Unit 1 . **Improving Productivity Using IT**

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

**1.3.2  I can describe ways to improve productivity and efficiency**

I can use a typing tutor to improve keyboard efficiency, using of keyboard short cuts while working in IT environment saves lots of time which improves productivity .Recording a macro to automate a process or getting a web browser to save often used details like name and address. They might use bookmarking for files - note for machines with multiple users, bookmarking web sites are a clear advantage. They might use on-line collaborative tools instead of desktop tools or they might use shared resources such as open clip art  . I used ms word on cloud drive so I can share my information with other colleagues and on multiple devices which improve productivity and efficienyMany browsers now have the ability to synchronise browsing and other settings across computers and devices which increases efficiency which also improve productivity .