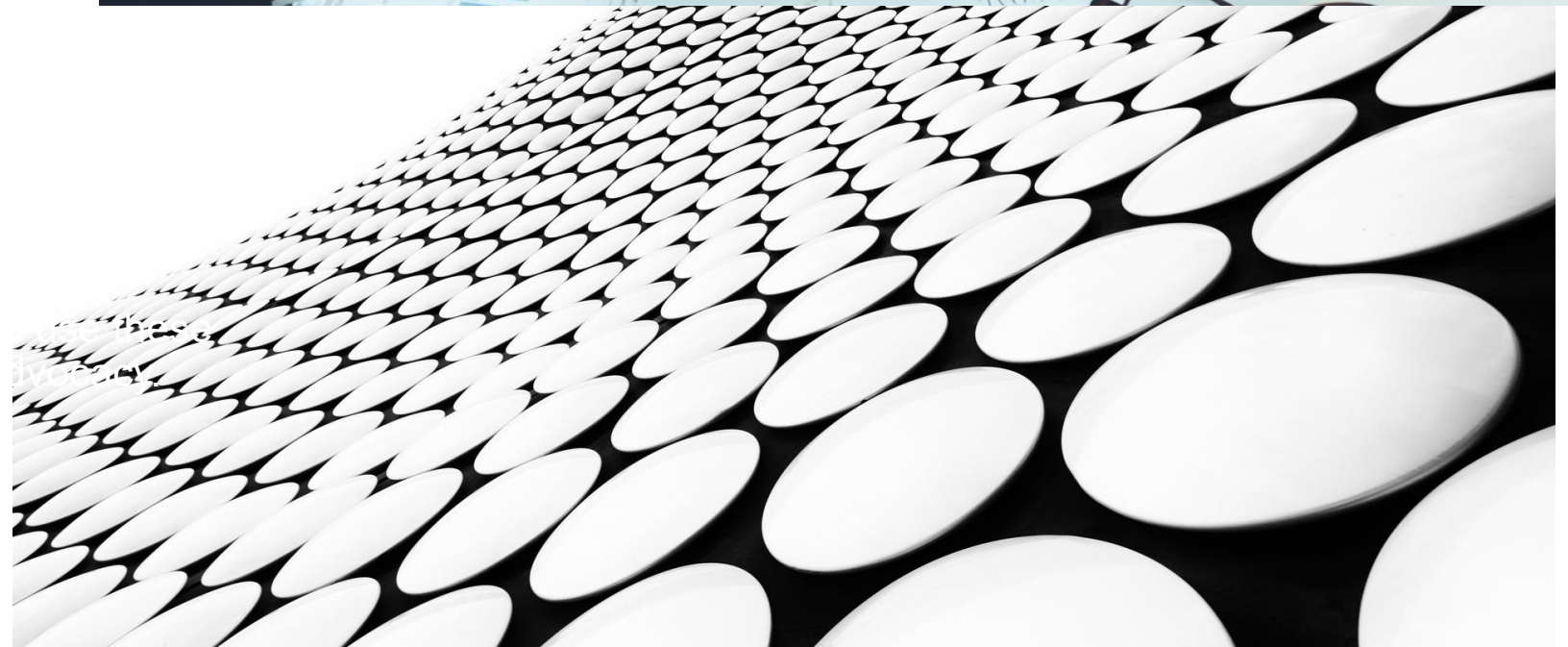




Luma Aal-Khamees Aga

A close-up photograph of a hand holding a white stylus, poised to write on a tablet. The background is blurred, showing a person's face and a laptop screen. The text is overlaid on the right side of the image.

How Did I Boost My Digital Skills This Term?

- Started slow: build confidence with everyday tools like email, spreadsheets, and safe browsing.
- Upskill strategically: choose advanced areas (e.g., Excel, PowerPoint, LinkedIn.)
- Practiced regularly: implement digital tools in both personal and professional contexts to reinforce learning.
- Stay curious: explore new apps, platforms to remain adaptable.

