3.2 I can describe ways to improve productivity and efficiency

I have used a plethora of programs and had to learn different ways of adapting easier ways of making it quicker and easier to complete a piece of work.

While on this course I have learned how to make a template on Word Document applications so that I can open them up and share them with others for use. For example if I wanted feedback on my project then I would make a template for what I want feedback on and then lock the form so it couldn't be edited and save it as a .DOT extension.

While using photo editing software such as Paint and Gimp I can create a template as well if I wanted something the same size. While making my button graphics I made a template and just changed what the text said and the colour and Save As a different file name.

In future when I know how to use CSS and know what a client wants for their page I can make a sort of template for their needs. The CSS can be saved and attached to each new HTML page that I create so that the web pages are uniformed.

Learning new ways of adapting is important, keyboard shortcuts help with these as well.