2.2 I can describe whether the IT tools selected were appropriate for the task and purpose

Whilst undertaking my course I have chosen to use Microsoft Word to word process my assignments and create text for my website. I have chosen to use this software application as I am experienced in using it and therefore I won’t need to take any time to learn how to use the application. In addition, it is also convenient for me as I already have the software and it therefore it won’t cost me any money to buy it. From my experience with using Microsoft Word I knew that it had the tools available to help me complete tasks in an efficient manner whilst ensuring I could do my work accurately as well as to format it in a structure appropriate for the task. Microsoft Word is the leading brand for word processing across the world which also means there is less likely to be issues with the formatting of my files, meaning the majority of people should be able to access the content of my files.

|  |  |
| --- | --- |
| **Microsoft Word** | |
| **Strengths** | **Weaknesses** |
| I am experienced in using it and therefore will not need to take any time to learn it. | Costs money and you are restricted to using it on one device if you only have one licence. |
| It is the leading word processor used in offices and homes across the world meaning that the majority of people will be able to access any files I create as they will have access to the software or will be able to convert the file if they are using a different application. | Due to its popularity you can be restricted to using the application rather than other alternatives as it would more difficult to work collaboratively with others if they are using different software. |
| If I have any issues using the application there are a significant amount of resources available online as well as via specialised books to find an answer to the issue. | It takes time to learn how to use Microsoft Word and most users will only ever learn the minimum required in terms of its functionality. |
| The software can be customised. For example the tasks that I use most frequently can be added to a quick access toolbar thereby saving time and helping to create documents more quickly. | Microsoft Word is best used on a desktop computer as it has high system requirements, needing a significant amount of RAM to run. |
| It offers numerous, easy to find tools to help improve your work as well as work efficiently including spelling and grammar check, tables, images, layout, mail merge etc. |  |