



Module Name: Digital Skills for Personal Development and Business Growth

Module Code: BMSW4008

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Examples of statements If you have not used AI

I confirm that I have not presented any AI generated materials as my own work.

I confirm that I have copies of my drafts, notes, and other resources I used, which I may be asked to provide in evidence.

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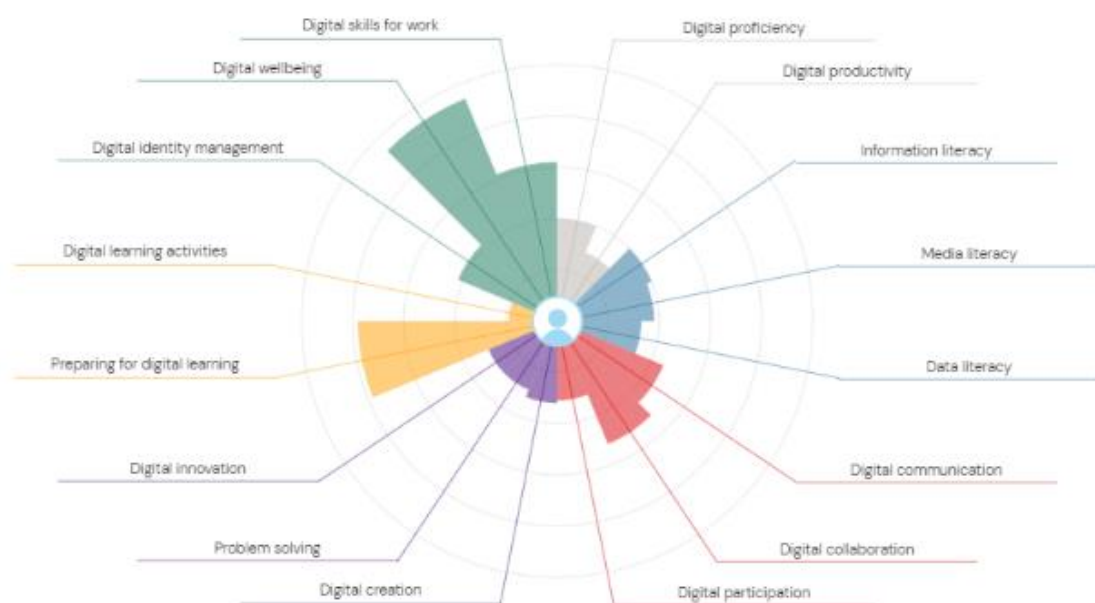
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Task 1: Assessment of Digital Skills

Introduction: Importance of Digital Skills Digital skills are essential because they help people learn effectively, communicate clearly, work efficiently, and stay adaptable in a world where technology is everywhere. They are not just “nice to have”—they are a core part of being confident and capable in both university life and modern careers.

Overview of the JISC digital Capability Tool

Summary of JISC Results The JISC Digital Capability Tool is an online self-assessment that helps everyone understand their strengths and gaps in digital skills. It was used because it gives a quick, sharp personalised picture of how confident someone is with technology for study or work.



Strengths in Digital Skills

Two strengths in my JISC results are **digital communication** and **information literacy**. Digital communication is a strength because I’m confident using different online tools

to share ideas clearly. For example, I regularly use email, Teams, and shared documents to keep group work organised and make sure everyone knows what they're doing.

Information literacy is another strength because I can find reliable information quickly and judge whether a source is trustworthy. I use this skill when researching assignments, checking facts, and choosing good-quality articles instead of random online posts. Another strength that came through in my JISC results is how comfortable I am adapting to different digital tools when I need to. I don't get stuck using just one platform, and I'm happy switching between apps depending on what the task requires. This helps a lot in group work because everyone has their own preferences, and being flexible keeps things running smoothly. I also tend to pick up new tools quite quickly, which makes studying easier because I don't waste time figuring out basic features. These strengths mean I can communicate well, stay organised, and work confidently in digital spaces.

Areas for Improvement

I would like to improve my data-handling skills because many jobs now expect people to work confidently with spreadsheets and digital tools. I also want to get better at online communication, like writing professional emails and using collaboration platforms. Strengthening these skills will help me study more efficiently and make me more confident, ready and employable in the future. Another area I want to improve is my confidence when using new digital tools. Sometimes I stick to the apps I already know because they feel comfortable, but this can hold me back when a task needs something more advanced. Learning to explore new features without worrying about making mistakes would make studying and group work much easier. I'd also like to improve how I organise digital files, because keeping everything tidy saves time and reduces stress. Building these skills will help me feel more prepared for university work and make me more adaptable in future jobs where technology is always changing.

