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AI Acknowledgement

AI tools were used only to help with small language corrections and proofreading.

Reflection on Digital Skills Development

Introduction

During this course, I had the opportunity to develop my digital skills and learn how different technologies can support both my academic work and my future professional development. Before starting this course, I did not have much experience with many digital tools, and I was not very confident using them. Some programs felt quite unfamiliar to me. However, as I continued learning and practising throughout the course, I slowly started to understand how these tools work. Over time, I became more comfortable using them. Today, I feel much more confident, and I can say that I learned many useful skills that will help me in my studies and in my future career.

I think digital skills are extremely important in modern education and in the professional world. Today, students and professionals are expected to use technology regularly to complete tasks, collaborate with others, and manage information. Because of this, developing digital competence is essential for academic success and future career opportunities. Throughout this course, I learned several practical skills that helped me become more confident when using digital tools in my studies.

Learning to Use Microsoft Tools

One of the most important things I learned during this course was how to use Microsoft tools more effectively. Before this learning experience, I had only basic knowledge of some of these programs and mostly used them for simple tasks. During the course, I started to understand how these tools can be used in a more organised and professional way.

In Microsoft Word, I learned how to structure academic documents properly. I practised formatting text, organising paragraphs, and creating a clear structure for written work. I realised that small details such as headings, spacing, and layout can make a big difference when presenting information. When a document is well organised, it becomes easier for the reader to follow the ideas and understand the content.

I think improving my skills in Microsoft Word will help me in my academic work.

Writing essays and assignments requires clear structure and organisation. Now I feel more confident preparing documents that look more professional and easier to read.

Developing Presentation Skills with PowerPoint.

Another tool that helped me develop useful skills was Microsoft PowerPoint. During the course, I learned how to create clearer and more effective presentations. Before this training, I sometimes added too much information to slides because I thought that including a lot of text would explain my ideas better.

However, I realised that good presentations should focus on the most important points. Slides should support the speaker, not replace them. Using short sentences, clear titles, and simple visuals can make presentations easier for the audience to follow.

I think this is an important skill because presentations are often required in both academic and professional environments. Learning how to communicate ideas clearly through presentations will be useful for my future studies.

Improving My Excel Skills.

At first, learning how to use Microsoft Excel felt quite challenging for me. The program has many different functions, and it was not always easy to understand how everything worked. I had seen Excel before, but I had never really explored its tools in detail.

However, after practising more and following tutorials, I slowly started to understand how spreadsheets work. I learned how to create tables, organise information, and use simple formulas to calculate totals. Once I understood the basic functions, Excel started to feel less intimidating.

I realised that Excel is a very useful tool for organising and analysing data. It allows information to be presented in a structured way, which makes it easier to understand patterns and results. I believe that improving my Excel skills will be very helpful for both my academic work and future professional responsibilities.

Communication and Collaboration.

Another important aspect of this learning experience was understanding how digital tools can support communication and collaboration. In modern education and workplaces, much communication takes place through digital platforms.

During the course, I used Microsoft Outlook to manage emails and communicate more effectively. I learned how to organise messages, respond professionally, and manage communication in a more structured way. I realised that writing clear and respectful emails is an important professional skill.

Microsoft Teams also helped me understand how technology can support teamwork. Through Teams, I learned how to join online meetings, share ideas, and collaborate with others in a digital environment. This experience helped me see how digital tools allow people to work together even when they are not physically in the same place.

I think these communication skills will be useful in both academic settings and future workplaces.

Developing My Professional Profile

Another interesting part of the course was learning how to use LinkedIn. Before this training, I did not fully understand how important LinkedIn can be for professional development. During the course, I learned how to improve my profile by adding my personal information, skills, and certificates.

I also learned how to write a professional summary and how to connect with other professionals. LinkedIn allows people to build professional networks and discover career opportunities. This helped me realise that creating a professional online presence is an important step for career development.

I believe that developing a strong LinkedIn profile will help support my future job opportunities and allow me to connect with professionals in different fields.

Developing Digital Confidence

Throughout this learning experience, I also developed more confidence when using digital tools. At the beginning, I sometimes felt unsure when using certain programs or exploring new features. I understood some basic functions, but I did not always feel confident trying new tools.

