* 1. **I Can Describe The Purpose Of Using IT**

The use of IT greatly increases productivity. Information can be analysed, created and presented professionally and appropriately for review by the end user e.g. colleagues, customers, teachers. For example information may need to be presented in a table using excel or word. Using IT packages such as these helps to make the information easier to understand and analyse.

I use IT at work every day to present information

Software such as Photoshop can be can be used to edit images to improve them or make them appropriate for use other in other software. (e.g. filters, cropping of image). Photoshop and similar software can also be used to create and edit graphics. Images and graphics help to make documents look more interesting and professional to the end user. For example posters and newsletters benefit greatly from the use of images.

Packages such as Microsoft Word are essential in the workplace. Microsoft Word can be used to create text documents, newsletters and invoices. Mail merge can be used in Word w

Websites are a great source for relaying information to a target audience

Can save documents on a hard drive saving space and paper