

DIGITAL SKILLS FOR BUSINESS

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INTRODUCTION

- Here's a PowerPoint presentation showing my journey into the world of University and developing my Digital Skills.
- It will show you the progress I have made, the challenges I have faced and what made me question why I ever thought I could re-do school again.
- How my laptop is even in working order to create this presentation for me alone should be a pass.

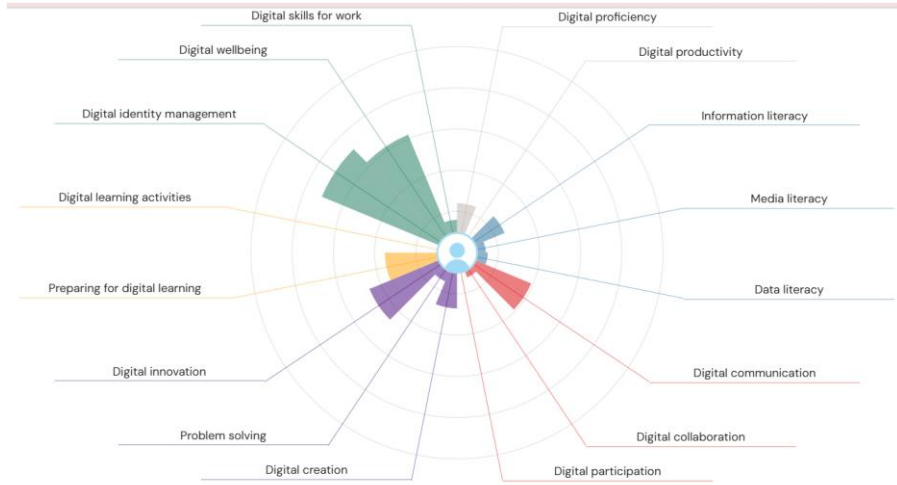
THE GOOD,

THE BAD,

THE UGLY

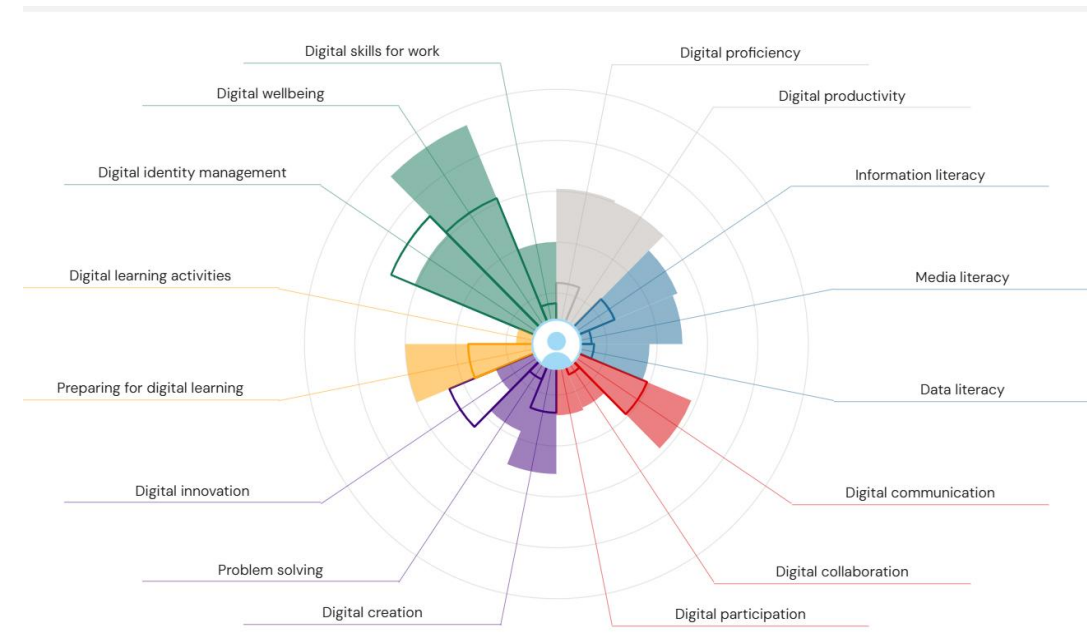


We were asked to rate our knowledge, and this is how I started. As you can see, I struggled in mostly all aspects of this. My Digital Literacy and Digital productivity was non-existent.

