Unit 1 . **Improving Productivity Using IT**

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

**1.1.3 I can plan how to carry out tasks using IT to achieve the required purpose and outcome**

I can plan how to carry out tasks using IT systems and software . I created layout of my web site using ms word . where I specified where headers and footers should be placed and where main content of web site placed . Then I used html to create structure of my web site . I used css to style my web site.