

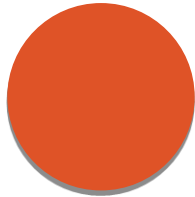
DS₃ PORTEFOLIO

Task 3 : Irene Matias

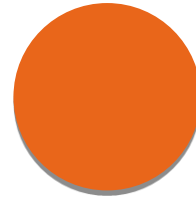
A person is seated at a desk in a modern office, looking at a computer monitor. The monitor displays a grid of small portrait photos. The office environment is visible in the background, with other people working at desks. The image is overlaid with a semi-transparent dark grey layer, and the text is in white. The entire image is framed by a yellow border.

FILE MANAGEMENT
FORMATTING WORD DOCUMENTS
PROFESSIONAL DIGITAL COMMUNICATION

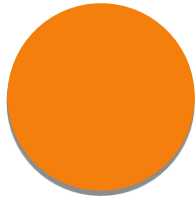
Formatting word documents



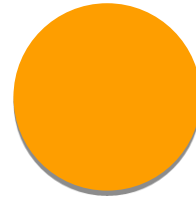
Documents words



**Add comments explaining
the changes and the word
choices you accept or
replace**



**Email formal, writing
clearly, editing or purpose**



**Ethical Reuse of
Digital Content**

• Initial difficulty

Inconsistent formatting,
Unstructured text,
No titles or punctuation

Confidence now

Supports reference and links
Improved Accessibility
Easy to read (main idea)

• Improvement

Check accessibility,
Structured the text clearly,
Use titles and consistent fonts

- **Examples**
Before (Initial difficulty)

WEEK 4 MESSY DOCUMENT

This document shows many problems. The text is too small and hard to read. Also there are no clear headings or spacing and some sentences are very long which makes it difficult for people to understand. **This part is randomly bold.**

This paragraph is centred for no reason and uses different spacing between lines.

Things in this list are not formatted well:

- first item no bullet
- **second item but bold**
- third item too big text

After (improved)

WEEK 4 MESSY DOCUMENT

This document shows many problems. The text is too small and hard to read. Also there are no clear headings or spacing, and some sentences are very long which makes it difficult for people to understand. This part is randomly bold.

This paragraph is centred for no reason and uses different spacing between lines.

Things in this list are not formatted well:

- first item no bullet
- second item but bold
- third item too big text

Accessibility Assistant



Looks good! No issues found.



Create Folders
Digital Skills,
Academic skills



Important
Documents



Inside each folder
: slides,
screenshots, Notes

File management

Initial difficulty

Everything mixed together, duplicates files or wrong files names.
Lost time or hard to explain to other.
Appears irresponsible

Confidence now:

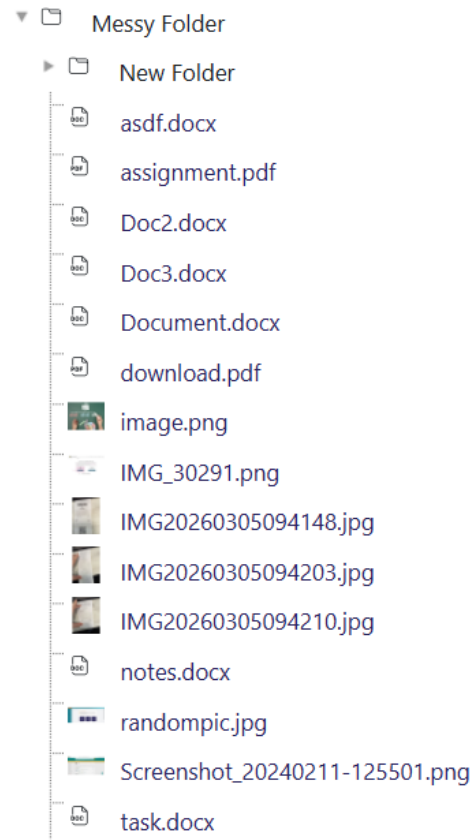
Keep files organized
Identify Messy Folder
Manage my time

Improvement

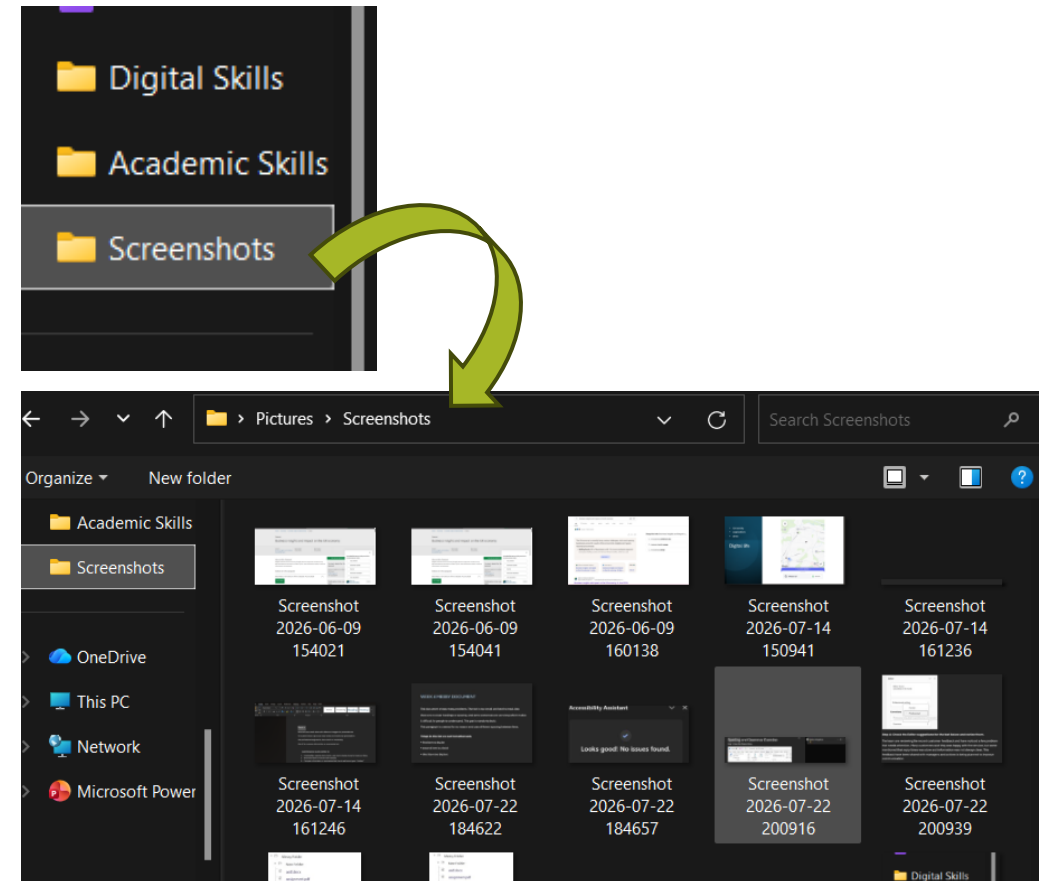
Clear name for file,
Organization files, images and documents



