**Unit1-1.2**

When I wish to build a web page, my method would be to;

* **Report writing** [to compose a text document, that will explain my reason for writing the work, emphasise the tools I can use to build an extensive and informative document, and to give the reader an experience of my viewpoint in the topic].
* **Templates** [ to build a template, {table, text style, text page, html page, CSS page}, so I can use the template as a design, enabling myself to quickly form documents that are pre-formatted, and I can adapt individually to suit the current topic I am writing about].
* **Macro’s** [basically the same operation as a template but using elements of a document that are formatted and can easily be included into a new document].

These methods, once formatted, can save myself time, and prove accurate for including in future documents.

I would be able to use tools that are included in software programs such as **[Word/ Excel],** these tools would make the reader’s experience easier to access the document and get a clear understanding.

* **Table of content** [provides the reader with a list of the different sections of the document, including title of a chapter, subtitle of different elements of that chapter. Provides page numbers and a link to these titles and subtitles for easy access].
* **Table of figures** [ provides a list of ***pictures, images, tables etc***, including page numbers, included in the document].
* **Index [**gives the reader a list of contents and page numbers at the bottom of the document].

To learn the skills needed to successfully use these tools, I would have to research the internet for tutorials regarding the tool subject, there are free tutorials on the YouTube website, other payable websites with more extensive tutorials, such as [Pluralsight, Udemy, FreeCodeCamp, capita Bootcamp etc].