However, as I continued practising and using these programs more often, I started to feel more comfortable with technology. Little by little, I realised that many digital tools are easier to use once we understand the basic functions.

Sometimes things did not work perfectly the first time, but by trying again and exploring different options, I was able to improve. This experience helped me become more patient and more confident when using digital technologies.

Continuous Learning and Personal Development.

Another important lesson I learned is that developing digital skills is an ongoing process. Technology is constantly evolving, and new tools and systems are introduced regularly. Because of this, it is important to keep learning and adapting.

I understand now that improving digital skills requires curiosity and motivation. Watching tutorials, practising regularly, and exploring new tools can help develop these abilities over time.

This course also helped me improve my organisation and time management. Using digital tools such as Outlook helped me manage tasks and deadlines more effectively. These skills will be useful not only for my studies but also for future professional responsibilities.

Conclusion

Looking back, I can say that this experience helped me feel more confident when using digital technologies. At the beginning, I was sometimes unsure about using

certain tools, but now I feel much more comfortable exploring them and learning new features.

Through this course, I improved my ability to use Microsoft Word, PowerPoint, Excel, Outlook, and Teams. I also learned how digital communication, collaboration, and professional networking can support both academic success and career development.

I believe that the digital skills I developed during this learning experience will continue to be useful in the future. By continuing to practise and explore new digital tools, I will be better prepared for future academic challenges and professional opportunities in an increasingly digital world.

Digital Skills Self- Assessment

Introduction

These days, being comfortable with technology isn't just an advantage — it's a normal part of everyday life. Whether at university or in the workplace, digital tools are constantly used to find information, communicate with others, and present ideas. Students are expected to organise assignments, collaborate online, and produce professional reports, presentations, and projects. Because of this, developing digital competence is no longer optional; it has become an essential skill for both academic and professional success.

One framework that helped me better understand digital competence is the DigComp Framework developed by the European Commission. This framework explains digital competence through five key areas: information and data literacy, communication and collaboration, digital content creation, safety, and problem solving. Reflecting on

these areas encouraged me to think more carefully about my own digital abilities, recognising both my strengths and the areas where I still need improvement.

One of the most important digital skills in my experience is the ability to search for information online and evaluate whether the sources are reliable. For my studies, I regularly research academic papers, websites, and articles to support my assignments and projects. At first, the amount of information available online felt overwhelming, but over time I have learned how to organise my research, identify trustworthy sources, and structure my ideas more clearly. Using tools such as Microsoft Word has been very helpful, as it allows me to format documents neatly, organise references, and present my ideas in a clear and professional way.

Recently, I have also started developing my skills in Microsoft Excel. I feel comfortable using some basic functions, such as creating tables and organising simple data. However, I am aware that Excel includes many advanced features that I have not yet fully explored. Learning how to use these tools would allow me to analyse data more effectively and present information in a more visual and structured way. Developing stronger Excel skills will be particularly useful for future academic work and professional environments where data analysis is increasingly important.

Communication is another key element of digital competence. Much of our communication today takes place online through emails and digital platforms. During my studies, I regularly use Microsoft Outlook to manage messages, organise deadlines, and communicate with lecturers and classmates. Using digital communication tools helps me stay organised and ensures that information is shared clearly. Writing professional and respectful emails is also an important skill that I continue to develop.

Digital content creation is another area where I have gained experience. Throughout my studies, I regularly produce essays, reports, and presentations using digital tools. I feel particularly confident using Microsoft PowerPoint to present information visually. PowerPoint allows me to structure ideas logically, highlight key points, and use visuals to make complex information easier to understand. Each project helps me improve my confidence in presenting information clearly and effectively.

Another important aspect of digital competence is digital safety. Using technology responsibly involves understanding online risks and protecting personal information. I try to follow safe practices, such as using strong passwords and being careful about what information I share online. However, digital safety is something that requires continuous awareness, as technology and online threats are constantly evolving.

