**2.5** **I can review outcomes to make sure they match requirements and are fit for purpose**

Original intent of the task was to format, add tables, and details to the document in the task set, using a word application. Also make a template of choice. The application utilised was Microsoft word to complete these tasks.

The outcome was good on both documents, the formatting document could have been better with extra details added, if more time and research went into the functions of tools on word, and just generally I would have benefited more if i had longer experience using the application. On the other hand, I was quite please with the outcome of the template task. After researching different types of template documents, I decided to go for a certificate template, as it required more creativity, and I wanted to challenge myself to utilize the artistic tools Microsoft word contained, I experimented with the tools available, discovered the many functions that I didn’t know the application had, and used them to complete a document, which not only looked good, but taught me about many functions in Microsoft word.

Both documents, in my opinion were fit for purpose, I always took into account how my work will be suitable for a wider audience, so I kept the fonts easy to read, simple layouts, and the colours I used were bold.

The area where improvements could be made on, is the website task. The target was to build a basic website, I didn’t have the right software, so I had to download different ones to see which would be more compatible with my computer system to complete the required task successfully, this was very confusing and took up a lot of time, which I could have used building a more desirable website.