

The background is a complex abstract composition. On the left, there's a white area with vibrant orange, red, and purple splatters. This transitions into a dark grey area with green and blue splatters. On the right, there are overlapping translucent blue geometric shapes. The overall effect is dynamic and artistic.

DS3 Assessment Digital Portfolio Reflection

Kleban Maryna

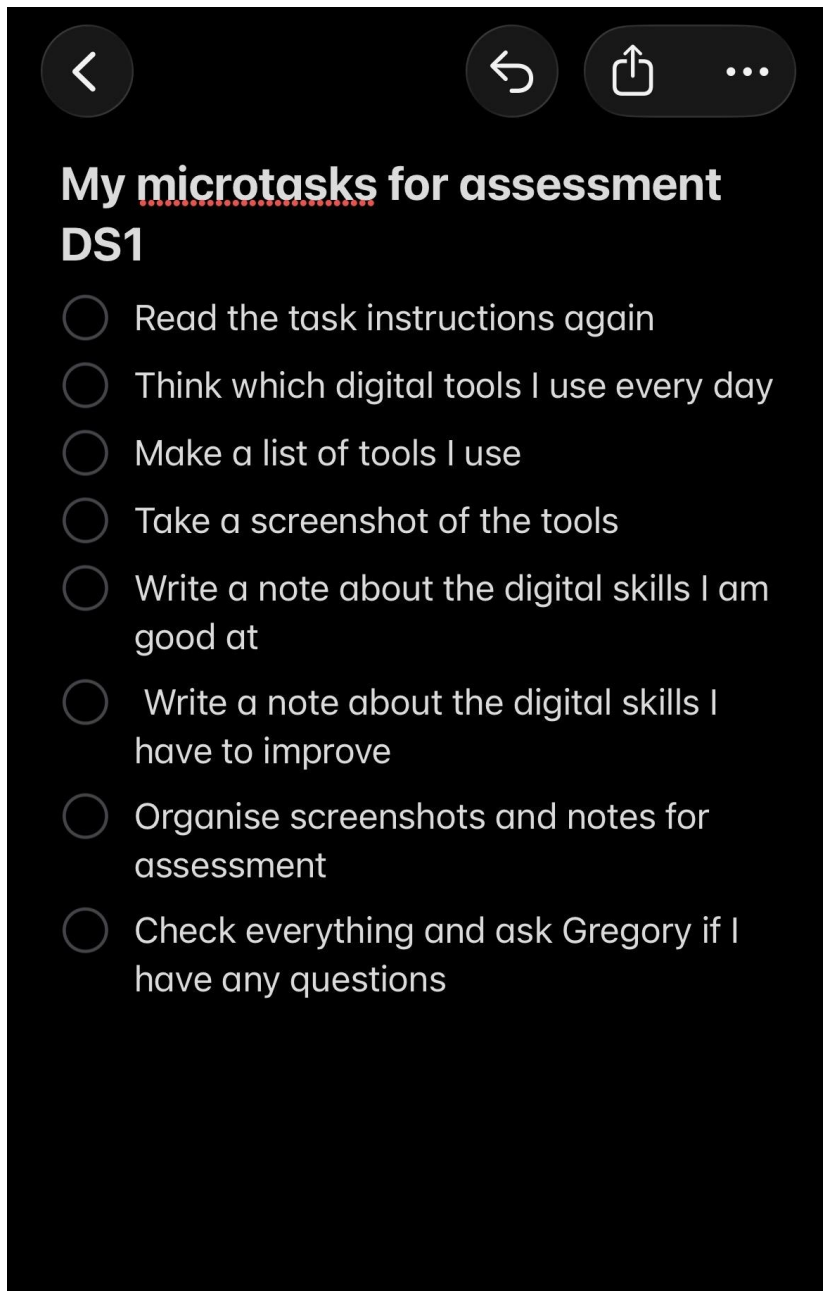
Examples of My Work

In this presentation, I will talk about five examples of my work:

- 1.Planning and organasing - My To-Do List
- 2.Using AI tools - summarising information
- 3.Digital communication - Business emails
- 4.Using Excel - DS2:Business Digital Task
- 5.Creating PowerPoint Presentation

These examples show what I learned during this module

I will also explain what I learned from each task and what digital skills I developed.I will talk about what was difficult for me, how I improved, and what I can do more confidently.



