Unit 1 . **Improving Productivity Using IT**

**Develop and test solutions to improve the ongoing use of IT tools and systems**

**1.3.1 I can review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency**

I can review the benefits and drawbacks of IT tools and systems . There are lots of benefits which improves productivity and efficiency for example sending e-mail can be more efficient than talking to someone when all that is required is a specific piece of information. But If you want to discuss the details of new software update it can be lesss efficient than a spoken conversation and so review should include discriminating use of ICT. Other factors such as the lack of expression and remoteness of technology can lead to "flame wars" that would reduce efficiency. Information entered directly into a web page can be much more efficient than making a word processed file and attaching it to the page. Firstly there is no need for word processing software, secondly the information is immediately available to users without having to download a file and having software for opening and viewing it. Social networking can be very powerful, but it can also be a major distraction to the focus required for efficient working.