Action Plan Using SMART Goals

To improve my data-handling skills, I'll spend 30 minutes twice a week using beginner spreadsheet tutorials. I'll track my progress by completing one small practice task each week. This is realistic for my schedule and will help me feel more confident and ready for my studies. For online communication, I'll write two short practice emails every week and ask a friend or tutor for feedback. I aim to see clear improvement in tone and clarity within eight weeks. I also plan to review my progress every two weeks to make sure the goals are still realistic and that I'm actually improving. If I find certain spreadsheet tasks difficult, I'll break them down into smaller steps so they feel more manageable. For communication skills, I'll practise writing messages for different situations, like requesting help, giving updates, or explaining a problem clearly. This will help me feel more confident when communicating in a professional way. By setting

these goals and sticking to them, I'll build better habits and make steady progress without feeling overwhelmed.

Reflection and Conclusion

Improving my digital skills will make studying much smoother because I'll be able to organise work, handle data, and communicate online without stress. It also prepares me for future jobs, where digital tools are used every day. Being confident with things like spreadsheets, emails, and online platforms will help me stand out and feel ready for whatever career path I choose. Strengthening these skills gives me more options and confidence moving forward helping me complete my work.

Task 1 References (Minimum 5)

Jisc (2023) *Building digital capability: The six elements of digital capability*. Available at: <https://www.jisc.ac.uk> (Accessed: 10 March 2026).

Jisc (2022) *Digital capability tool: Understanding your digital strengths*. Available at: <https://digitalcapability.jisc.ac.uk> (digitalcapability.jisc.ac.uk in Bing) (Accessed: 10 March 2026).

Beetham, H. and Sharpe, R. (2019) *Rethinking digital literacy for the 21st century learner*. London: Routledge.

Department for Education (2021) *Digital skills for work and life*. Available at: <https://www.gov.uk> (Accessed: 10 March 2026).

van Laar, E., van Deursen, A., van Dijk, J. and de Haan, J. (2017) 'The relation between 21st-century skills and digital skills', *Computers in Human Behavior*, 72, pp. 577–588.

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Task 2: LinkedIn Learning Certificates – Office 365

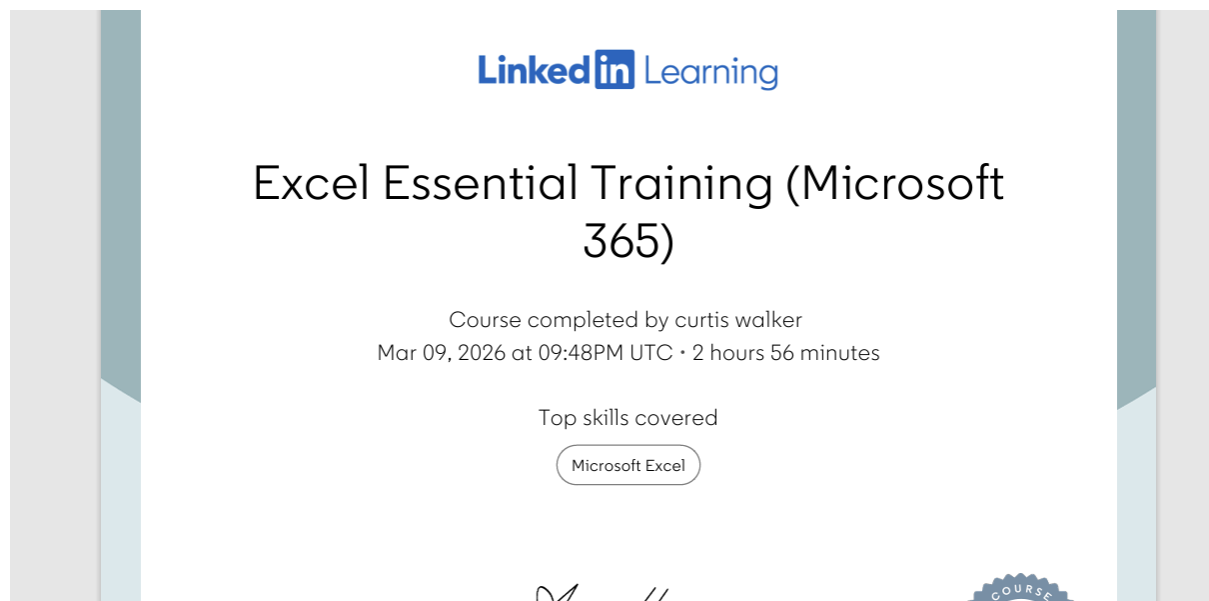
Outlook Essential Training (Microsoft 365)