Example 1:

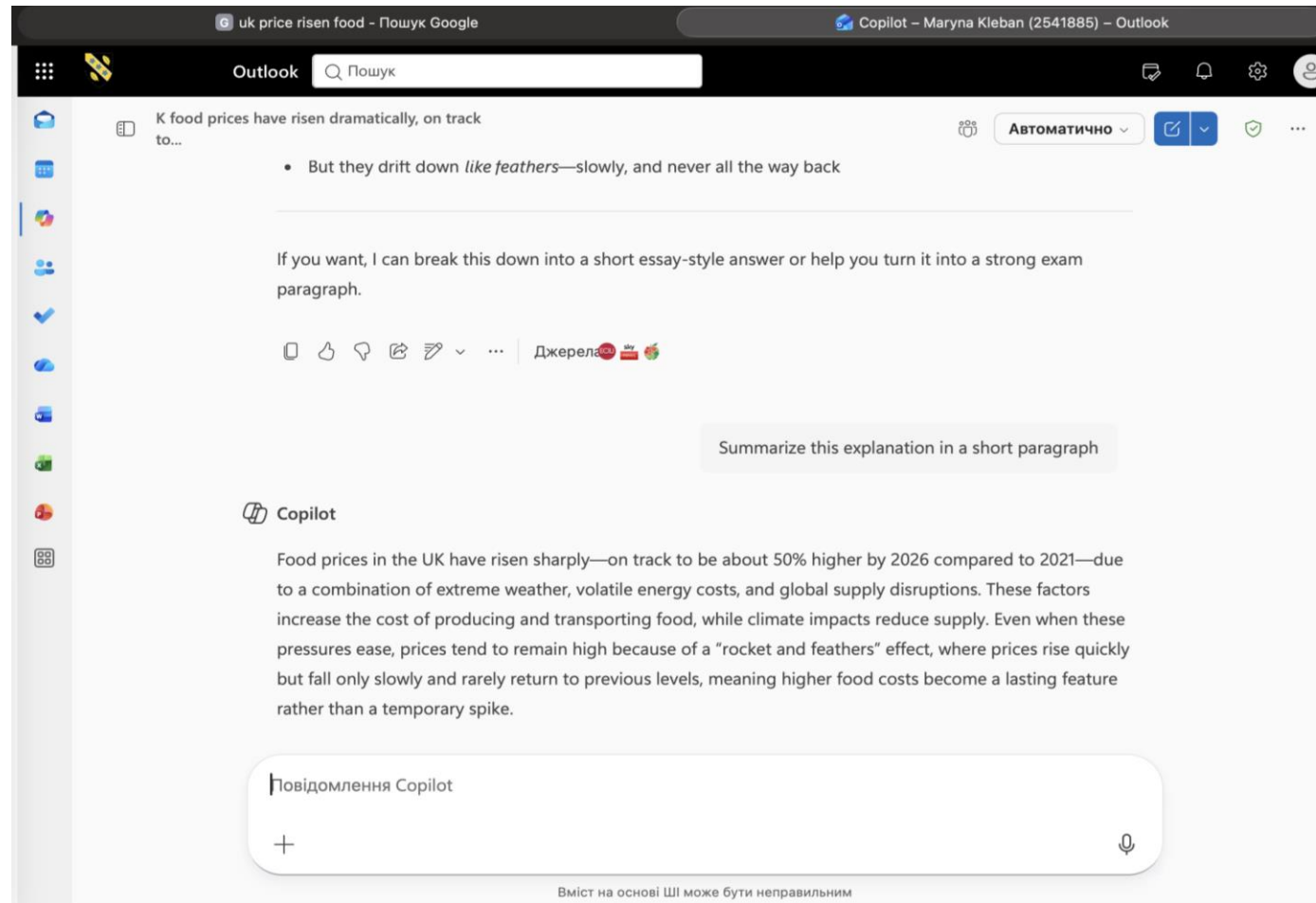
Planning and Organasing

- I created a list of small tasks for my assessment
- I used digital tools to organise my work
- This help me plan my work step by step
- I learned how to manage my tasks better and faster

