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**2.1**

# 2.1

When I am writing documents r webpages, I use certain IT Tools to help format the finished work, for this exercise I shall use this page for the criteria and will show before and after screenshots to show he reader where I have used these tools to improve the finished work.

# IT Tools

## Broadband

I have a powerful broadband provider, which allows myself to quick access to web pages for research, and fast downloads for keeping data from the internet onto my hard drive for future reference.

## Keyboard

My keyboard is an important part of my IT tools, it is wireless and therefore portable to some extent, it has clear letter and supporting tools, which enable myself to compose better documents.

# Software

## Word

### Spellchecker

The spellchecker highlights spelling mistakes, looking for mistakes in the language pre-set in the Editor programme, in the UK we need to ensure language is set to English- UK and not English- US

### Editor

The Editor is similar to spell checker, but has more extensive amount of useful tools such as; informing the author of how many mistakes there are on a page, the percentage of those mistakes, grammar shortfalls where Editor will suggest different verse of text to improve the overall message vocabulary. It offers refinements and similar clarity of your text with on-line examples.

### Thesaurus

A good tool for finding alternative words to improve the vocabulary of your text.

### Print Review

Useful for reviewing your finished work from the design features and how they will portray over a certain number of pages.

### Copy & Paste

A shortcut too; for repetitive text in a document, that can have certain parts of that copied text to express a different approach or data.

## Excel

### Macros

Records your text, formatting etc, to ensure a template feature of your work, is available to reuse in other documents, as long as you save each document as a macro enabled file. Can either record your actions as you apply the formatting, or you can write the code, this is more extensive and therefore needs more training. There are free videos on YouTube that will show you basic macro formulas, and you cab access advanced coding via payable web sites.

### Quick Access toolbar

You can use the quick access toolbar to store your most used tools including macros, so the font colour icon button for instance, is available above or below the ribbon on any tab layout.

## Inkscape

A extensive software application, allows the user to create animations and icons to use in their work.

## Paint

A simpler version of Inkscape, and the application to use for simple animation icons like buttons or resizing pictures.