At the beginning, I found the process challenging and often felt uncertain. However, through consistent practice and reflection, I developed the skills and confidence that define my work today.

Reflecting on my JISC assessment and action plan

My JISC assessment highlighted strong skills in:

- Basic digital skills
- In developing my digital employability skills

But also revealed gaps in :

- identifying my digital skills and knowledge.
- Advancing your digital employability potential

My action plan focuses on building confidence by using apps and tools to help manage my digital wellbeing with inclusive digital platforms. Also, to use social media platforms to connect with professionals, show skills, and build a digital identity eg LinkedIn. These steps align with my advocacy for systemic change in my education.

After I received my JISC assessment results, started to develop my skills by mastering everyday tools like:

- Microsoft word
- Excel
- PowerPoint
- Spreadsheets

which gave me the confidence to explore more advanced digital platforms.



Excel is a versatile tool used for various purposes, including :

1. Tracking sales, managing budgets, and organizing customer information.
2. offers numerous techniques for data management, such as sorting, filtering, and creating PivotTables.
3. Easy creation of charts and SmartArt graphics to visually represent data.

Developing Excel skills this term has allowed me to move beyond basic data entry into meaningful analysis and visualization. In my academic journey, these skills have already improved the clarity of my work.



How I Do showcase My Digital Skills:

Gaining certificates through Office 365 courses and learning paths on LinkedIn Learning which can be added to LinkedIn profile ➡ develop my professional portfolio and image.



PowerPoint slides and Presentations Skills:

- Put an action plan into a slide deck outline :
 1. Professional looking presentation.
 2. Well-structured topics.
 3. Visually engaging presentation.
- Attract our audience with the collection of professionally-designed PowerPoint and Google Slides templates.
- PowerPoint tool has helped me to boost my presentations and make a lasting impression of my assignments



Long-Term Vision:

In my academic work this term, I have applied PowerPoint and presentation skills. These skills have allowed me to transform reports into impactful presentations that inspire reflection and action.

Looking ahead, my plan to use these abilities in my career as an advocate for inclusive technology—crafting presentations that not only inform but also drive systemic change in education and empower students with disabilities.

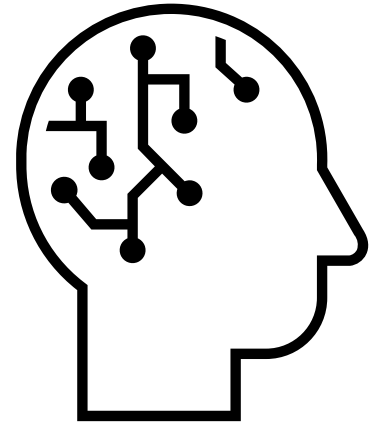
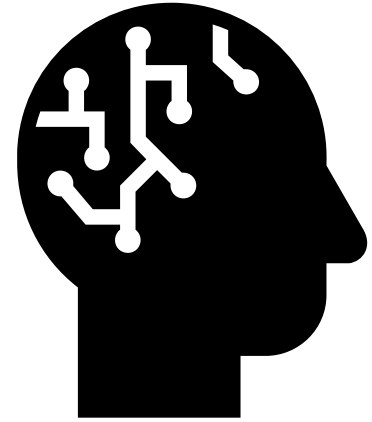


Conclusion

Digital skills are not optional; they are essential for personal and professional growth. Mastering digital skills in communication, safety, problem-solving, and learning will unlock opportunities for a better future and lifelong learning.



- Thank you !
- Any questions ?



References

- Almufarej, A. (2024) Cited in Zhao, X., Cox, A. and Chen, X. (2025) 'The use of generative AI by students with disabilities in higher education', *The Internet and Higher Education*, 66, 101014.
- Botchu, R., Baal, J.D. and Beaman, F.D. (2023) 'ChatGPT: A disruptive innovation or a disruptive invention?', *Annals of Biomedical Engineering*, 51(6), pp. 1125–1126.
- Burt, A. (2023) AI's Trust Problem. *Harvard Business Review*. (Accessed: 18 November 2025).