Word Essential Training (Microsoft 365)



Excel Essential Training (Microsoft 365)



PowerPoint Essential Training (Microsoft 365)



Task 3: Relevance and Importance of Microsoft Excel (1,000 Words)

Introduction

Microsoft Excel is a spreadsheet program used to organise, calculate, and present information, it is useful in education for tracking grades and analysing data. In business,

it helps with budgeting, planning, and managing projects. In everyday life, most people use Excel to organise finances, plan events, or keep lists. Its flexibility makes it helpful in almost any situation even in everyday life and living.

Uses of Microsoft Excel

Data Analysis

Excel helps you analyse data by using formulas and functions to do quick calculations, like totals or averages. You can sort information to see it in a clear order and use filters to show only the details you need. Pivot tables make it simple to summarise large amounts of data and spot patterns. Together, these tools help you understand information faster and make better decisions, whether for school projects or real-life tasks such as adding up bills and everyday living.

Budgeting and Financial Management

Excel is a handy tool for managing everyday money because it lets you organise numbers in a way that actually makes sense. You can build a simple budget by listing your income at the top of a sheet and your expenses underneath. Using formulas like `=SUM(B2:B6)` means totals update automatically whenever you change a number, so your budget stays accurate without extra effort.

A practical example is a monthly spending tracker. You might create columns for date, category, description, and amount. As you enter each purchase, Excel can add everything up and show how much you've spent on groceries, travel, or entertainment. Filters make it easy to view just one category, and conditional formatting can highlight overspending by turning cells red when you go past your limit.

Another useful trick is comparing planned vs actual spending. One column holds your budgeted amount, another holds what you really spent, and a third calculates the difference. This helps you spot patterns, like subscriptions you forgot about or weeks when you tend to overspend.

Charts can bring everything to life visually, showing where your money goes at a glance. It turns budgeting from a chore into something you can actually control and understand.

Reporting and Decision-Making

Excel's charts, tables, and dashboards make reports clearer and help you spot what really matters. Tables tidy up your data by adding filters and automatic formatting, so you can quickly sort sales, costs, or performance figures without getting lost in the numbers. Charts then turn those figures into visuals that are far easier to understand at

a glance. A simple bar chart can show which product is selling best, while a line chart highlights trends you might miss in a list of values. Dashboards pull everything together. By combining charts, key metrics, and slicers on one page, you get an instant snapshot of what's going well and what needs attention. Excel's visual tools are especially helpful when you're dealing with information that would otherwise be overwhelming in a long list. For example, if you're tracking monthly spending, a pie chart can instantly show which category takes up most of your budget. This is far easier to understand than scrolling through rows of numbers. Conditional formatting can also be used alongside charts and tables to highlight important changes, such as sudden increases in costs or drops in performance. These visual cues make it easier to react quickly and make better decisions. Tables are also useful because they automatically expand as you add new data, which means your formulas and charts update without extra work. This is great for ongoing projects like tracking attendance, monitoring sales, or keeping a record of fitness progress. You don't have to rebuild anything — Excel adjusts everything for you. Dashboards take all these features and combine them into one organised space. They're especially helpful when you need to present information to others, such as in group projects or workplace meetings. Instead of explaining lots of separate sheets, a dashboard gives people a clear overview in seconds. You can include slicers that let you filter information with a single click, making the dashboard interactive and easy to explore. Overall, charts, tables, and dashboards turn raw data into something meaningful. They help you understand what's going well, what needs attention, and what actions you might need to take next.

