2.4 I can describe ways to make further improvements to my work

When I completed my assignment to create an invoice I checked my work for accuracy. I proof read the document to ensure that it was easy to understand by the user and that it did not contain any obvious spelling or grammar mistakes. I then used the ‘Spelling & Grammar’ tool on the proofing section of the review tab to double check the text for accuracy. I used the ‘Show Hide’ tool in the Home tab to review line spacing and alignment to check that lines and spaces were entered consistently and to check if the space could be better used e.g. two tabs entered to space a line. I also highlighted the text to check if it was uniformly the same text (Calibi) rather than a mix of fonts.

Usually when I create a table I create it from scratch but in a recent tutorial I learned about quick tables which I used to save time and have more consistent, automatic formatting. I printed the document to check what the document would look like in print as I feel this allows you to make the best judgement regarding the style and layout. Upon printing I made the decision to choose a coloured table as I felt that would help the itemised text stand out and be more pleasing to the eye. I asked a colleague if they thought the document looked professional as well as if it was the correct style for the purpose of the document and if it was easy to understand.

I would use word to create an invoice again however I would need to learn the best method of inserting images and logos so that it does not impact on the main formatting of the document. There may also be better software that would allow me to edit and create images for my invoices.