

### **1. A Formatted Word Report (Academic Document)**

- **Description:** A cleanly structured academic report featuring standardized headings, custom line spacing, and bulleted lists.
- **Key Skills Used:** Applying hierarchical heading styles (Heading 1 and 2), formatting paragraph layouts, utilizing bullet points for readability, and saving files with professional naming conventions.
- **Reflection:** Preparing this document improved my ability to present written coursework in a professional and organized manner.

### **2. An Excel Calculation Table (Data Organization)**

- **Description:** A structured budgeting or tracking spreadsheet containing organized rows, columns, numerical data, and basic summary formulas.
- **Key Skills Used:** Entering and formatting raw data, creating distinct table headers, applying core formulas (such as calculating totals), and adjusting column widths for clarity.
- **Reflection:** Mastering basic spreadsheet tools made handling data and tracking regular tasks significantly faster and more accurate.

### **3. A PDF Document with Project Steps (File Management & Conversion)**

- **Description:** A compiled PDF file containing multi-step screenshots and text notes demonstrating the evolution of a digital task.
- **Key Skills Used:** Exporting and converting files into standard portable document formats (PDF), organizing visual assets, and securing document integrity for sharing.
- **Reflection:** Understanding how to manage and convert different file types ensures that submissions are always compatible and properly structured.

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