



Module Name: Digital Skills for Personal Development and Business Growth

Module Code: BMSW4008

Assignment Title: Portfolio

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Deadline: Monday 16th March 2026
09:00am

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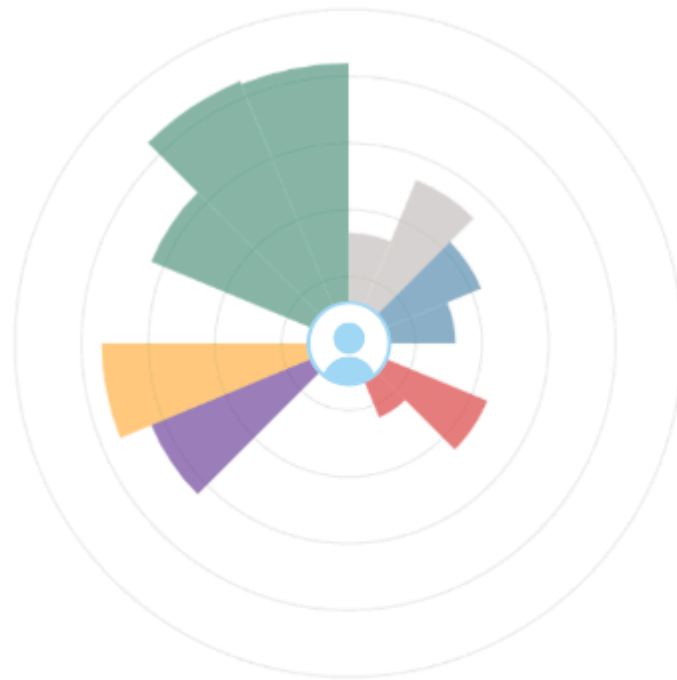
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Task 1: Assessment of Digital Skills

Part 1 – Jisc discovery tool

The JISC Digital Capability Tool is an online self-assessment tool that helps students and staff identify their digital skills and confidence levels. The JISC Digital Capability Framework delineates the essential skills required for proficient digital learning and professional engagement (Jisc, 2023).

The JISC Digital Capability Tool was employed to assess my existing digital competencies and pinpoint strengths and areas for enhancement. The self-assessment required answering various enquiries regarding my confidence in using digital technologies for diverse jobs. Upon completion, the program generated a visual graph illustrating my proficiency levels across various digital skill domains.



■ Digital proficiency ■ Digital productivity ■ Information literacy ■ Media literacy
 ■ Data literacy ■ Digital communication ■ Digital collaboration ■ Digital participation
 ■ Digital creation ■ Problem solving ■ Digital innovation ■ Preparing for digital learning
 ■ Digital learning activities ■ Digital identity management ■ Digital wellbeing
 ■ Digital skills for work

Part 2-Importance of Digital Skills

The ability to use digital technology for learning, work, and daily life in an efficient, secure, and self-assured manner is known as digital skills. Students in higher education rely on digital tools to access online learning environments, conduct research, interact with instructors, and turn in assignments (Jisc, 2023). Gaining proficiency with technology promotes digital literacy, self-directed learning, and academic achievement.

Digital skills cover more than just proficiency in technology; they also include critical thinking and problem-solving abilities, among others (Audrin and Audrin, 2022).

As a result of the online world integrating into daily life, policymakers have implemented several programs to guarantee that all citizens have an Internet connection, enabling them to take advantage of diverse learning, employment, networking, and informative opportunities. Concurrently, scholarly research in this domain has expanded swiftly, yielding substantial evidence that elucidates the intricate elements influencing Internet usage among individuals. Researchers in this subject acknowledge that the measurements commonly employed in empirical studies lack adequate nuance. They inadequately represent contemporary theoretical perspectives on digital inclusion, and they have failed to adapt to the evolving methods by which individuals utilise and comprehend the Internet (Measuring Digital Skills, Alexander J.A.M. van Deursen et al. 2014).

Summary of JISC Results

The results from the JISC Digital Capability Tool showed that I have generally strong digital skills for work. My highest scoring areas were digital wellbeing with a proficient confidence level, preparing for digital learning, and digital innovation.

Again, I have a strong foundation of digital productivity but have to develop my confidence in problem-solving, digital creation, media literacy, data literacy, and information literacy.

I also showed moderate confidence in problem-solving, particularly when learning how to use new digital tools. However, my results highlighted digital participation as a deficit area, suggesting that I need to facilitate and build digital networks, take part in a shared social and cultural life using digital services, build contacts and share ideas (Jisc, 2023).

