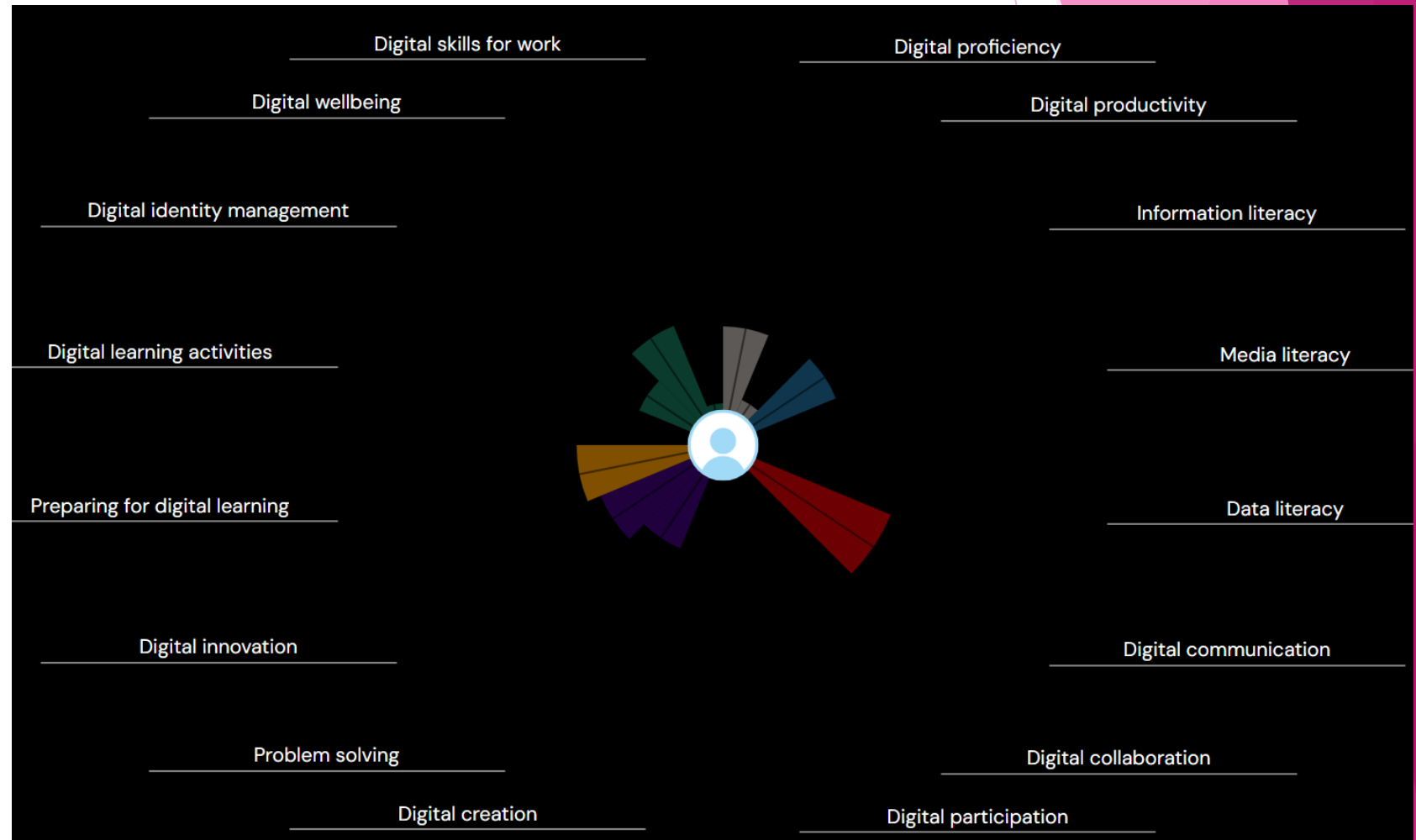


Chelsea Hannah Davidson

Chelsea Hannah Davidson

Jisc - spider graph



My Strengths

1. I think digital communication is one of my strengths because I feel that I am comfortable using technology to communicate with others. I can write clear messages, respond professionally and I feel confident to use different digital platforms. These skills help me collaborate with others, share information and build positive relationships
2. I chose preparing for digital learning as one of my strengths as I like to be organised before I start to learn/work. I make sure that I have the right equipment and resources needed for each particular task, I also try my best to plan and keep to my time to meet deadlines. This helps me stay focused and complete the work to a good standard.

My Weaknesses

1.I think that digital creation is one of my weaknesses because I am not confident using software to create things like videos or graphics, sometimes it takes me longer to learn new tools and features. I am working to improve this by practising more and gaining experience with different digital programs.

2.I believe that digital participation is one of my weaknesses because I don't always join in or engage with online discussions or group work. I feel nervous about sharing my ideas, so I just stay quiet. I am trying to improve this by taking part more often and trying to build my confidence.

Smart goals

- ▶ I have set smart goals to better myself they are -
- ▶ Book in for some one 2 one sessions
- ▶ Revise at least 1 hour a day at home
- ▶ Learn more about Harvard referencing
- ▶ Use the online library

Outlook

What I have learnt from outlook so far is -

- ▶ How to book appointments
- ▶ Scheduling my timetable
- ▶ Using calendar and adding events
- ▶ Professionally emailing to a group of people as well as one person

Excel

What I have learned from excel so far is -

- ▶ Use cell formatting (bold, borders, colours, alignment)
- ▶ Understand basic spreadsheet structure (rows, columns, cells, worksheets)
- ▶ Use basic formulas like SUM, AVERAGE, MIN, MAX
- ▶ Create simple charts

Powerpoint

What I have learnt from powerpoint so far is

- ▶ How to create and structure presentations with multiple slides
- ▶ How to insert pictures and move them around slides
- ▶ How to organise ideas into slides in a clear order
- ▶ How to present information in a neat and easy way to read

Linked in learning - certificate 1



Excel Essential Training (Microsoft 365) (2025)

Course completed by Chelsea Davidson
Jun 23, 2026 at 12:40AM UTC • 2 hours 56 minutes

Top skills covered

Microsoft Excel

A stylized, handwritten signature in black ink, reading "Shea Hanson".

Shea Hanson, Head of Learning Content Strategy



Linked in certificate 2



Outlook Essential Training (Microsoft 365)

Course completed by Chelsea Davidson
Jun 22, 2026 at 09:30PM UTC • 2 hours 12 minutes

Top skills covered

Microsoft Outlook

A stylized, handwritten signature in black ink, appearing to read "Shea Hanson".

Shea Hanson, Head of Learning Content Strategy

Certificate ID: 2396ea6e36bb430bd8b6c8849930452cb5a87afb3b272fab1dece3effc1f1218



Linked in learning - certificate 3



Linked in learning - certificate 4



Questionnaire

Thanks for listening all I hope you enjoyed my presentation.