**1.5 I can select and use IT systems and software applications to complete planned tasks and produce effective results**

|  |  |
| --- | --- |
| Microsoft Office | Star Office |
| Con-can be costly if needed to be installed | Con-lacks merging features |
| Pro-Security features | Pro-can be installed in up to 5 systems |
| Con-Compatibility with some hardware | Con-no Macintosh version |

Fig

|  |  |
| --- | --- |
| Microsoft Visual Studio Community edition | Dreamweaver |
| Pro-ease of use | Con-non browser based |
| Pro-free cost | Pro-simple to use |
| Con-system resources heavy on some Pc’s | Con- costly |

Fig

**1.6** **I can describe how the purpose and outcomes have been met by the chosen IT systems and tools**

I was initially using apple mac’s pages to complete word tasks, but couldn’t complete to the finish required, as the features on pages were very limited, compared to Microsoft word. I had to download and use Microsoft word to complete tasks set out. I found Microsoft word to be a lot easier to use and complete tasks and quicker as it contained more tools and features to create documents. The features in word I found most helpful to aid me on completing my tasks was the extra font styles, table styles, word/grammar check and converting lists and document to a table.

|  |  |
| --- | --- |
| Pages on Apple mac | |
| Strengths | Weaknesses |
| Ease of finding features | Not much choice in editing |
| Easy to use | Lack of integration with other apps |
| Simple layout | Not many advanced features |

Fig 1

|  |  |
| --- | --- |
| Microsoft Office Word | |
| Strengths | Weaknesses |
| More choice within features | Cost, if already not installed on hardware |
| Smaller files | Too complex |