**1.5 I can select and use IT systems and software applications to complete planned tasks and produce effective results**

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| **Microsoft Office** | **Star Office** |
| **Strengths** | **Strengths** |
| Used widely by businesses and organisations across the world | Open source and therefore free |
| Wide range of open source tutorials and reference material to learn how to use the software as well as | Lack of informational resources |
| Is sold in retailers across the world as well as for download online | Can be downloaded online |
| Includes applications such as Powerpoint, excel, word, publisher and picture manager | Is compatible with office and includes applications to create text documents, spreadsheets, databases, emails as well as schedule management |

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| **Microsoft Office** | **Star Office** |
| **Weaknesses** | **Weaknesses** |
| It is very expensive for those not eligible for discounts such as a student discount | Software not as widely tested for security vulnerabilities |
| Can only be used on licensed devices | Not widely used by organisations or for general home use |
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| **Microsoft Visual Studio Community edition**  **Strengths** | **Dreamweaver**  **Strengths** |
| **Open source software and therefore free to use** | **Can test the software on a free 7 day trial** |
| **Users can find many resources online in regards to learning to use and trouble the software including tutorials on YouTube** |  |
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| **Microsoft Visual Studio Community edition**  **Weaknesses** | **Dreamweaver**  **Weaknesses** |
| **Takes up a lot of disc space on your computer. Some users may not have computers with enough memory/RAM to be able to download/ run** | **Is very expensive to buy on a subscription basis only currently it costs £19.97 per month** |
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