3.3 I can develop solutions to improve my own productivity in using IT.

Following on from the last document I said “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.”; I will now show how I actually use shortcuts.

In my word documents I now a broad range of shortcuts such as ‘Ctrl + C’ for copying to ‘Ctrl + E’ for centring text.

But recently I have learned about Macros and how to make templates and even though I haven’t used them in practise yet, I’m sure I will when the time comes.

I have learned how to store information in files for easy access, such as file naming and appropriate folders. I did a lot of organising to get to this stage. I also use shortcuts on my keyboard to access folders and files by pressing their first letter in Windows Explorer which helps me find things quicker.

The Print Screen button on Windows now has the option for you to open Snipping Tool instead and I have benefited a lot from that as it saves me time from A) finding snipping tool on my applications and B) from cropping down full screens when taking a full print screen.

Other shortcuts I use are bookmarks and a site called Pocket (implemented into the Firefox browser) as this helps me find stuff that I am using, I can make folders for my bookmarks on browsers or in Pocket I can have tags and access them across anywhere where I can log into the site, such as my mobile.