2 Strengths in Digital Skills

One of my strengths is digital wellbeing.

Digital wellbeing is about the impact of using digital devices, tools, services, and systems on me as a person. It relates to how I look after my personal health, safety, relationships and work-life balance in digital settings. One of my strengths is that I

don't want to spend too much time on the screen, and we all know how bad habits can be.

Another of my strengths is my ability to use digital technology at work.

Digital skills for work are all of my digital capabilities, as they support me in my chosen work. Most workplaces have their own digital systems and practices: what matters is that I am able to learn them. Digital employability also covers seeking and securing work and using my digital access to progress in my chosen career, whether by upgrading my qualifications or by networking and showcasing my achievements (Jisc 2023).

2 Weaknesses to improve

One area that requires improvement is digital participation. Digital participation means taking part in a more open-ended way than collaboration, over a longer time, and in a range of different settings. This is how you join, facilitate and build digital networks, take part in a shared social and cultural life using digital services, build contacts, and share ideas. Digital participation should always be safe and respectful and not exclude other people. My confidence level is low because I am sometimes shy about meeting other people for help, collaboration, or training. Improving my digital participation will help boost my knowledge and collaboration in my future career (Jisc, 2023).

A further area for development is advanced digital problem-solving. Digital problem-solving is your ability to solve problems, make decisions, and answer questions using either digital evidence or digital environments (such as simulations and virtual worlds) to test out solutions. While I can complete basic digital tasks, I sometimes struggle when using unfamiliar software or resolving technical difficulties independently.

Developing this skill is important for my future career, as many employers expect graduates to adapt to new digital systems and solve problems efficiently in the workplace (World Economic Forum, 2023).

Action Plan Using SMART Goals

To improve my weaker areas, I have developed the following SMART goals:

Specific: improving my digital participation by asking for support such as access to training, an online course, or help from learning support staff.

Measurable: Set aside a time each day when you interact with social media, reducing the temptation to respond instantly.

Achievable: Think about being more active on LinkedIn or another academic/professional network: start by following people I know and people whose ideas are interesting or relevant to me.

Relevant: This will build digital networks, contacts and share ideas.

Time-bound: Achieve this within 2 weeks.

To improve digital participation, I will go on LinkedIn every day rather than surfing on other social media (Office for National Statistics, 2023).

Reflection and Conclusion

Improving my digital participation will support both my academic studies and future career. Developing better digital participation will help me meet more professional people, while strengthening my problem-solving skills will increase my confidence when using new technologies. Overall, enhancing my digital capability will improve my employability and prepare me for lifelong learning in an increasingly digital workplace (World Economic Forum, 2023).

References

Jisc (2023) *Digital capability framework*. Available at: <https://www.jisc.ac.uk> (Accessed 20 January 2026).

Task 2: LinkedIn Learning Certificates - Office 365

Outlook Essential Training (Microsoft 365)



Word Essential Training (Microsoft 365)



PowerPoint Essential Training (Microsoft 365)



Excel Essential Training (Microsoft 365)



Task 3: Relevance and importance of Microsoft Excel

Task 1: 1000-Word Essay

Introduction

Microsoft Excel is a robust and adaptable spreadsheet application created by Microsoft, esteemed as a primary resource for data management, analysis, and presentation in both personal and professional contexts. It is a component of the Microsoft Office suite, recognised for its comprehensive array of capabilities that accommodate users ranging from novices to advanced data analysts. Excel offers users capabilities for executing intricate computations, generating charts and graphs, and constructing data models. Excel provides a variety of tools that facilitate accessible and efficient data administration and analysis for business professionals, students, and researchers alike.

Microsoft Excel has many features that make it a must-have tool for many jobs in many fields and applications. Excel can do many things that make you more productive and help you make better decisions, from simple data entry to more complicated data analysis. Excel lets you do many important things, like:

Data Organisation: Excel lets you put a lot of data into rows and columns so that it's easy to work with.

Data Analysis: Use Excel's strong functions and capabilities to do complicated math, statistical analysis, and what-if scenarios.

Visualisation: Use charts, graphs, and pivot tables to show data trends and insights.

Data Modelling: Use Excel's advanced capabilities to make financial models, projections, and other models that can predict the future.

Automation: Use macros and Visual Basic for Applications (VBA) to automate processes that you do over and over.