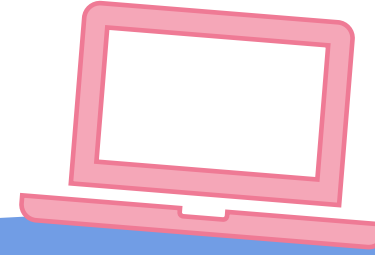


... well-being for students. The JISC Digital wellbeing paper highlights the many positive and negative impacts associated with digital wellbeing...

Whereas look at me noooooooooow...!!!
Being honest I didn't even realise how much I have learnt and grown in these few short months. I have not only developed my productivity and Literacy but in every aspect I have learnt and grown.
Even though I moaned the entire way through it, haha.







OUTLOOK

I completed my outlook training and even though I had little knowledge on this I feel like this was an important subject for me to learn. With using this daily for my business (or lack of using it) I have grown my confidence and can now carry out tasks that used to overwhelm me, I am confident replying to emails professionally and arranging calendar meetings with ease. This was important subject for me and I feel like this is going to help me progress my business.





MICROSOFT EXCEL

Excel by far I felt was the most confusing at first, it frightened the life out of me but with Phillipa breaking it down and explaining it and some help from my peers, I got the hang of it and was pretty proud once I understood it, in finding out how to use it would make it a lot easier for me to keep track of my profits, costs and growth within my business something I thought I would never be able to do.



MICROSOFT POWERPOINT

I believe my powerpoint skills have developed the most. When I began this course, I didn't even know what powerpoint was and now I feel I have good knowledge on how to use it, I am not 100% confident but I did this powerpoint presentation and therefore believe I have achieved a lot.



LinkedIn Learning

PowerPoint Essential Training (Microsoft 365)

Course completed by Katherine Thorne
Jun 24, 2026 at 07:19PM UTC · 2 hours 44 minutes

Top skills covered

Microsoft PowerPoint

A stylized signature in black ink, reading "Shea H".

Shea Hanson, Head of Learning Content Strategy

Certificate ID: 22731159d53404309e9b4eb8dd7acd22749b36609a28abfc11796aed03972e0



COPILOT & AI

- Artificial intelligence, including tools like ChatGPT, has become an important support system for learning, problem-solving and everyday digital tasks. One of the biggest benefits is how AI makes information easier to understand. Instead of searching through long articles or confusing explanations, AI can break topics down into simple, clear language that helps people learn faster. It also supports creativity by helping users generate ideas, plan projects, and improve their writing. For students, AI can explain difficult concepts, summarise notes, and provide examples that make studying more efficient. For businesses, AI helps with tasks such as drafting emails, creating presentations, analysing data, and improving customer communication,
- You see even that text was AI and look how biased it is, it doesn't explain how it hallucinates or lies to give information that isn't there. It is a great tool if used and understood correctly but I do still feel in ways that it is still cheating and can make people a little lazier.

CONCLUSION

- Overall, developing my Microsoft skills, engaging actively in lectures, and strengthening my business abilities has helped me grow both personally and professionally. Even though I faced challenges along the way — from learning new digital tools to staying focused during difficult lessons — each experience has pushed me to become more confident and capable. I now feel much more prepared to use these skills in real business situations, whether that's creating presentations, analysing data, or managing everyday digital tasks. All of this progress has not only improved my work at university but has also given me the confidence that these skills will support my future business goals and help me handle day-to-day digital responsibilities with ease. Well maybe not ease but I don't have a mental breakdown at the thought of opening my laptop anymore HAHA!





REFERENCES

- FOSTER, S., THIEN, T.L., FOSTER, A.J., THI HANH, T.H. and KNIGHT, S., 2024. Digital wellbeing – a review of the JISC guidance from the UK and Vietnam. *Higher Education, Skills and Work - Based Learning*, **14**(2), pp. 435-442.

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