Software Development Unit 1, 3.1

Anna Legaspi

# I can review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency.

I have provided a few examples of how the IT tools I have used is beneficial to my productivity along with disadvantages it may have.

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| **Efficiency and Productivity** | **Benefits** | **Drawbacks** |
| GIMP | * GIMP has the ability to edit and design images digitally in a shorter period of time. If I was to try and create the images using traditional art materials, it would take me a lot longer. In fact, I may not even be able to achieve the same effect. * There are many brushes and effects that can emulate traditional art materials nowadays. * It’s a free software | * Since GIMP isn’t very user friendly, using it requires knowledge and skills. Learning the software can take time which can be inefficient. * Drawing with a mouse isn’t ideal and artists may need to purchase a drawing tablet for ease. |
| MS Word | * Using the advanced features (Macros, Reference ribbon features), I am able to create a report with minimum effort. If I was to do this manually, I would need to create the report from manually and from scratch which will take much longer to complete. * I can create templates which can be a re-usable document for various purposes (i.e., order forms, CV templates, etc). | * Time is required to learn some of the MS Word advanced features. * MS Word is not free |
| Visual Basic | * Assists in coding and highlights where coding may have gone wrong. This saves time in comparison to coding HTML from Notepad. * Very intuitive and allows drag and drop of URL and links. This saves time as I don’t have to manually type or copy/paste. * It’s free software | * It’s quite a demanding software and can be slow to run if you don’t have powerful hardware. * There is still a difference in learning face to face versus learning from online. |
| Adobe Connect | * Really useful tool if learning from home. Allows a share screen facility, chat, file sharing and a video of the tutor. | * Playback of recorded videos over the phone is not the best. |
| Zoom or Teams | * Really useful to use for virtual meetings with the facility to share screen, record and control access. * Can host a large number of people without the need to hire a large room. * Zoom can be integrated with popular email providers such as Gmail and Outlook. This makes it easier to create meetings and for people to manage their calendar. | * Whilst some work meetings are more appropriate for virtual meetings, some activities are better conducted in person. |
| Email | * Email allows people to send messages instantaneously to others. This cuts out the delays in delivery time when using snail mail. In the previous way of learning and working, people had to complete their work at school or the office. Nowadays, work can be complete anywhere and be emailed at any time. | * Inboxes can easily get out of hand with the amount of Spam people can receive. People will need to make sure they keep on track of managing their inbox. * There are many scammers and hackers that would use emails to maliciously install malware and viruses in people’s hardware. |
| MS Excel | * Useful for creating test plans, complex tables, calculations and data organisation. * Creating a ledger manually will take a lot of time and is open to error. Excel is calculated automatically and will not error permitting the correct formulas have been applied. * MS Excel is also used to link to other IT tools to create reports and presentations. | * Excel is not very intuitive and may require knowledge and skills to use. |