



Reflective Presentation on Digital skills

BY SORIN CODREANU

Overview



Assessment of my current digital skills and completion of online badges



LinkedIn Learning certificates for Word, Excel and PowerPoint



Relevance of Excel



CT Proficiency means being able to use computers, software and online systems confidently and efficiently for everyday study tasks – for example creating and saving documents, organising files, using email and online platforms like Moodle or Teams, and dealing with simple technical problems without needing constant help.

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ICT Proficiency badge



The badge is a shield-shaped emblem. At the top, inside the shield, is a computer monitor icon displaying a network diagram. Below the monitor is a dark horizontal banner with the text "DIGITAL PROFICIENCY & PRODUCTIVITY" in white. At the bottom of the shield, the text "DIGITAL SKILLS AT UWTSD" is written in white. The shield is flanked by two dark ribbon-like shapes extending outwards.

Download

ICT Proficiency badge

Awarded to Sorin Codreanu

LinkedIn Learning – Word, Excel , PowerPoint



Completed short courses for Word, Excel and PowerPoint (certificates)



Learned practical tips (styles, templates, formatting formulas, charts, slide design)



Started to apply them in other modules and everyday tasks



Spreadsheet using formula

- Created a family budget spreadsheet to track monthly income and expenses
- Used formulas to add up totals and see how much money is left each month

Relevance of Excel



Used everywhere in work for budgets, reports and basic data analysis



Saves time and reduces mistakes through formulas instead of manual calculation



Important digital employers expect – shows numeracy and accuracy



Implementing new skills

At university

- Use word to write assignments
- Use PowerPoint to create slides for class presentations
- Use Moodle, Email and Teams to get resources, submit work and ask tutors questions

At work (in future work)

- Use Excel to track sales, bookings or monthly costs and profit
- Use PowerPoint to present new ideas or results to a manager or team
- Use Emails and Teams to share documents, send updates and join online meetings

Thank you



ANY QUESTIONS?