

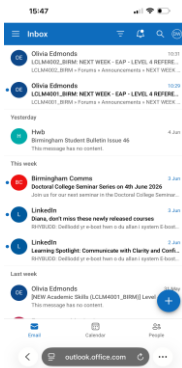
DS1: My digital life

Screenshots/Photos



Screenshot 1 shows the app I use regularly on my home screens such as shopping apps, social medias etc. I use Google to search information whereas WhatsApp and Snapchat are used to communicate with my family and friends. These apps help me manage and have control over different aspects of my life. I am confident using range of mobile applications for communication, shopping entertainment and accessing valuable information. I would like to improve my knowledge of cloud storage and digital organisation so I can manage my files and photos more effectively. Improving my digital skills is very important because many services, communications are now completed online.

Screenshot 2 shows my university email that I use through Outlook to receive important information regarding my assessments and deadlines and overall updates. This ensures I am organised and informed about important information. I am confident in accessing my inbox to find relevant information I require and reading announcements. I would like to improve my email management skills by organising emails into folders, so I am able to access information quickly.



Screenshot 3 shows the home screen of Microsoft Word. This application is used to complete my assignments and update my CV when necessary. I am confident using Microsoft Word to type documents, insert pictures and save my work. I would like to improve my knowledge of advanced features such as applying more professional format styles and using templates. This application is important because it is widely used in education and the workplace.

Overall reflection

Through this task, I have realised that I use a wide range of digital skills every day to help me stay connected, manage my studies, organise information and complete everyday tasks efficiently. Although I am comfortable using these skills, there is still room for improvement as I continue to develop my knowledge of digital technologies and software. Improving these skills will help me work more efficiently, stay organised, and prepare for future academic and career opportunities.