Collaboration: With Excel's cloud connectivity, you can share worksheets with others and work together in real time (Insight Software, 10 March 2026).

Data Analysis

Microsoft Excel is an application that helps you organise and analyse data in tables and graphs on your computer. You may use it to make reports, keep track of your spending, and more.

You can also use Excel to analyse data in a number of ways, such as pivot tables, algorithms, and charts.

But why would anybody want to use Excel for data analysis?

Data analysis can help you find patterns, see outliers, and make forecasts. It can also help you comprehend your data better, which can help you make better choices.

You can also employ data analysis for personal reasons, not simply for the company. You may use it to keep track of your fitness progress or how much money you spend, for example.

There are a few basic steps you need to take to get started with Excel data analysis, no matter why you want to do it (Ben Hiron-Grimes, 27 July 2022).

Among all the functions, some will be highlighted, such as:

XLOOKUP is a new version of VLOOKUP and HLOOKUP. It looks for a value in one range and gives back the value that goes with it from another range. It can search in any direction and doesn't need sorted data, unlike VLOOKUP.

The form is XLOOKUP(lookup_value, lookup_array, return_array).

For example, =XLOOKUP("EmployeeID123", A2:A500, D2:D500) can find an employee ID in an HR system and give you the cost of that employee's compensation. This makes sure that the data from finance and HR match up, which makes labour projections more accurate and saves analysts time when they have to match up headcount with payroll.

Also, pivot tables can quickly rearrange and summarise huge collections of data. Analysts may make interactive summaries without having to use complicated

algorithms by dragging fields into rows, columns, and values. It's one of the best tools in Excel for conveying financial stories.

For instance, an analyst might use a PivotTable to compare actual and forecasted expenditures by department and month. They would organise costs by business unit and time period to make patterns easier to see.

Executives can easily determine whether regions are over or under budget, and then they may look at specific transactions, such as payments to certain vendors or spending on a project level, that are causing those results. This level of context makes financial reporting an interactive process that helps leaders respond to changes in performance (Bruno Navarro 2025).

Learning how to analyse data in Excel improves your critical thinking and digital literacy, both of which are important for college and work in the current world (Pangrazio and Selwyn, 2019).

Budgeting

A solid budget is the most important thing for good financial health. It's true that it's the most important lesson anyone can learn. According to a survey by the financial services company Empower, 53% of Americans agree with this.

If you're with the majority (and you should be), the next question is how to do it best. For professionals, the answer is simple: Excel.

Excel is a useful tool for tracking monthly income and expenses in personal finance. By entering income sources and categories of expenditure, users can calculate totals automatically and determine whether they are saving or overspending. This supports financial awareness and responsibility.

It's excellent that you're going to use Excel to plan and keep track of your personal, family, or corporate budget. Don't let the organising part make you run back to your legal pads, sticky notes, and No. 2 pencils. It's not as hard as it looks to get your spreadsheet working.

Excel spreadsheets work by having a sequence of logically linked columns, rows, and pages (sheets, in Microsoft parlance). And the end effect can be beautiful.

You won't have to do anything too hard. Just total your income, then write your spending in one column and costs in the other. The program does all the challenging math work for you (Tom Jackson, 13 August 2024).

Reporting and Decision-Making

An Excel report is a file created by Microsoft Excel that helps you organise, analyse, and show data clearly. It helps you make sense of raw data, which makes it easier to spot trends or patterns. Being able to make an Excel report is a useful ability. It makes it easier to work with data, whether it's for work or personal use. To make a report, you need to have your data ready, use Excel tools like charts or PivotTables, and format it so that it is easy to read (Lewis May 2025).

Line graphs can show how things change over time, while bar charts can show how different categories compare to each other. These pictures help people communicate better in both schoolwork and work presentations.

Business managers often use Excel reports to monitor performance metrics, such as sales growth, productivity, or spending levels. In today's businesses, making decisions based on data is becoming more and more vital (Laudon and Laudon, 2022). Excel makes this technique easier by giving you instant access to precise, current information.

Interfaces are able to show several charts and summary tables on one display, which makes it easier for decision-makers to analyse performances. Conditional formatting can draw attention to areas that need it, as when spending is too high or performance is getting worse. These traits make strategic planning and running a business more effective.

