

Name of student : **Joseph Emerson p. Monzon**

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University name : **University of Wales, Trinity of St David**

Course name : **DS3**

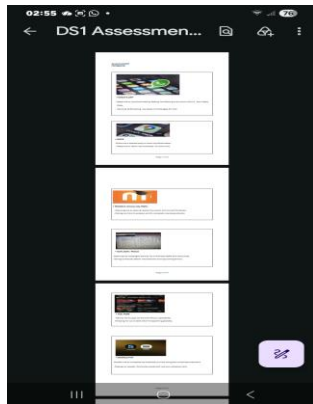
Assessment title : **Digital Portfolio and Reflection**

Submission due date : **August 17, 2026**

My Digital portfolio shows my digital skills i have developed throughout my DS3 module. It includes examples of my work using various digital tools and a reflection on how these skills have improved my academic and professional development.

My Digital tools, Work piece, Skills used and things i leant

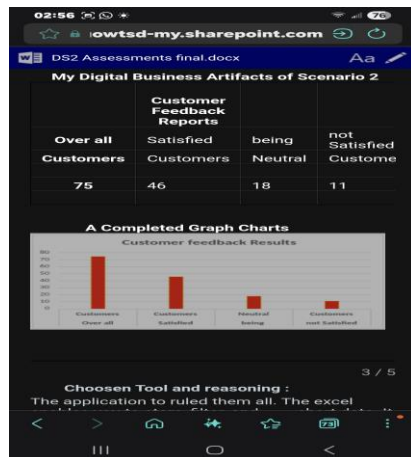
I. Microsoft WORD



- **Creating and formatting documents** – creating and deleting text, changing fonts and sizes, color and style.
- **Document lay outs** – setting margins
- **Inserting objects** – adding tables and pictures
- **File management** – saving, organizing and printing
- **Checked spelling and grammar** – correcting text spelling and grammar

I learned how to create professional documents using formatting tools and templates. This improved the quality and presentation of my assignments

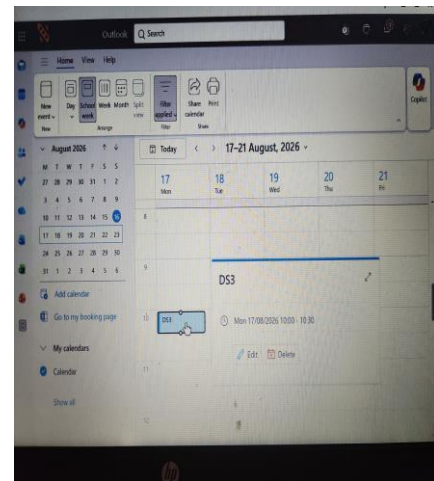
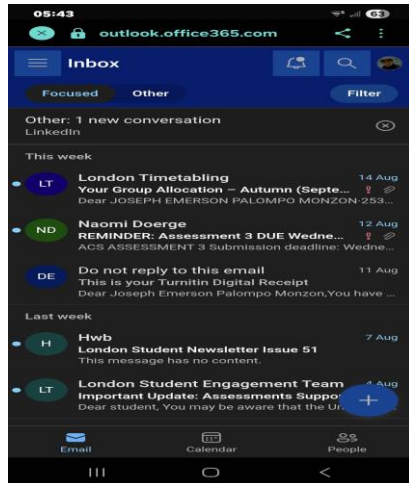
II. Microsoft Excel



- **Creating charts and graphs** – visualizing data with bar charts
- **Sorting and filtering information** - finding and organizing information quickly
- **Formatting worksheets** – adjusting fonts, color, borders and number formats.
- **Data entry and managements** – entering, organizing and updating data
- **Using formulas** – Sum, average and counts

It helped me improve my numerical and data analysis skills. I learned how to present information visually using charts.

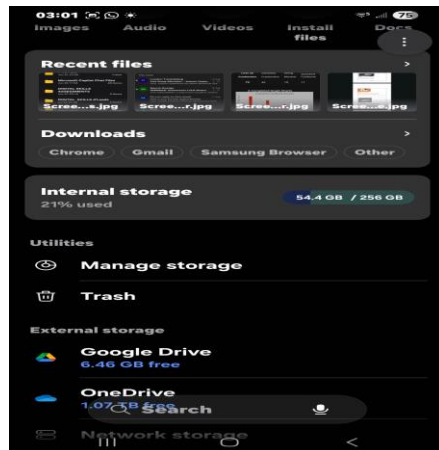
III. Microsoft Outlook



- **Finding professional emails** – Sending proper emails
- **Managing contacts** - updating contacts
- **Organizing messages** - action required, waiting for response
- **Using calendar feature** – time management

It helped me improve my professional communication and time management skills

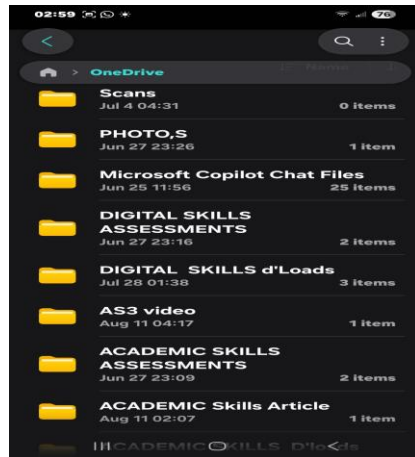
IV. Organizing files



- **File management** - creating, saving, moving, copying, deleting files and folders
- **Files conventions** - using clear and consistent files and names for easy Identifications
- **Attention to detail** – files are stored in correct location
- **Search and retrieval** – Using search tools to quickly find files and documents

It learned how proper file management improved efficiency and makes important files easier to find.

v. OneDrive



- **Saving and backing up files** – saving files then coming back later and Storing in external storage
- **Sharing documents** – allows multiple people to view, comment on, or edit files
- **Accessing files from multiple devices** – allows you to work on the same documents from different devices
- **Cloud storage management** - files stored in cloud-based services such as OneDrive, Google Drive and iCloud

It tells how cloud technology can improve accessibility and collaboration.