2.1 I can review the on-going use of IT tools and techniques and change the approach as needed

When writing the text for my website it was essential for me to consider that the website would need to be easily understood and give a coherent and engaging message to the intended audience. In order to ensure this outcome I was required to continually review my work, using various tools and techniques that would highlight any errors or formatting issues that I would need to change to meet my required outcome.

When creating a draft of the text I would be inputting onto my website, I made sure to use a software application that would make this easier for me to do. I used Microsoft Word to process the text as it has numerous tools to help me review my work for any errors that may arise. For example, in the review tab on Word there is a ‘Spelling and Grammar’ tool that will check your work for any spelling and grammar errors, underlining them in red if there is a spelling mistake and green if there is an issue with grammar. After running this tooI I was able to correct any issues found. It was still important for me to proof read my work myself in addition to this, as sometimes words can be used that are spelled correctly but are applied in the wrong context.

To ensure that my text was engaging to read I also used the Thesaurus tool in the review tab to look up alternatives to words that may sound better or help deliver my message in a more impactful way. I also used the ‘Show/hide button’ in the paragraph section of the home tab to help highlight any formatting issues such as inconsistent spacing between words and paragraphs. Setting out my text in Microsoft Word helped me to easily review and make changes to my work so that my text was suitable to be read and understood by others.