**2.3 I can assess the strengths and weaknesses in my final work**

When creating an invoice for one of my assessments I used numerous tools in word to ensure that my work was formatted in a clear and professional way. Tools such as spacing and columns were used to format my text so that the information looked clear. I also was able to check for accuracy errors using tools such as the Spelling and Grammar Checker.

I used a clear and streamlined font (Calibri) to grab the attention of the reader and make it clear to them what the purpose of the document it is. As the document was a business document I used a font that is generally used for business documents, other options I considered were Tahoma and Arial. I did not want to use an overly extravagant font as this can make documents look ‘cluttered’, harder to read and unprofessional. I used a larger font to grab attention, formatting the word ‘invoice’ in bold and in capitals to make it clear what the document is. Key information such as the invoice number and date were also highlighted in bold to make it easier for the reader to scan read the document for the relevant details.

I created a table using Quick Tables to breakdown information into an itemised table with line spacing and headed columns to ensure that the information presented was shown in a clear and structured manner. Unfortunately the table options were quite basic using this option and were hard to format with a style in my preferred option however it did ensure that the information was broken down into the standard itemised format used for invoicing. I used a colour table to help the information stand out and look pleasing to the eye. I asked a colleague for feedback on my invoice to check if they found the information clear and they found the information clear and to the point.

I used spacing and alignment to separate my details from the payee’s details and make it clear who is being invoiced for the services. My details were right aligned and the payee details were left aligned onto a separate paragraph. Finally, the spelling and grammar tool helped me to check the document for accuracy which is essential when creating professional documents for review and use by others. I did find that Word is not the best for inserting and editing images such as logos so if I wanted to do so I would probably find another software package to use.