Software Development Unit 1, 3.2

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# I can describe ways to improve productivity and efficiency

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| **Task** | **How to improve productivity and efficiency** |
| Creating websites | Creating websites requires HTML, CSS and other technical skills. Some people may not have the time to dedicate and learn these skills. There are a variety of Website Builders available that allows the creation and publishing of websites without the technical skills.  Examples: <https://www.wix.com/>  <https://www.squarespace.com/> |
| Obtaining content for websites | If a website creator wants to build their website from scratch there are many websites that can help provide the files needed. For example, instead of making buttons from scratch, there are a multitude of free downloadable buttons online. There are also button generators where people can design their own buttons. To rid of concerns in copyright, people can also purchase stock images.  Example: <https://www.imagefu.com/create/button>  <https://www.shutterstock.com/> |
| Typing speed | The use of keyboards is a basic standard for almost any digital work. Whether you have Windows, Mac or Linux, a keyboard is needed to type information. People can improve their typing speed by trying out IT tools that offer lessons on how to become a Touch typist.  Example: <https://www.typingclub.com/> |
| Keyboard shortcuts | The use of both mouse and a keyboard are both necessary when using IT tools. However, there are quicker ways to command an action with a keyboard than right clicking with a mouse. Using these shortcuts will increase productivity  Examples:  *Ctrl + A is Select All*  *Ctrl + C is Copy*  *Ctrl + V is Paste*  *Ctrl + Alt + Delete brings up the Task Manager* |
| Calendars and Reminders | There are many IT tools that is incorporated to improving on productivity. For instance, having a digital shared calendar makes it easier to book appointments with other people. There is also the ability to set timed reminders so certain tasks are not forgotten at the time when it should be done.  *Example: I currently have my daily schedule in my Google calendar. This feeds through to my Echo dot and my mobile phone. I am reminded about my meetings for the day, when I need to take my lunch and when my lessons are.* |
| Contact database | All my contacts have been saved digitally since 2008 and I’ve never lost a single contact. Where I to save this manually in an address book, there is a chance this can go missing. If it were saved in a SIM card, I would need to manually copy over the information over if I were to change numbers or phones.  *Example: All my contacts are backed up in the cloud with Google. Whenever I get a new phone, all my contacts are automatically synced with the new mobile device I have. Since I also use Google for my emails, I can find and email any contact where I have an email address. This isn’t restricted to Google and is also offered by other companies like Microsoft.* |
| MS Word | Microsoft Word offers many features that can save time that provides effective results. Instead of having to type all sections of a report manually, I can use features like creating a Table of Contents, Table of Figures, Index, etc. I can also insert graphs, tables, word art, clip art images, etc. If I needed to repeat an action and apply this to other sections in Word, I can use Macros. |