Example 2:

Using AI

- I learned how to use AI tools such as Copilot
- I used AI to find and summarise information
- I learned how to write clear questions to get information.

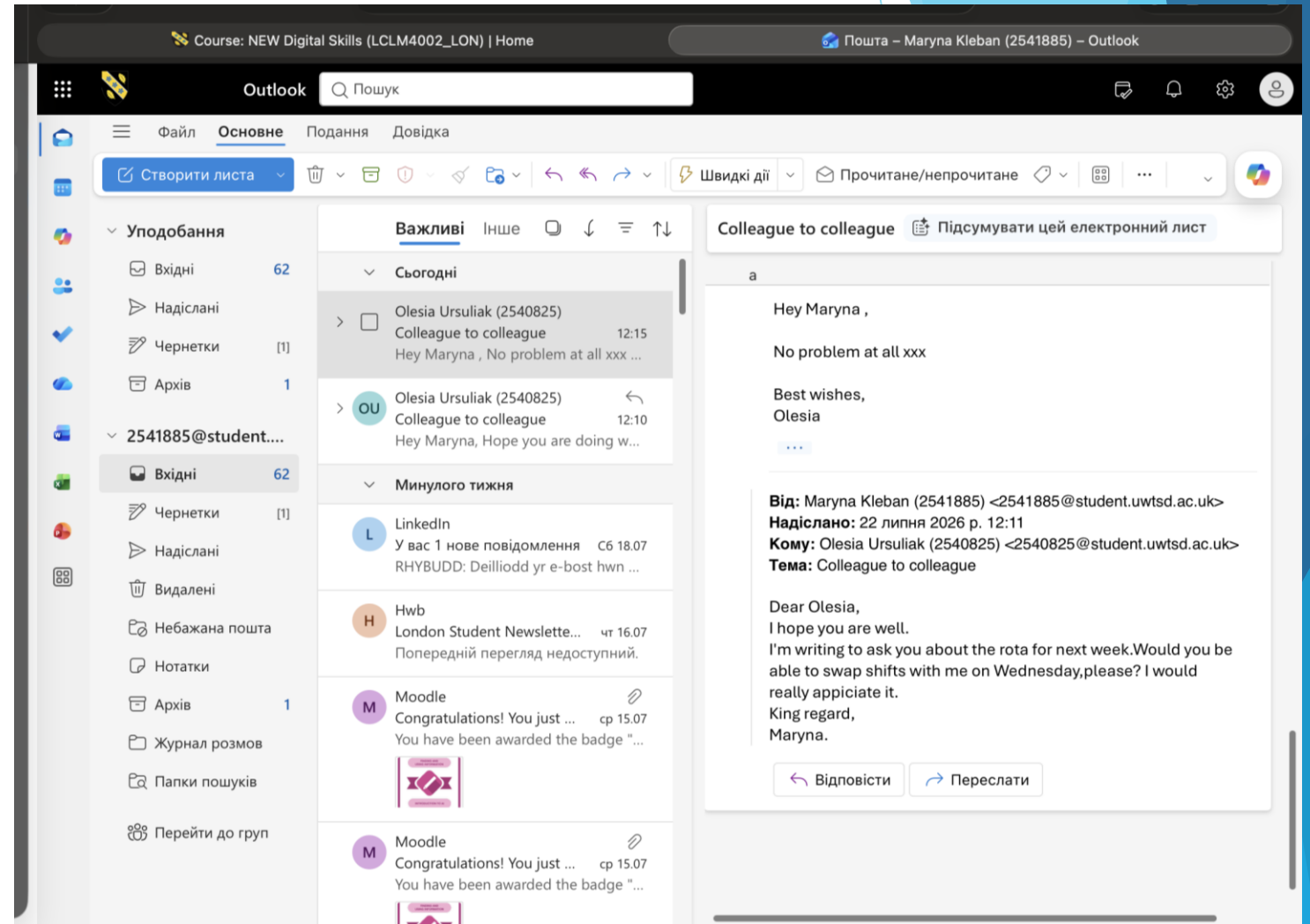


Example 3:

Communication and Business email

- I learned how to write professional emails
- I learned how to use a clear subject and organise my message
- I learned difference between formal and informal emails
- I practised sending email using Outlook

During this module I learned how important it is to communicate clearly and professionally by email. I learned how to choose the right language depending on who I am writing to.

