|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TOOLS | USE | DESCRIPTION | EASE OF USE | FIT FOR PURPOSE | NOT FIT FOR PURPOSE |
| MACRO | **USE FORMATTING REPEATEDLY** | USE IN WORD, EXCEL, OUTLOOK, ACCESS | PRACTICE AND TRAINING REQUIRED | YES |  |
| EDITOR | **CHECK SPELLING, GRAMMER MISTAKES** | USE IN WORD DOCUMENTS | SIMPLE TO USE | VERY HELPFUL |  |
| THEASURUS | **ALTERNATIVE WORDS, IMPROVE VOLCABUARY** | GOOD FOR AVOIDING PLAGIARISM | CAN BE A DRAWN-OUT OPERATION | NOT FOR ME | ASKING GOOGLE FOR A CROSSWORD ALTERNATIVE |
| COPY & PASTE | **EASILY COPY GOOD WORK** | SAVES A LOT OF TIME AND MISTAKES | SIMPLE, WATCH FOR DIFFERENT PASTE TYPES | YES |  |
| PRINT REVIEW | **CHECK FINAL DOCUMENT APPEARENCE** | EVEN F NOT PRINTING, GIVES AUTHOR A FINAL VIEW | SIMPLE FOR CHECKING APPEARANCE,  PRINTING….. | YES |  |
| QUICK ACCESS | **FAST USE OF MOST USED TOOLS** | SAVES A LOT OF TIME | SIMPLE | YES |  |
|  |  |  |  |  |  |

**2.2**

This table hopefully gives the reader a quick in-sight into my opinion of the tools I have used to compose documents, if I had used a table in excel or paint, or any other software tool, it would not have been easier then this word table.

**IT Tools**

**Platform & security**

I use a desk top computer with windows 10 installed, windows has security software built in and has a good support system, however because I use the internet permanently, I also have a security provider **which I have to pay every 12 months** that gives an much more extensive protection package, including a firewall to stop malicious software and cyber attackers from accessing my computer and network. (kj, Understanding Firewalls for Home and Small Office Use, 2022)

**Updates**

Windows automatically asks me if I wish any new updates to added, this depends on after my opinion of whether it is my interest or not depending on what I have read in the press regarding the new update, what is included, and then decide if I wish to alter my system, if it’s working well, I will usually not change anything.

**Licences**

When I purchase my computer, I had an optioned of how many users (different people), would want to use the computer, this was the license for windows, has only myself uses the computer I obviously choose 1 licence, however if I wished to enhance the users, I could contact windows vis e-mail link, to purchase an extra license.

All built in software applications are automatically single licence, unless stated at start up. If I wish to purchase external software applications, I will consider the licence and its fees prior to purchase.

**IDE**

Applications for software development or web page languages, I use Visual studio 2022, for my web page designs, using the html and CSS languages. (kj, Integrated development environment, 2022)

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