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

**Windows**

As an operating system (OS) Microsoft Windows has certainly been suitable for the creation of the document(s) I have. There are a number of different word processing software that are able to be used on Windows, far more than the alternatives so far as I know, and I am very familiar with using it so it was ideal for me.

**Microsoft Word**

Similarly, I use Word every day and so although I don’t often use some of the features I have used in this project, I had a familiarity with it that has made learning to use the different features much easier than it would have otherwise been. Few if any of the drawbacks of Word, such as the cost or inability to work seamlessly with non-office applications, apply to me since I already had it on my computer. It does take up a lot of space but I use a desktop computer with ample storage. It has been inconvenient when I have been away from my computer, though.

More strengths and weaknesses as a word processer are below

|  |  |
| --- | --- |
| **Microsoft Word** | |
| **Strengths** | **Weaknesses** |
| Free online-based version of Office with some features | Large initial cost of Word independently or the whole Microsoft Office suite |
| Able to save work produced in many different formats to make it accessible on other platforms and devices | Many features of the free online version are missing from the offline version of Word |
| Versions available on both Windows and Mac | Takes up a lot of storage space relative to some other Word Processors |

**Grammarly**

Grammarly has been very useful for spotting some typos and grammatical errors with my work, albeit sometimes suggesting my English spelling is wrong. I have not found this to often be a problem though, and the relative piece of mind which I get after running it past Grammarly is encouraging. It would be great if some of its features were not hidden behind their premium version, and if you could select English – UK as a language.

**Windows virus software**

I have used other antivirus packages in the past from suppliers like AVG or Norton, but find the inbuilt one in Windows is sufficiently safe for my purposes. I have not had any relevant issues with using it, though it’s been continually operating during the project.

**Hardware**

The hardware I was using for work and leisure is the same that I have used for the course. Other than moving to a wireless keyboard from a wired one, it has been very suitable for all purposes. I have similar devices at my mother’s house for when I visit, but then in any case I cannot always work on my course for the reasons identified earlier.