Practical Spreadsheet Task

Income	January	February	March	April	May	June	July	August	September	October	November	December
Wage 1	2,200	2,000	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200
Wage 2	1,000	1,200	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200
Expenditure	January	February	March	April	May	June	July	August	September	October	November	December
Rent	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Council Tax	180	180	180	180	180	180	180	180	180	180	180	180
Utilities	300	300	300	300	300	300	300	300	300	300	300	300
Broadband	40	40	40	40	40	40	40	40	40	40	40	40
Phone	40	40	40	40	40	40	40	40	40	40	40	40
Gym	35	35	35	35	35	35	35	35	35	35	35	35
Food	200	200	200	200	200	200	200	200	200	200	200	200
Petrol												
Insurance	50	50	50	50	50	50	50	50	50	50	50	50
TV License	13	13	13	13	13	13	13	13	13	13	13	13
Total	1,858	1,858	1,858	1,858	1,858	1,858	1,858	1,858	1,858	1,858	1,858	1,858
	January	February	March	April	May	June	July	August	September	October	November	December
• Disposable Income	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342	1,342

Reflection and Conclusion

Excel skills are genuinely always useful both while studying and later on in your career because they make handling information so much easier. When you're working on assignments, Excel helps you organise data, run quick calculations, and present results

clearly without getting bogged down in messy numbers. It saves time and makes your work look more professional.

In a future job, these skills become even more valuable. Most workplaces expect people to understand spreadsheets, whether it's for tracking budgets, analysing performance, or creating simple reports. Always Being confident with formulas, charts, and tables shows you can think logically and solve problems. It's one of those practical abilities that quietly opens doors and makes you stand out.

Links to Task 3

Reflecting on the Excel essay and spreadsheet task, it's clear how much more confident I've become with the software. Writing the essay helped me think about why Excel is actually useful rather than just something we're told to learn. It made me realise how many everyday tasks—budgeting, analysing data, presenting information—can be made easier with a few simple tools like formulas, charts, and tables.

Building the spreadsheet was the practical side of that understanding. Seeing everything update automatically when I changed a number felt surprisingly satisfying. It also showed me how important clear layout and formatting are. Overall, the task made Excel feel far less intimidating and much more like a tool I can rely on in future work.

Application to Studies and Career

Developing these digital skills has made me realise how much easier they can make both my studies and future work life. In academic projects, I can use Excel to organise research data, track progress on assignments, and present findings in a way that looks clear and professional. Instead of juggling messy notes or doing calculations by hand, I can rely on formulas, tables, and charts to keep everything accurate and easy to understand. It saves time and helps me focus more on the actual thinking behind the work.

Looking ahead to a career, these skills become even more valuable. Almost every job involves handling information, whether that's budgets, performance figures, schedules, or reports. Being able to build a simple dashboard, analyse trends, or tidy up a dataset shows that I can work efficiently on my own and with a team and make sense of numbers. It's the kind of practical ability that employers appreciate because it helps with decision-making and keeps things running smoothly.

Task 3 References (Minimum 5)

Microsoft (2023) *Microsoft Excel: Overview and capabilities*. Available at: <https://www.microsoft.com> (Accessed: 12 March 2026).

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Walkenbach, J. (2018) *Excel 2019 Bible*. Hoboken: Wiley.

Harvey, G. (2020) *Excel Data Analysis: Your visual blueprint for analysing data, charts and PivotTables*. Indianapolis: Wiley.

OECD (2021) *21st-century skills and digital literacy in education*. Available at: <https://www.oecd.org> (Accessed: 16 March 2026).

Task 4: Presentation

Introduction

Hello my name is Curtis Walker

I am studying at UWTSD Cardiff on Employability Skills course.



How your digital skills have developed

Since I have started the course I have come a long way. i can use things such as word, excel and PowerPoint. I now find it easier to use online.



How I have used my skills

I have used my skills on spreadsheets, using excel assignments, using word Canva to make posters. I can now write a professional email.

How I plan to apply them in my studies and career

I plan to use these skills in my studies to complete my assignments also eventually I want to open my own website for my own business.

Task 1 Reflection

I used the Jisc digital capability tool to find new ways to find my strengths an weaknesses to always look to improve.

Task 2 Reflection

I used linked in learning to watch different videos on things such as word, excel, PowerPoint, an outlook and completed quizzes of what I learned .

Task 3 Reflection

I used the excel to break my income an spending I found this very helpful as it calculates everything and works out the average to help you save.

Conclusion

I am looking at using these skills in the future to boost my business on the online perfective such as websites an online quotes [an](#) to take it to the next level an be more professional

thanks for taking the time to listen .
