**1.1 I can describe the purpose for IT**

I used a word software to format a document, and added a table of contents to it, so it's easy and quick for the reader to find information within the document. Using IT helped me make the document look more appealing and accurate, and it was a lot easier to add details, and saved a lot of time. I used word to produce a certificate template, this involved more creativity and art, I used different font styles to make the letters more suited to the document type, it was easy to keep in line with the colour theme, as the chosen colour could be saved and applied to background and fonts, it was the same with the fonts, using ‘paragraph Styles’ I was able to quickly apply the font size and style, where it needed to be the same, this saved me from trying to change the font size and style every time I needed to. Spell-check helped me to correct spelling mistakes instantly. Spacing allowed me to make the paragraphs more uniform throughout and avoid extra spacing in between lines. Adding images and resizing them to fit the document was simple with the cropping tool.

**1.2 I can describe the methods, skills and resources required to complete tasks successfully**

Using a MacBook, and correct software/application, it was much more simpler and easier to complete tasks, for example, I used a word document template to format the document and add contents to it, but in a different application, as I didn’t have access, at the time to Microsoft word, the application I used didn’t have many graphic features that were required to complete the task, so I managed to download Microsoft office and use word, to complete the task successfully, and to a more desired finish.