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

In my projects I have had to review the programs and tools they offer to ensure I am using the correct one for me and the project.

While doing word documents I have had to use spell checkers, tools to format and table and other tools. I chose a combination of WPS office for doing my work and Microsoft Office word as they both offer sufficient tools.

There are services such as Grammarly that offer tools to help structure pieces of writing and help you check for spelling mistakes, grammar mishaps and tone of writing but this service may cause my work to be less personalised for my work assessment as it is the service writing the work and not me.

In my web page creation I chose Microsoft Visual 2022 as it offers good coding tools and helps me complete each page and aspect with ease as it offers auto-fill capabilities.

In my button drawing I used a combination of Paint and Gimp as they both offered tools that I needed, Gimp offers more tools in order to spruce up my buttons so that they are of a higher quality and right dimensions.

I also used a checker to check my HTML code, this helped me learn what was wrong with my code according to standards that other web developers use.