**2.1 I can review the on-going use of IT tools and techniques and change the approach as needed**

After reviewing my work on a word document, in print preview, I was able to make changes to spelling and grammar using the editor feature in word, it highlighted the words that needed correction and highlighted lines of words, where grammar needed to be corrected, this feature made it very easy to find errors and quickly, saving lots of time. Another feature I used When struggling to find an alternative word was, thesaurus, this is an excellent tool and very helpful. For assessment of my work, I used print preview, especially when I had more pages to look at together and compare information/ layout and remove blank pages that weren’t needed.

**2.2** **I can describe whether the IT tools selected were appropriate for the task and purpose**

|  |  |
| --- | --- |
| **Microsoft Word** | |
| **Strengths** | **Weaknesses** |
| **Many features** | **Default spelling in US English** |
| **Can run on mac computers** | **License Cost** |
| **Security features** | **Complexity of functions** |
| **Cloud hosted** | **Compatibility with some hardware** |

Fig

The automatic backup feature on Microsoft word saved me from losing my work when I forgot to save it many times, the only thing is you must set it to Auto save, and your work gets saved on cloud. Another excellent feature of Microsoft word was the way I could customise the interface so that the tool icons I used the most were visible, this was very helpful as there is a complex number of features on Microsoft word, and it sometimes is tricky to find certain tools/features. It was easy to learn about tools in Microsoft word, and their functions, particularly when I made a template, and used many artistic features, like text styles.