



**Prifysgol Cymru**  
Y Drindod Dewi Sant  
**University of Wales**  
Trinity Saint David

**MODULE CODE: Digital Skills for  
Personal Development and Business  
Growth BMSW4008**

**ASSESSMENT COMPONENT:  
PORTFOLIO**

**STUDENT NAME: Kelly Westwood**

**STUDENT NUMBER:2532288**

**LECTURER: Phillipa Fitzgerald**

**DATE:16.3.2026**

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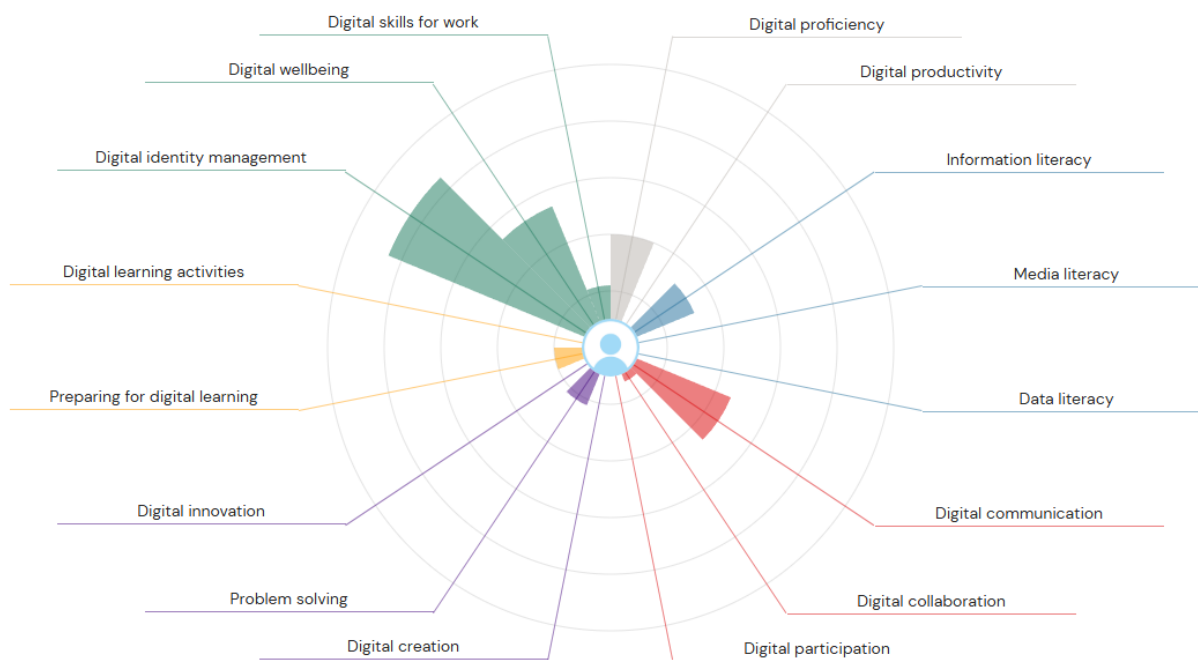
# Task 1

## Assessment of Digital Skills

Portfolio Example

Image 1

Screen shot of your JISC report



700 words on your assesment of digital skills Plus recommendations and badges you have completed because of this report

(5 references)

## References

Good

Digital identity management- 175 words how does this strength benefit you

Digital communication – 175 words on how this strength benefits you

Bad

Media literacy- 175 on your weakness and how would you improve

Data literacy – 175 WORD ON THUIS WEAKNESS AND HOW WOULD YOU IMPROVE

## Task 2

### LinkedIn Learning Certificates for Office365

Add all the certificates from LinkedIn learning





# Excel Essential Training (Microsoft 365)

Course completed by kelly westwood  
Mar 11, 2026 at 05:44PM UTC • 2 hours 56 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





# PowerPoint 2019 Essential Training

Course completed by kelly westwood  
Mar 12, 2026 at 07:17AM UTC · 2 hours 2 minutes

