Unit 1 . **Improving Productivity Using IT**

**Plan select and use appropriate IT systems and software to meet needs**

* 1. **I can describe the purpose of using IT in my work**

**The purpose of IT in my work is to make my work more attractive and more visible and more meaningful . I also used IT system and software for working more efficiently and doing more work in less time . For example I used Visual Studio software to create Web pages ( html , css ) for my web site , Its built in features auto ( complete commands) help me lot in learning .**

**I used ms word for word processing my documents to look better and more presentable and attractive .**