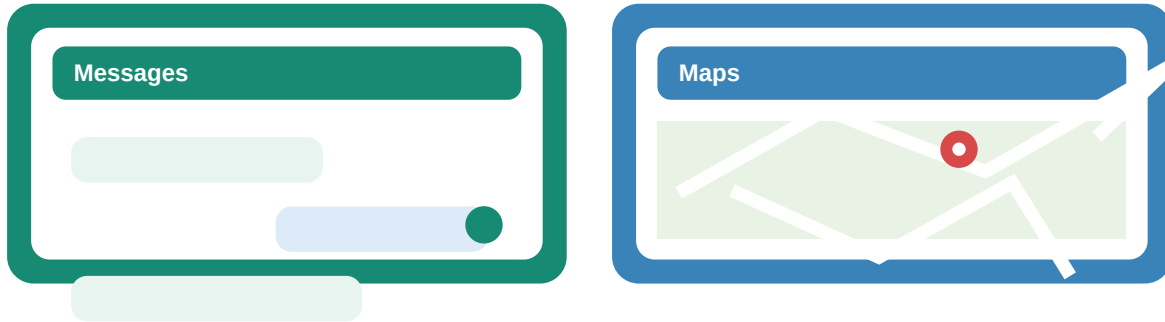


MY DIGITAL LIFE

A short look at the apps and tools I use every day



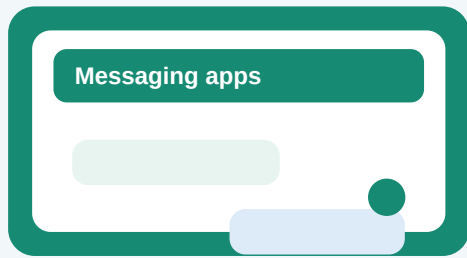
Digital technology helps me keep in touch with people, find places, learn new things and organise my time. This document gives a few examples of how I use it.

WHAT YOU WILL FIND INSIDE

- Six everyday apps and what I use them for
- A short personal reflection
- A final submission checklist

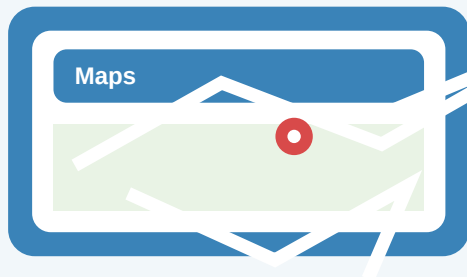
01 • Apps I use

These examples show different ways technology supports my everyday routine.



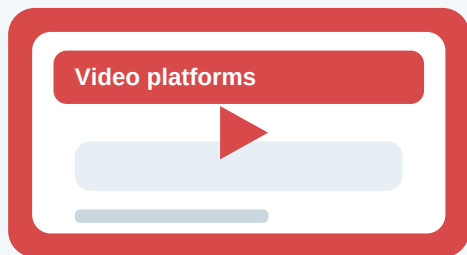
Messaging apps — staying connected

I use messaging apps to have quick conversations, make voice or video calls, and share pictures. They make it easier to keep in contact with people even when we are far apart.



Maps — finding my way

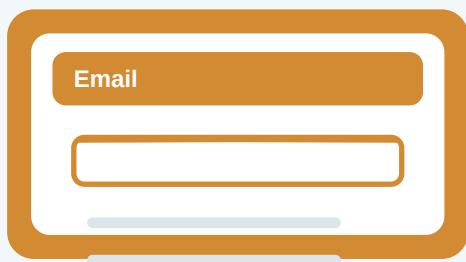
A map app helps me check routes, estimate travel time and discover unfamiliar places. I can use it to plan a journey before leaving home.



Video platforms — learning and relaxing

I watch useful videos and entertaining content online. I can also find tutorials that explain new skills in a simple way.

01 • Apps I use (continued)



Email — messages and information

Email is useful for sending documents, receiving updates and keeping important messages in one place. I can use it to contact tutors or organisations.

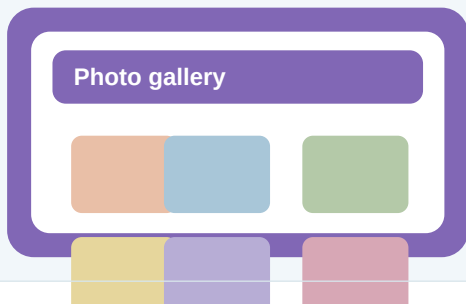
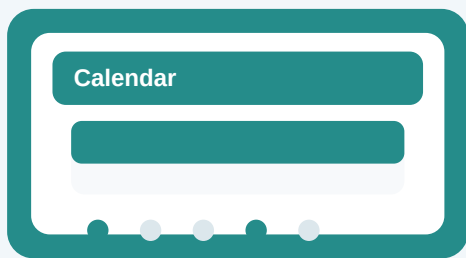


Photo gallery — keeping memories

My photo gallery stores pictures and clips from different moments. It lets me look back at memories and find a particular photo when I need it.



Calendar — planning ahead

A digital calendar helps me remember appointments, note important dates and organise study or work tasks. It makes my schedule easier to manage.



02 • My reflection

Digital tools are part of my normal day. I use my phone to communicate with other people, look up directions and find helpful information. Videos can teach me something new as well as provide entertainment. I also use email to deal with important messages and keep photos that mean something to me. A calendar helps me remember plans and manage my time better. I would like to become more confident with Microsoft Word and Excel because these programmes can be useful for education and future jobs. I also want to learn more about staying safe online and protecting my personal information. Overall, improving my digital skills can help me become more organised and independent.

Skills I would like to develop

- ✓ Practise creating and formatting documents in Word.
- ✓ Learn basic spreadsheets and calculations in Excel.
- ✓ Recognise suspicious links and protect private information.

03 • Before I submit

I will check that the work is complete and easy to read.

- ☒ I have included examples of six digital tools.
- ☒ Each example has a short explanation in my own words.
- ☒ My reflection describes how technology fits into my life.
- ☒ I have checked spelling, punctuation and layout.
- ☒ The PDF opens properly and is ready to submit.
- ☒ The final work reflects my own experience.

My goal is to keep learning and use digital tools confidently, responsibly and safely.