Unit 1 . **Improving Productivity Using IT**

**Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful**

**1.2.2 I can describe whether the IT tools selected were appropriate for the task and purpose**

I can clearly describe the **IT tools selected were appropriate for the task and purpose . I selected visual studio for coding web pages . It was easy to learn and understand . I was very easy to manage my web pages and content with visual studio . I used ms word for word processing . it was appropriate for my work . in ms word tools like spell check and grammar check help me to write my documents without errors .**