Top skills covered

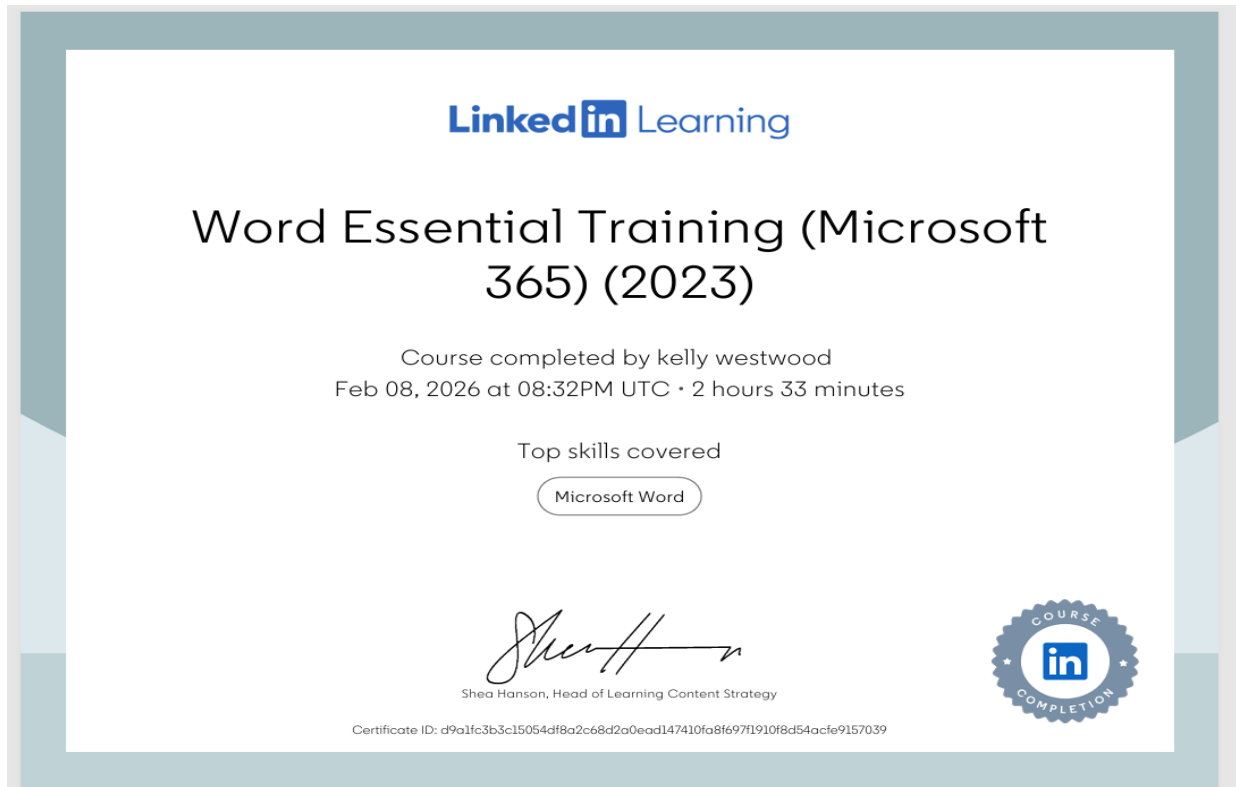
Microsoft PowerPoint

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

Shea Hanson, Head of Learning Content Strategy



Certificate ID: e1c01f1cd5d5f5d5ef1563794a61ecca1855ae1169e27bb32d8f240d9228ee9bd



## Task 3

### Essay on Relevance of Excel in professional and personal life.

Write a 1000 word essay on Relevance of Excel in professional and personal life.

8 references

Use the following information create an Excel spread sheet, looking at income and expenditure of a typical family of 4 over the course of a year. Use formulars to achieve answers and add headings and highlight the different aspects of the finances, be realistic with the monetary amounts used for each area.

|    | A             | B         | C         | D         | E         | F         | G         | H         | I         | J         | K         | L         | M         | N       | O          |
|----|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|------------|
| 1  | income        | ianuarv   | feburarv  | march     | april     | mav       | iune      | july      | august    | septembei | october   | november  | december  | Column1 | Column2    |
| 2  |               |           |           |           |           |           |           |           |           |           |           |           |           |         | total      |
| 3  | wage 1        | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 |         | £21,600.00 |
| 4  | wage 2        | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 |         | £48,000.00 |
| 5  | child benefit | £168.00   | £168.00   | £168.00   | £168.00   | £168.00   | £168.00   | £168.00   | £168.00   | £168.00   | £168.00   | £168.00   | £168.00   |         | £2,016.00  |
| 6  |               |           |           |           |           |           |           |           |           |           |           |           |           |         |            |
| 7  | total         | £5,968.00 | £5,968.00 | £5,968.00 | £5,968.00 | £5,968.00 | £5,968.00 | £5,968.00 | £5,968.00 | £5,968.00 | £5,968.00 | £5,968.00 | £5,968.00 |         | £71,616.00 |
| 8  |               |           |           |           |           |           |           |           |           |           |           |           |           |         |            |
| 9  | expenditure   |           |           |           |           |           |           |           |           |           |           |           |           |         |            |
| 10 | car insurance | £950.00   |           |           |           |           |           |           |           |           |           |           |           |         |            |
| 11 | council tax   | £196.00   | £196.00   | £196.00   | £196.00   | £196.00   | £196.00   | £196.00   | £196.00   | £196.00   | £196.00   |           |           |         | £1,960.00  |
| 12 | electricity   | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    |         | £840.00    |
| 13 | gas           | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    | £70.00    |         | £840.00    |
| 14 | water         | £30.00    | £30.00    | £30.00    | £30.00    | £30.00    | £30.00    | £30.00    | £30.00    | £30.00    | £30.00    | £30.00    | £30.00    |         | £360.00    |
| 15 | creditcards   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   |         | £2,400.00  |
| 16 | fuel          | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   |         | £2,400.00  |
| 17 | dinner money  | £80.00    | £80.00    | £80.00    | £80.00    | £80.00    | £80.00    | £80.00    | £80.00    | £80.00    | £80.00    | £80.00    | £80.00    |         | £960.00    |
| 18 | clothes       | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   | £200.00   |         | £2,400.00  |
| 19 | football fees | £215.00   |           |           |           |           |           |           |           |           |           |           |           |         | £215.00    |
| 20 | takeaway      | £150.00   | £150.00   | £150.00   | £150.00   | £150.00   | £150.00   | £150.00   | £150.00   | £150.00   | £150.00   | £150.00   | £150.00   |         | £1,800.00  |
| 21 | dance fees    | £200.00   |           |           |           |           |           |           |           |           |           |           |           |         | £200.00    |
| 22 |               |           |           |           |           |           |           |           |           |           |           |           |           |         |            |
| 23 | total         | £2,561.00 | £1,196.00 | £1,196.00 | £1,196.00 | £1,196.00 | £1,196.00 | £1,196.00 | £1,196.00 | £1,196.00 | £1,196.00 | £1,000.00 | £1,000.00 |         | £14,375.00 |

[philippa excel 2.ods](#)

## References

## Task 4

## 5 Minute Reflective Presentation

Create a PowerPoint presentation using techniques learned in class, reflecting on the module and what you have learned.

Maximum of 15 slides Minimum 7

You will reference your work where appropriate.

**Embed PowerPoint here**

[Reflective Presentation.pptx](#)

## References