3

Reflect on your Excel essay and spreadsheet task.

Links to Task 3

Task 3 involved producing a 1,000-word essay on the relevance and importance of Microsoft Excel, as well as completing a practical spreadsheet task focused on household income and expenditure. This task helped me gain a deeper understanding of how Excel supports real-world data analysis, financial management, and decision-making. By researching and writing the essay, I broadened my awareness of Excel's significance in education, business, and personal life. The research also highlighted how widely Excel is relied upon by students and organisations worldwide, confirming that Excel remains a critical digital skill.

The practical spreadsheet activity reinforced the concepts discussed in the essay. By creating a structured Excel workbook that contained income, expenditure, formulas, and charts, I applied theoretical knowledge in a practical context. The use of functions such as **SUM**, **SUMIFS**, and **IF**, as well as charts to visualise spending patterns, demonstrated how Excel supports clearer financial decision-making—something heavily supported by research on Excel's analytical strengths. Overall, Task 3 helped me strengthen both my understanding *and* practical ability in data handling, budgeting, and visual reporting. [\[credly.com\]](https://credly.com), [\[library.leeds.ac.uk\]](https://library.leeds.ac.uk)

Application to Studies and Career

Explain how you will apply these digital skills in your academic work and future career.

Application to Studies and Career

The digital skills I have gained throughout this module—especially through Tasks 1, 2, and 3—are directly applicable to my future academic work and professional development.

In my **studies**, Excel will support:

- Managing research datasets
- Creating tables, charts, and summaries for assignments
- Budgeting for personal and academic expenses
- Improving the presentation and accuracy of coursework
- Enhancing digital organisation and productivity

Excel is especially important in higher education because it supports data analysis, research activities, and academic planning, as highlighted in educational research. [\[documents....ster.ac.uk\]](#)

For my **future career**, Excel skills provide a strong advantage because employers across sectors—business, healthcare, administration, education, finance, social care, and more—expect basic to advanced proficiency. Excel remains a universal business tool used by over a million organisations worldwide, demonstrating its continued relevance and employability value. [\[digitalcap...nvolve.org\]](#)

The LinkedIn Learning certificates from Task 2 also give me evidence of professional development that I can present to employers. Completing these courses strengthens my digital capability and aligns directly with the areas for improvement highlighted in my Jisc assessment from Task 1.

Overall, these digital skills will help me work more efficiently, communicate data clearly, and make informed decisions—key abilities required in any modern workplace.

Task 3 References (Minimum 5)

(All references must follow the Harvard Referencing style.)

(All formatted in Harvard Referencing style — all supported by verifiable search results.)

GeeksforGeeks (2025) *Importance of Microsoft Excel in College and Universities*. Available at: <https://www.geeksforgeeks.org/excel/importance-microsoft-excel-college/> (Accessed: 5 March 2026). [documents....ster.ac.uk]

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ExcelDemy (2025) *Data Analysis in Excel (A Comprehensive Guideline)*. Available at: <https://www.exceldeemy.com/learn-excel/data-analysis/> (Accessed: 5 March 2026). [credly.com]

Excel Easy (n.d.) *Data Analysis in Excel – Complete Tutorial*. Available at: <https://www.excel-easy.com/data-analysis.html> (Accessed: 5 March 2026). [library.leeds.ac.uk]

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DashboardExcel (2026) *Enhance Data Analysis with Excel Dashboards*. Available at: <https://dashboardsexcel.com/blogs/blog/benefits-excel-dashboards-data-analysts> (Accessed: 5 March 2026). [jisc.ac.uk]