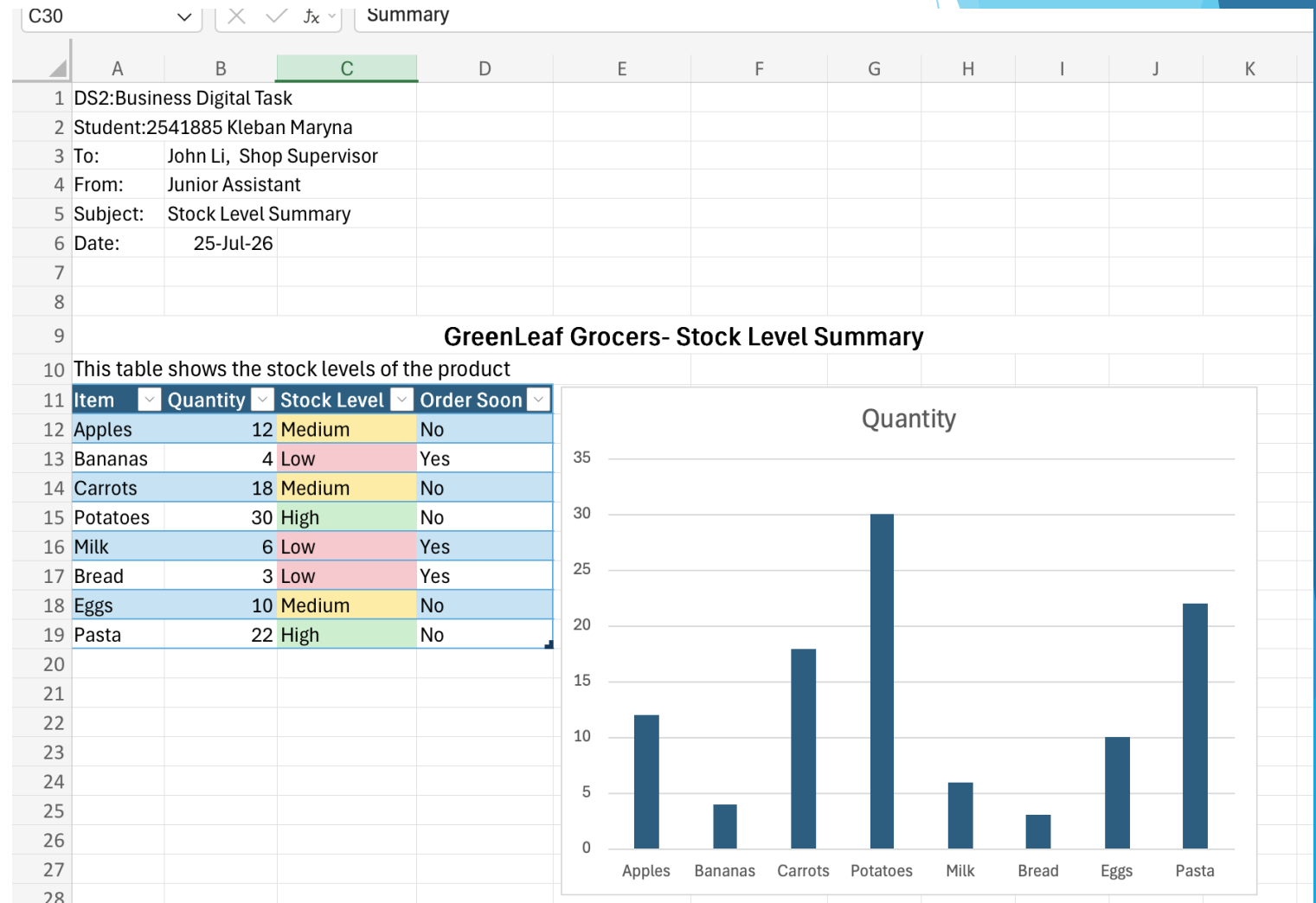


Example 4:

DS2:Business Digital Task.Using Excel

- I learned how to create and organise tables in Excel
- I used formulas to work with data
- I used formatting to make the information clear
- I created a chart to show the data visually

Excel was one of most difficult tasks for me at the beginning.During this assessment I learned how to organise data, use formulas and create charts. I also learned how formatting can make information easier to understand. After completing this task I feel even more confident using Excel.



39 For this task, I used Microsoft Excel. I chose Excel because it is easy to use for tables and charts. It helps to organise information and makes it easy to read.

40

41 First, I read the task and the scenario. The task was to make a stock summary for GreenLeaf Grocers. I entered the product names and quantities into a table. Then I added

42 two more columns called Stock Level and Order Soon. This made the information clear and organised.

43

44 I used Low, Medium, and High to show the stock level. I also showed which products should be ordered soon. This helps the user understand the information quickly.

45 I used conditional formatting to make the table easier to read. I used red for low stock, yellow for medium stock, and green for high stock. These colours help the user see

46 important information faster.

47 I also made a column chart. The chart shows the quantity of each product. It is easier to compare the products by looking at the chart. I think the chart makes my work look

48 better and more professional.

49

50 While I was working, I made some changes. At first, my worksheet was very simple. Later, I added headings, colours, and the chart. I also checked my work to make sure it was

51 clear and easy to understand.

52

53 I used the task instructions and checklist to help me. I also looked at the Microsoft Excel Help website to learn how to make a chart and use conditional formatting. This helped

