1.2 I can describe the methods skills and resources required to complete tasks successfully.

I was asked to create an invoice however Microsoft Office Templates did not have a template that I liked. I used an internet search engine (Google) via the Google Chrome browser to search for a template that was compatible with Microsoft Word and downloaded it. I used Windows Explorer to download and save the document. I was then able to open the document in Microsoft Word to edit the invoice with the required information, using word processing to enter text and Microsoft Word to the format text. I used the formatting options in the font tab on the Home ribbon of Word. I was required to send a copy to my tutor so I used the save and send option in Word to send the document via email. My computer is set up to send and save documents using Microsoft Outlook which is linked to my work email.