

1. A Word Document (Structured Report & Formatting)

- **What it is:** A professionally formatted academic report demonstrating text hierarchy, proper line spacing, and bullet points.
- **Skills used:** Typing and applying consistent heading styles (Heading 1 and Heading 2), adjusting paragraph formatting (setting line spacing to 1.15), inserting bulleted lists, and saving files securely with clear naming conventions.
- **Challenges & Progress:** At first, I found formatting long texts and aligning paragraphs properly quite difficult. Now, I can easily structure a document cleanly and make it look professional.
- **Why it is useful:** It helps me enormously in my university studies because I can present my essays and assignments in a clear, academic format.
- **Source / Information:** I learned how to do this during our practical classes and by following the guidance provided in the DS3 module sessions.

2. An Excel Table & Chart (Data Organisation & Visualization)

- **What it is:** A structured tracking spreadsheet used to manage weekly study hours and task completion status, complete with a clean column chart.
- **Skills used:** Entering and organizing data into rows and columns, creating table headers, applying basic formulas (like =SUM(. . .)), and generating a column chart to visualize progress.
- **Challenges & Progress:** Working with tables and formulas in Excel felt confusing at first. Now, I can use Excel independently to track my schedule and visualize data without help.
- **Why it is useful:** This skill helps me in my daily life and studies to stay organized, manage my time effectively, and track my workload.
- **Source / Information:** I learned this by practicing during our university digital skills sessions and experimenting with spreadsheets.

3. A Simple Menu or Poster from Adobe Express

- **What it is:** A clean promotional poster designed using an Adobe Express template to communicate information clearly and creatively.

- **Skills used:** Selecting and customizing design templates, adding and resizing text boxes with readable fonts, importing visual graphics, and exporting the finished design as a digital image file.
- **Challenges & Progress:** At the beginning, choosing the right layout and balancing text with images was challenging. Now, I feel confident creating simple designs quickly and easily.
- **Why it is useful:** It helps me in creative projects, presentations, or daily life when I need to design quick flyers or notices.
- **Source / Information:** I learned how to use Adobe Express during our info-skills workshops and online tool explorations.

4. A Screenshot of Organised Folders (File Management)

- **What it is:** A screen capture showing a well-structured directory tree on my computer, separating university modules from personal documents.
- **Skills used:** Creating logical folder hierarchies (e.g., University -> DS3 Module -> Assignments), renaming files consistently with clear versions, and safely moving or backing up data.
- **Challenges & Progress:** Initially, I used to save all my files in one random folder, making things hard to find. Now, I can manage and structure my file system completely on my own.
- **Why it is useful:** Keeping my files organized saves me a lot of time when I need to find documents for my assignments or upload submissions.
- **Source / Information:** I learned this best practice from our file management guidelines discussed in class.

Overall Reflection

Overall, I feel much more confident with my digital skills now, and I know I can keep improving on my own. I learned all of this through practice in class and during our module sessions.