54 me finish the task correctly.

55 I think my worksheet would help a shop manager. The table shows the products and their quantities. The colours make it easy to see low stock. The chart gives a quick

56 overview of the information. This can help the business decide which products need to be ordered.

57 I learned new Excel skills during this task. I learned how to create a table, use conditional formatting, and make a chart. I also learned that simple and clear design is important.

58 Overall, I am happy with my work. I think my worksheet is clear, neat, and easy to use. If I do a similar task in the future, I will use more Excel tools and improve my design.

59

Example 5:

Creating a PowerPoint Presentation

Task:

For my final example, I created a PowerPoint Presentation to show and explain my work from this module.

What I learned:

I learned how to organise information clearly, choose a suitable layout.

What was difficult:

At first, it was difficult to decide how much information to put on each slide and how to make the presentation easy to read.

How I improved:

I improved the layout, shortened the text, and organised the information into clear sections.



Conclusion

During this module, I developed different digital skills and became more confident using digital tools.

I improved my **planning and organisation skills**.

I learned how to use **AI tools** to find and summarise information.

I improved my **digital communication** and learned how to write professional emails.

I learned how to organise data, use formulas and create charts in **Excel**.

I improved my **PowerPoint skills** and learned how to present information clearly.

Some tasks were difficult at first, especially Excel, but with practice I improved and became more confident.

Overall, these skills will help me in my future studies and work, and I will continue to develop them.

End of presentation



Thank you for your attention.