

ASSESSMENT 3 DIGITAL SKILLS DIGITAL PORTFOLIO



STUDENT: TATIANA POTINGA

STUDENT NUMBER : 254368

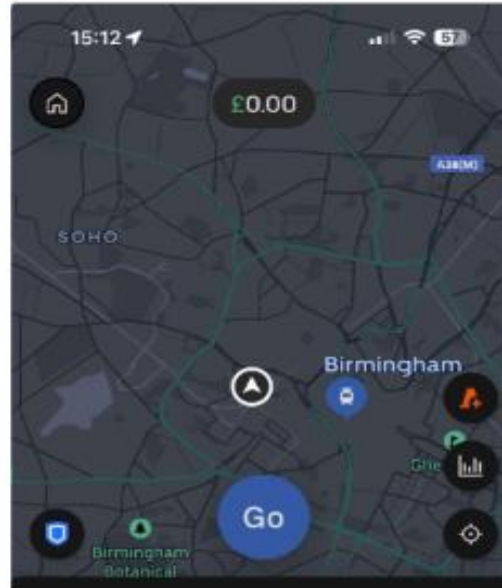


INTRODUCTION

This portfolio includes four learning experiences that helped me improve my digital skills. I chose these examples because they changed the way I study, work and use technology every day .

MY WORK

Skill developed: Digital awareness and time management.



Both for my mental health, but also for the well-being of my family, I use the UberDriver app very often, which helps me earn my own money, being on maternity leave, and to open the banking app less often to request (first screenshot), this app makes my social life easier by accessing it digitally .

MICROSOFT WORD – COLLABORATION & FORMATTING

SKILL DEVELOPED:
COLLABORATION AND
PROFESSIONAL
DOCUMENT
FORMATTING.

Manage Access

 Worksheet 2.docx

 Share

 Stop sharing

People • 3

Groups

Links

 Search displayed names

 Tatiana Potinga (2543568)
STUDENT

Owner

 Stancin Raducanu (2543558)
STUDENT

 Can edit

 Alin Serdaru (2543605)
STUDENT

 Can edit





ARTIFICIAL INTELLIGENCE (AI)

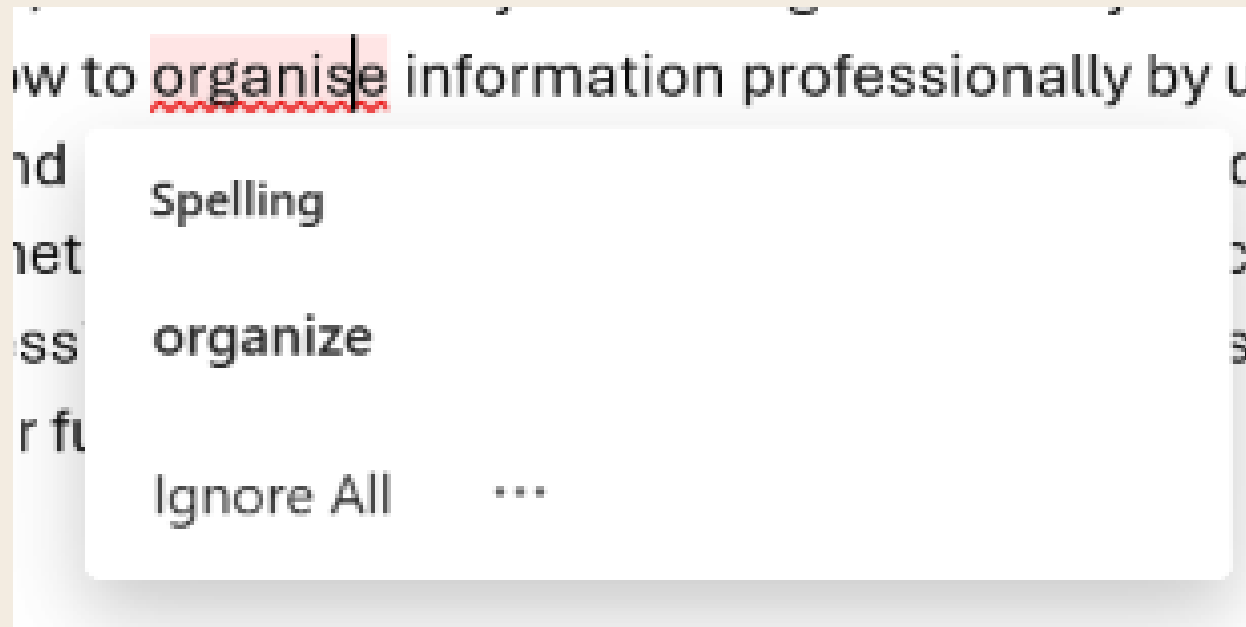
Skill developed: Responsible use of Artificial Intelligence.

" HUMAN IN THE LOOP "



MICROSOFT WORD – GRAMMAR & WRITING TOOLS

Skill developed: Improving English writing with Microsoft Word.





MY DEVELOPMENT

Before this course I used digital tools at a basic level. Now I use them more confidently, efficiently and responsibly.

WHAT I IMPROVED

I improved my organisation, collaboration, digital awareness and productivity.





REFLECTION & CONCLUSION

I learned that digital skills are practical life skills, not only computer skills.