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

My task is the production of a document going into more detail about owning a cat and of the experiences we have had.

I am using *Microsoft Office* as I have experience using it and there are lots of help available on how to do things online on websites such as *Youtube*. I am using *Word* specifically as I feel it is the best way to input text and pictures and check them using the various features it has. It is also convenient that I can save my file in one of many formats so it is accessible for the reader.

The skills needed have been the familiarity with accessing and using Word, as said above there is lots of help online or from organisations on how to use it. I have also needed to know how to type on a keyboard, how to click using a mouse, and to insert pictures from online (I took pictures from my *Google Photos* page.

As for resources, I have needed a computer, which is connected to a monitor and keyboard and mouse. I have needed an operating system such as Microsoft Windows/Mac/Linux, and I have needed the application which is Word. I have also needed an internet connection and a folder in which to save my work.