

During the classes, I was introduced to and learned how to use various computer tools, notably Word, Excel, and PowerPoint.

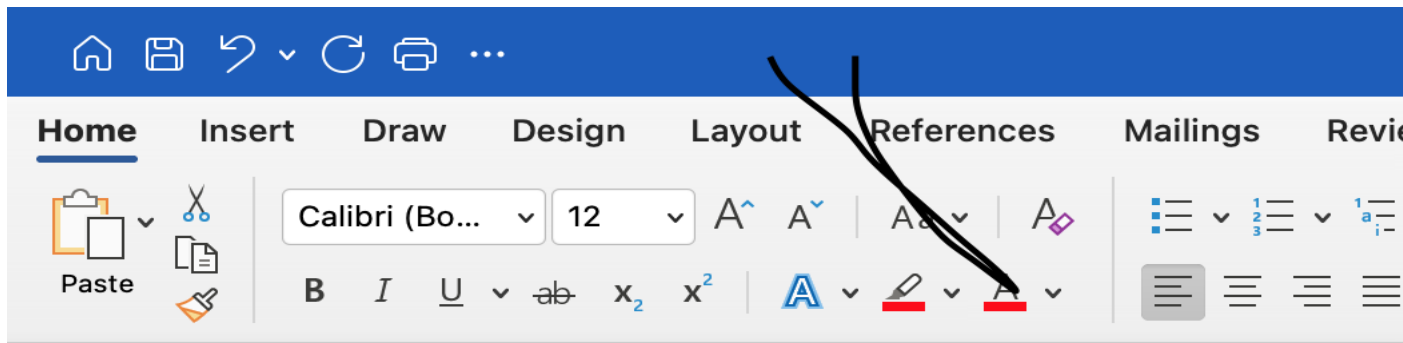
The very same tools I will present during the third assignment for the Digital Skills, task 3.

During the weeks of classes in the module, my progress was positive; I notice I have more confidence working with the tools;

Word, Excel, and PowerPoint.

Word_

Working with Microsoft Word is what suited me best, thanks to the tool's simplicity and the ease of searching for images to combine with the text, elements that can be modified during the process without much complication



Word

Excel

Power Point

Text

Excel_

Excel was the most challenging tool to work with the greatest complexity lay in entering the mathematical formulas to achieve the desired results.

However, I felt more at ease handling rows, columns, and cells, and I have generally mastered the essential functions though, I need to keep practicing so I don't forget them.

My strongest area with this tool is creating charts, which I find straightforward.

AUG 1

Power Point_

This work stems from the tasks we have been learning during class; now that we are in the 10th week, we need to present the knowledge acquired over the course of these 10 weeks of classes.

The Power Point home screen, suggests the option of choosing from various example windows shown in the image, helping us better carry out the task we want to do or the one assigned by the teacher.

Using PowerPoint, I learned how to create visual presentations, including how to structure text and images, as well as how to visualize or create charts and other dynamic elements.

To conclude, on the initial Power Point screen, four important buttons can be seen on the left side; one for accessing an existing account within the tool, one for starting a new project or opening a recent one, and finally, a folder for storing projects created over time.

