**1.1 I can describe the purpose of using IT in my work**

There are a number of reasons for using IT rather than pen and paper. One is that it is much faster to produce content on a computer, even if one cannot type very quickly. It also makes producing content that is consistent and accurate easier, thanks to features like *Spellcheck* or *Grammarly*.

Another benefit of using IT is that my work can be shared with many people at once through social media, applications such as *Adobe Connect* or *Microsoft Teams*, or on a website.

It is also easier to save my work done using IT, and more secure in many ways than storing physical paperwork.

Another benefit is the recalling of my data is much easier than looking for it outside IT because of the ability to search or filter files/ documents. Using IT also allows for the referencing of work used to be directly linked with the click of a mouse or the touch of a touchpad.

Another example is that specifically in this case, producing a website and writing HTML would take much, much longer and cost more if I was to send it to someone else using IT to produce a website.