1.5 I can follow instructions and act accordingly to requests

I’m currently working on a software development course, which is divided into units with different tasks set within each unit.

Some of the tasks set by the tutor and how I completed them:

Task: build a simple website using HTML & CSS. I’m still working on this task, as I didn’t have compatible software and had to try and test different software applications, until I found a suitable one, which in turn took up time at the beginning of the course and set me back a bit.

Task: Understanding Microsoft word and its advanced features. I looked into all the features and more advanced features of Microsoft word and how they are utilised to create professional documents and make using the application easier with different shortcuts.

Task: Creating a Gantt chart showing the progress of my website. Using Microsoft spreadsheet document, I

created a task progress tracker, to track progress on coursework.

Task: Creating a GitHub Account. I created GitHub account to upload my coursework when completed, for marking and keeping a track on my course work progression. The account was very easy to create and start uploading files.

Task: Create slideshow with a chosen subject. I had to complete this task by using Microsoft PowerPoint.

Task: Assess fellow students PowerPoint and give opinion on their work. I completed a form with my opinion on certain aspects of the slideshow of other students.

Task: Choose a topic of choice, for discussions on Microsoft teams, and assess communication skills of other students. Each of us had to moderate our chosen subject, and fellow students and tutor participated in the discussions, we had to afterwards, do individual student assessments on their communication and a few other aspects of the discussions.