Examples Before (Initial difficulty)



After (improved)





Formatting a Business
Communication



Short Business Email
Writing



Adjust your tone depending
on who you are writing to.

Professional Digital Communication

• Initial difficulty

Informal or unclear email,

Unstructured text unclear ideas

Confusing or missing something

• Improvement

Check grammar and spelling ,

Greeting, main point, closing,

Adjust tone

Confidence now

Writing clear and professional

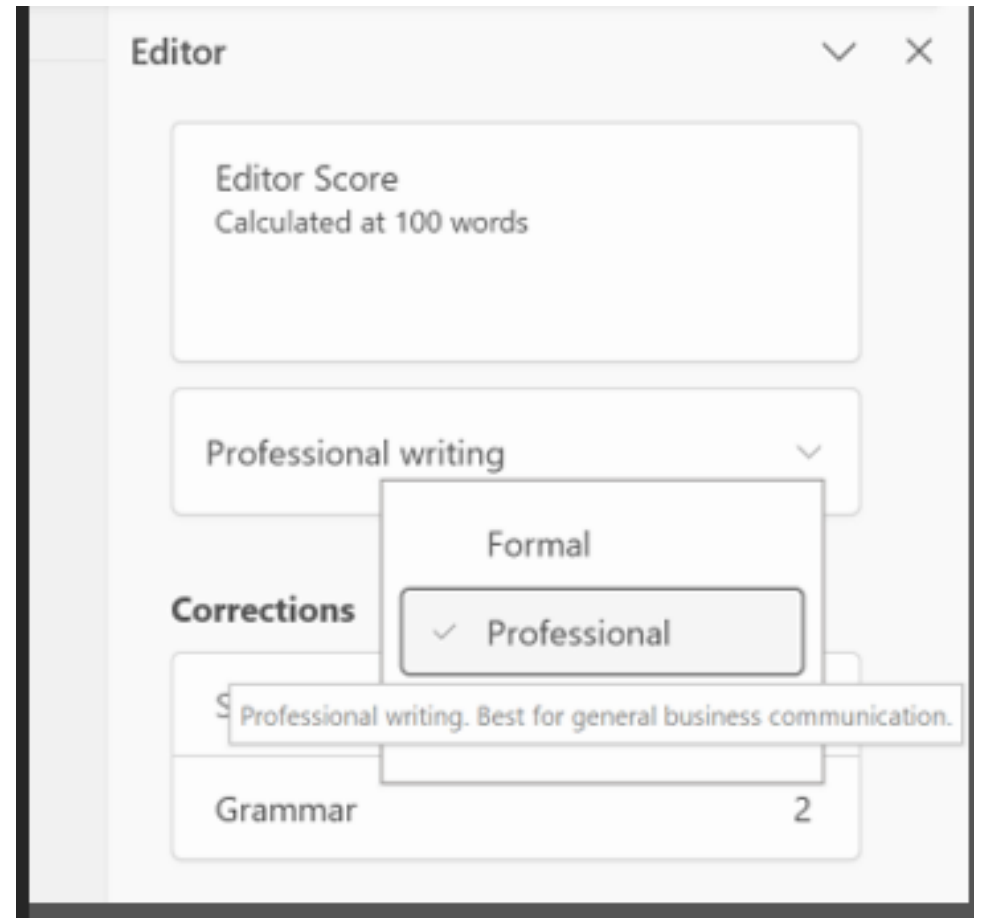
Use the person's name

Sign your own name

Examples After (improved)

Basic Things to Remember in Business Emails

- Small details make a big difference in professional communication.
- Always try to:
 - Use the person's name
 - Builds respect and shows the email is meant for them.
 - Be clear about why you are writing
 - Say the purpose early so the reader understands quickly.
 - Give enough information
 - Not too long, not too short. Help the reader know what to do next.
 - Be polite and professional even if the message is short or the situation is stressful.
 - Sign your own name, so the reader knows who you are and how to reply.
- Clear and polite emails save time and avoid confusion.



Conclusion:

Evolution across the three topics:



Before learning these topics, I had difficulties: disorganized files, poorly structured texts, and a lack of confidence in professional communication. After learning, I was able to improve in all three areas.

I organize my files by category, I write clear and well-structured texts, and communicate professionally, controlling my tone and grammar.

In the future, I will apply these skills in both my academic and professional life.