**2.3 I can assess the strengths and weaknesses in my final work**

After analysing my work, I have found:

My strengths in my work were researching subjects for tasks set out, and putting information in my documents, I also used my creative side to format text, suitable colour, to make the work look more appealing, as well as easy to read for the audience. I reviewed my work after completion, so I could have it to the standard expected, and as accurate as possible. The layout of my work was a simple one, so a larger audience can view it with ease. I took into consideration the type of font style I used, so it would be the same format, when opened in other applications.

My weaknesses were more details and information could have been added in some areas of the tasks set. Some work done at the start might have been a little basic, as I didn’t have access to the right resources at the time.

Peer review: After assessing the document and work, my thoughts of the work was it was well presented, the layouts are neat and tidy, easy to understand, there are headers in each page, I thought this made the document look professional. Answers to questions are simple but accurate, some of the documents produced are very pleasing to look at. Some improvement in the information given could have been more detailed. My overall opinion is, well produced work, to a good standard.

**2.4**I**can describe ways to make further improvements to my work**

Investigate into advancing/educating myself further in some of the applications and their features and functions, in order to make improvements to future work. Analysing detail in work with advanced features, to make improvements. If it were affordable, downloading applications and software that are more complex/advanced.

I Would look at going through my work to find mistakes and errors to improve/ make changes. Adding more detail into areas, where it appears basic.

Researching tools in applications to make documents appear more to a professional standard.