Software Development, Unit 1, 2.1

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# 2.1 I can review the on-going use of IT tools and techniques and change the approach as needed

As I’m exploring, learning and creating as I create my websites and reports, there have been several occasions where I’ve assessed my work and decided to incorporate other IT tools and techniques to improve my work further.

## Microsoft Word

Looking back at the exercises I’ve completed in Microsoft Word; I can say it’s is packed with brilliant features that is really helpful in promoting efficiency and productivity. One of the things it’s also really great for is reviewing my work and making final amendments to make sure that my work is professional and if possible, without error.

To site an example, I’ve added all the images, text, table of contents and figures, cover page and index. Now, even if I’ve already applied all those techniques, it doesn’t necessarily mean that it will display properly. When I reviewed my work, I found that I had a few issues that need addressing. I’ve itemised below what the issue is and what new IT tools and techniques I’ve used to fix the problem.

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| **Issues found after reviewing work** | **IT tools used to rectify issue and how** |
| Incorrect spelling and grammar | **Microsoft Word’s built-in spell checker**  *Ribbon / Review tab/ Proofing / Spelling and Grammar*  I used this to go through all the spelling and grammar corrections. This feature allowed me to make relevant changes on each issue picked up by Word. |
| Incorrect usage of lowercase and uppercase | **Microsoft Word’s Styles**  Ribbon/ Home / Styles  I wanted my Table of Contents to display in all capitals. Despite changing the words in each header individually to capital letters, I found that this didn’t reflect when I updated the Table of Contents and I couldn’t manually overtype this. I found that using Styles in the whole document was far more efficient and effective than changing manually. |

## Microsoft Excel

Similar to Word, I also used Excel in my projects and even in my day-to-day job. I find it really useful for presenting a lot of information with lots of common factors in table format. I’ve mentioned before in my previous work that using PDF is far easier to access in comparison to an excel file. Which is why when I want to present information from an Excel file, I will always try to save this as a PDF.

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| **Issues found after reviewing work** | **IT tools used to rectify issue and how** |
| Unable to gauge how Excel will save as PDF to present information professionally. | **Microsoft Excel’s Print Preview**  *Ribbon / File / Print*  Using this feature allowed me to review my work and check that my work is presented properly and that all columns fit in 1 page. I can then use Microsoft’s Print to PDF once I’m happy with the outcome. |

## GIMP

I’ve been using GIMP for a few years, but only when I’ve needed to use it. As much as it is amazing for photo manipulation, I actually found it difficult to create specific shapes when I tried. I then decided to try other software that can achieve what I need and thought Google Slides would be a great option since it offered the ability I’m looking for.

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| **Issues found after reviewing work** | **IT tools used to rectify issue and how** |
| Unable to create shapes in GIMP | **Google Slides**  *Online*  Google Slides is similar to Microsoft PowerPoint where I am able to create various shapes. I decided to take advantage of this feature since GIMP wasn’t able to do what I wanted it to do. As expected, Slides was able to create the shape of the button and I wanted and I was able to use it to create my navigation buttons. |