Reflecting on my digital skills has been a valuable experience because it helped me recognise both my progress and the areas where I can still improve. I feel confident using tools such as Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook for academic tasks and communication. At the same time, I recognise that strengthening my skills in Microsoft Excel will be an important next step in developing my digital competence. By continuing to practise and learn, I will be better prepared for both future academic challenges and professional opportunities in an increasingly digital world.

Task 2 – LinkedIn Learning Certificates Portfolio

The following certificates demonstrate the digital skills I developed through LinkedIn Learning courses. Each course helped me improve my understanding of digital tools that are widely used in both academic and professional environments. Completing these courses allowed me to gain practical knowledge and become more confident when using different digital platforms in my studies.



Word Essential Training (Microsoft 365)

Course completed by Iria Balde
Feb 06, 2026 at 08:34PM UTC • 3 hours 6 minutes

Top skills covered

Microsoft Word

A stylized, handwritten signature in blue ink, appearing to read "Shea H".

Shea Hanson, Head of Learning Content Strategy

Certificate ID: d0f2769b931baf8ef2bf08066ca343754cd476bce0cd278efdafa9f45a72db49



This course helped me improve my ability to use Microsoft Word for academic work. I learned how to organise documents more clearly, apply formatting tools, and structure assignments in a more professional way. These skills help me produce clearer essays and reports for my studies.



PowerPoint Essential Training (Microsoft 365)

Course completed by Iria Balde
Feb 02, 2026 at 12:17AM UTC • 2 hours 44 minutes

Top skills covered

Microsoft PowerPoint

A stylized, handwritten signature in black ink, appearing to read "Shea Hanson".

Shea Hanson, Head of Learning Content Strategy

Certificate ID: e2d795e1acd47a636a2ceb7a2b754f3cfc27f6e947a958c1399e7aad46a5b450



Through this course, I developed my skills in creating presentations using Microsoft PowerPoint. I learned how to organise ideas visually and present information more clear



Excel Formulas and Functions Quick Tips

Course completed by Iria Balde
Mar 06, 2026 at 11:53AM UTC • 46 minutes

Top skills covered

Microsoft Excel

A stylized, handwritten signature in blue ink, appearing to read "Shea H".

Shea Hanson, Head of Learning Content Strategy

Certificate ID: be02b0a3a9e50010c035d69f214407e5d4844f05e7c5624c866f272219ead625



Through this training, I improved my understanding of Microsoft Excel and basic formulas. At first, Excel seemed quite complex, but this course helped me understand how spreadsheets work and how they can be used to organise information and perform simple calculations. These skills are very useful for managing and analysing data.



Excel Formulas and Functions Quick Tips

Course completed by Iria Balde
Mar 06, 2026 at 11:53AM UTC • 46 minutes

Top skills covered

Microsoft Excel

A stylized, handwritten signature in black ink, appearing to read "Shea H".

Shea Hanson, Head of Learning Content Strategy

Certificate ID: be02b0a3a9e50010c035d69f214407e5d4844f05e7c5624c866f272219ead625



This course helped me understand how to use Microsoft Outlook for communication and organisation. I learned how to manage emails, organise messages, and communicate more professionally. These skills are important for both academic environments and future professional workplaces.

Through this training, I improved my understanding of Microsoft Excel and basic formulas. At first, Excel seemed quite complex, but this course helped me understand how spreadsheets work and how they can be used to organise information and perform simple calculations. These skills are very useful for managing and analysing data.





Canva Essential Training

Course completed by Iria Balde
Feb 16, 2026 at 11:14PM UTC • 2 hours 23 minutes

Top skills covered

Canva

A stylized, handwritten signature in black ink, reading "Shea Hanson".

Shea Hanson, Head of Learning Content Strategy

Certificate ID: 7774d95a1ab121d3a23bdffafe8e28c7f842601a5036121159c49d3fcc9389c9



This course introduced me to Canva and helped me develop basic design skills. I learned how to create visual materials such as graphics and presentations. Using visual elements can help make information clearer and more engaging, which is useful for academic projects and presentations.

The table below shows how monthly income and everyday expenses can be organised using Microsoft Excel.

Month	Income	Rent	Groceries	Entertainment	Shopping	Total
January	1600	750	220	90	120	1180
February	1600	750	210	80	100	1140
March	1600	750	230	95	110	1185

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