

Throughout this module I have gained a good understanding of computers which has really developed my knowledge about IT products and digital technology. Before starting this module, I only knew basic things about computers, but now I understand much more and I feel more confident when using different software and applications. This module helped me a lot to improve my knowledge and also to think more critically. It also helped me to communicate in a more professional way, especially when working with others.

In this module I learnt about MS Office in more detail. I learnt about MS Word and it helped me gain important knowledge related to digital skills. Before I was only typing simple documents, but now I know how to format text properly, change font styles, insert pictures, make tables and organise my work in better ways. I also learnt how to make my documents look more professional by using headings and proper layout. This really improved my confidence in using computers for assignments and other tasks.

I also learnt about MS PowerPoint and now I can make a good presentation on PowerPoint. I know how to choose design templates, add animations and transitions, and organise information clearly on slides. I understand that presentation should not have too much text and it should be simple and clear. This helped me to improve my communication skills because I can now explain my ideas better in front of class or in group. I feel more confident while presenting my work. I also have used Microsoft Excel. In this module I also have learnt about spreadsheets adding columns and rows. I am now better at organising my tables and data online.

Another important thing I learnt in this module is about digital communication and teamwork. I learnt how to use a digital calendar and now I can make appointments on a digital calendar by myself. This helped me to manage my time better and be more organised. I also learnt how to use Microsoft Teams and how to create teams and work in teams. Now I am confident on making teams and sharing files and doing group work online. I have better understanding of how to communicate in teams in a professional way and respect other people's ideas.

The courses I did on LinkedIn were very informative and helpful for me. It gave me more confidence in using computers and different apps. I learnt many small but important skills which I did not know before. It also helped me to understand how technology is important in a workplace and in daily life.

Overall, this module helped me a lot in improving my digital skills, communication skills and confidence. Now I feel more comfortable using a computer for different tasks and I am not scared of learning new technology. I believe these skills will help me in my future studies and also in my career.