**3.3**

The tools I have been using to increase my productivity are mainly the tools in the ribbon of most software applications, making use of the quick access toolbar and adding the tools and features that I find are most useful for me to compile documents and write code.

I have a tendency to learn only the applications that I believe I need to produce successful work, if an application has been introduced to me, with the attention of improving my work production and quality, I will research this software application via the usual free source tutorials that are available on YouTube, and should I think that it would be beneficial to pay for a more extensive course, but only to extent to how beneficial to me the time, as it is not worth paying for a course where you do not use the application to earn cash.

My main tools I have learnt to use are;

**Templates**

For documents and coding, I will reuse the work to build new pages, adapting where necessary the addresses, dates, names, content and with coding a shall use the CSS code for the page design and html for the content and some page design. Nearly every new web page I write has started as a template and in some instances become a template itself.

**Macros**

Macros are useful for storing key presses when writing documents, for instance in word there are tools for altering font case, but not in Excel, so I wrote a macro and stored it in Excels quick access toolbar and this can save a lot of extra typing, making headings in table more highlighted.

**Storing data**

I give documents organised names to identify them as files, store them in their related folders and stores that folder in a bigger folder which contains data from a topic/theme, so I can identify where the data is stored for future reference.

Files and folders can be uploaded to on-line applications, enabling me to share information with people I trust, and they can access my work via a URL and a password. Using applications such as;

* GitHub
* Access
* Outlook
* Visual studio
* FileZilla

With some of the documents I have produced, I have received feedback, and have gone on to improve areas of that document using the tools I have mentioned and altering and adding more detailed text, this is a vital element of learning document and code writing and once a document has been commented on has successful, it can be stored has a template to help produce future work.