Task 2: Excel Spreadsheet

Household income and expenditure:

	A	B	C	D	E	F	G	H	I	J	K	L	M
Income	January	February	March	April	May	June	July	August	September	October	November	December	
Wage 1	1,500	1,800	1,900	1,500	1,400	1,500	1,600	1,600	1,600	1,550	1,500	1,600	
Wage 2	750	700	750	700	600	800	750	800	800	780	800	800	
Total	2,250	2,500	2,650	2,200	2,000	2,300	2,350	2,400	2,400	2,330	2,300	2,400	
Expenditure	January	February	March	April	May	June	July	August	September	October	November	December	
Rent	1,100	1,100	1,100	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	
Council Tax	80	80	80	80	0	0	0	0	0	0	0	0	
Utilities	150	150	160	160	160	160	160	160	150	150	150	150	
Broadband	70	80	65	70	70	70	70	80	80	80	80	80	
Phone	20	25	20	20	20	20	20	20	20	20	20	20	
Gym	0	10	10	10	10	10	10	10	10	10	10	10	
Food	400	500	500	500	400	400	400	450	400	400	350	400	
Petrol	200	150	200	200	170	150	400	200	150	150	150	150	
Insurance	120	120	120	120	120	120	120	120	120	120	120	120	
TV License	15	15	15	15	15	15	15	15	15	15	15	15	
Total	2,155	2,230	2,270	2,375	2,165	2,145	2,395	2,255	2,145	2,145	2,095	2,145	
	January	February	March	April	May	June	July	August	September	October	November	December	
Disposable Income	95	270	380	-175	-165	155	-45	145	255	185	205	255	

References

Ben Hiron-Grimes, 27 July (2022).

Bruno Navarro (2025): Workday.

Pangrazio and Selwyn, (2019)

Tom Jackson, 13 August (2024): In Charge

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Laudon, K.C. and Laudon, J.P. (2022) *Management information systems: Managing the digital firm*. 17th edn. Pearson.

Lewis, 16 May 2025, Fan Ruan: How to create basic Excel report for beginners.

Task 4:

5-Minute Reflective Presentation



Introduction

My name is Dieynaba Diene Student at UWTSD. In This presentation I
will talk about reflection of my learning.

How my digital skills have developed

Learning digital skills changed me from fundamental technical abilities, such as keyboarding and file management, to a highly advanced and wide variety of skills essential for academic achievement and future employment.

How I have used my skills, and how I plan to apply them in my studies and career.

- ☐ **Critical Thinking and Analytical Skills:** Use research to make your case and look at complicated data. Using these by putting together information from various places.
- ☐ **Time management and organisation:** using tools like calendars, to-do lists, and apps (LinkedIn), students manage workloads, meet deadlines, and balance study with personal life.
- ☐ **Communication Skills:** written communication for reports and essays and verbal communication for presentations.
- ☐ **Confident**
- ☐ **Technical and digital literacy:** develop and use digital tools for research, data analysis, and creating digital portfolios; these are crucial for the "fourth industrial revolution".
- ☐ **Reflective Learning:** by using feedback from lecturers to improve my academic performance.
- ☐ **Applying Skills in Academic Studies:**
 - **Active Learning:** Using techniques such as Gibbs.
 - **Researching & Prototyping:** Using knowledge to create academic posters and written essays.
 - **Self-Testing:** Using the CRAAP test to prepare an assessment.
- ☐ **Applying Skills in Career:**
 - Applying theoretical knowledge in a professional environment through internships and placements has proven to enhance employability.
 - **Developing a Portfolio:** Using digital skills to create professional portfolios that highlight work-ready skills.
 - **Translating Transferable Skills:** translate skills developed outside school, such as managing finances, into professional competencies for job applications.

Reflection on Task 1

If you referred to my Jisc, you could see how I was before I started university and how I am academically. I used to be shy and scared of meeting people on social media. My digital participation was low, but now I think differently; I can build digital networks, take part in a shared social and cultural life using digital services, build contacts, and share ideas. I wonder about using it often now and for my career.

Reflection on Task 2

As I said previously, I was not confident using LinkedIn when I started digital skills. Now, I have four certificates (Word, Excel, PowerPoint, and Outlook) via LinkedIn Learning, and I can use those applications confidently.

Reflection on Task 3

Microsoft Excel is fundamental for my studies and career. I knew how to use it because I was an accountant back home 12 years ago, but over time and life changes, I have forgotten. Now I can use it like before or more efficiently after receiving courses at university, and I am noticing I am more confident using it.

Conclusion

I enjoyed learning digital skills, and I am proud of myself. Furthermore, all my learning will help me with my future.