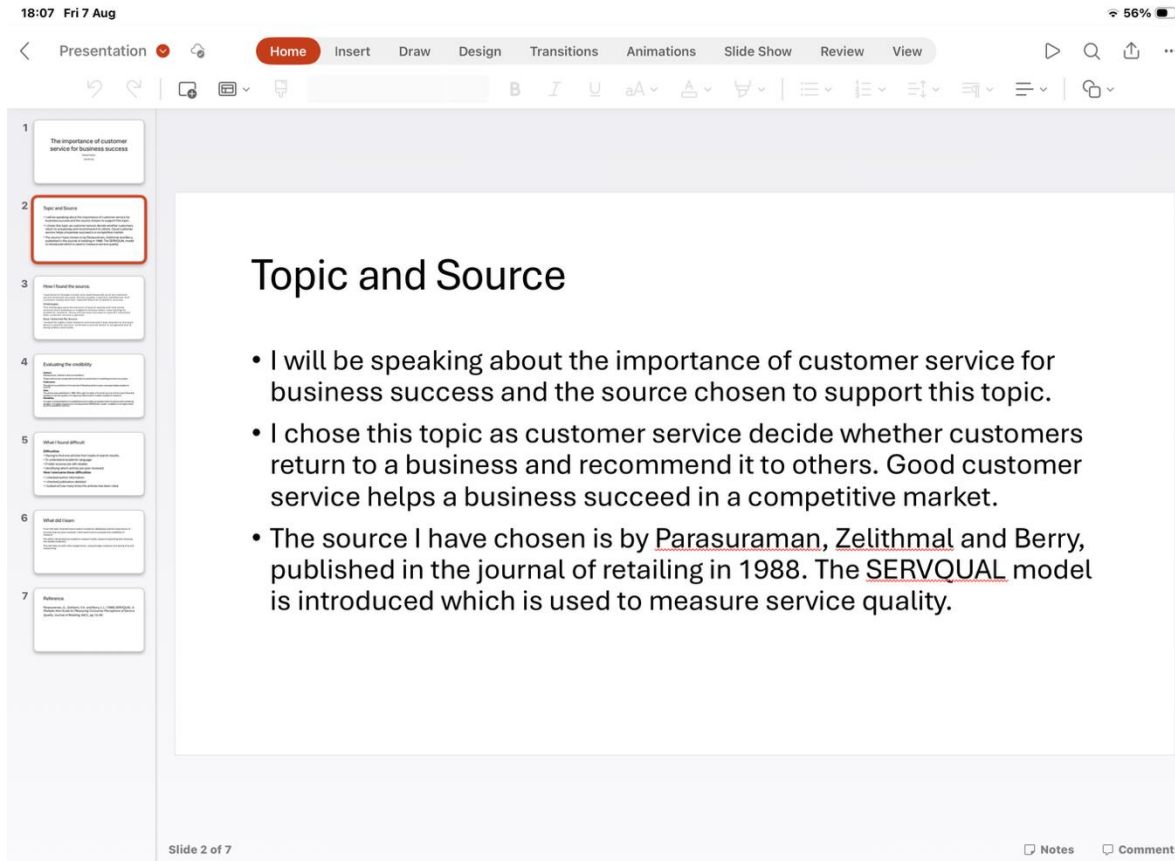


Digital Skills Portfolio

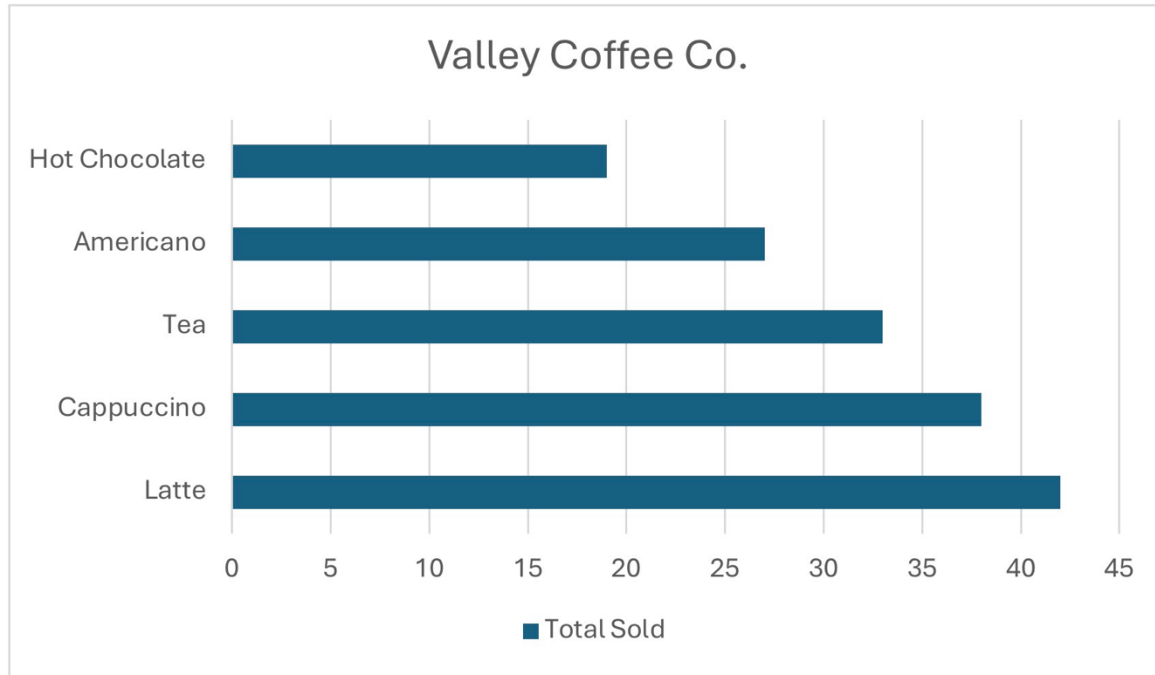
Nazia Nasir 2419124

Microsoft PowerPoint



This is a presentation about the importance of customer service and this slide is an introduction of the topic and source. The skills I used was adding text, bullet point and neatly organise texts and format slides. I learnt how to create presentations and present information clearly.

Microsoft Excel



This spreadsheet shows sales figures for different drinks. The skills I used was entering data, creating tables and charts, formatting graphs and analysing data. I learnt how to create a chart and present the data onto it.

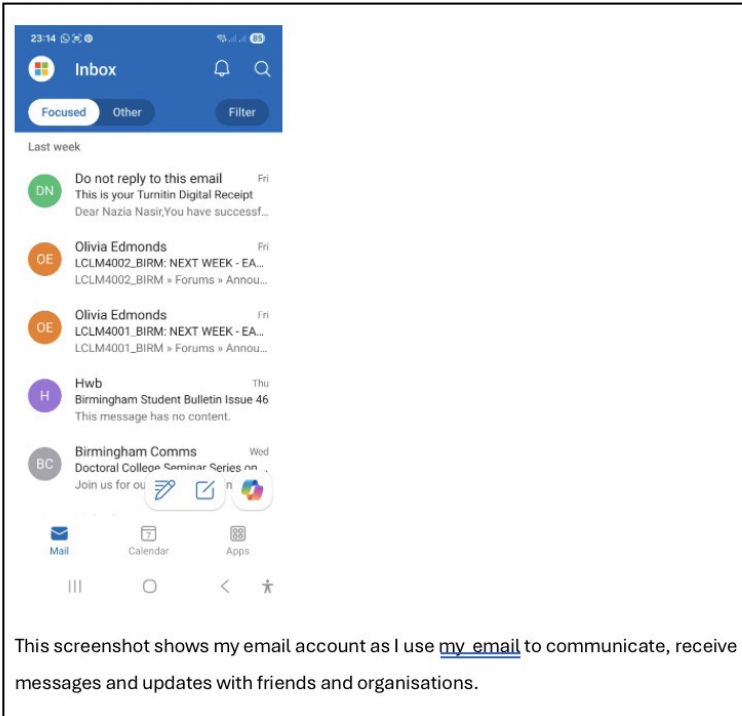
Microsoft Word

DS 1 Template

My Screenshots/Photos

- Please add 4–6 screenshots or photos of your digital life.
- You can use your phone or laptop.
- For each screenshot, write one or two sentences explaining what it shows.

Screenshot/Photo 1



This screenshot shows my email account as I use [my_email](#) to communicate, receive messages and updates with friends and organisations.

This document is about my digital life and I presented it on word. The skills I used were typing and formatting text, inserting images and organising information. I learnt to become confident using Microsoft Word.

Reflection

This module helped me improve my digital skills and these skills will help me in my future studies because I learnt how to create documents, presentations and spreadsheets. These skills will help me in the workplace as digital skills are essential in many jobs. Overall I have become more confident with using technology.