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

I was asked to create an invoice to be sent to a customer. I chose to use Microsoft Word as it is an ideal software application for the task due to its ability to present information clearly, professionally and quickly. I used my word processing skills to enter the text required, using right alignment in the paragraph tab of the home ribbon to enter a title (Invoice), the date and my details. I then used left alignment to enter details of the payee. I then used ‘change styles’ to format the text so that the document had an overall theme and looked professional and clear to the user. I then added a table using quick tables *(with subheads 2)* to itemise a table of products and prices, changing the colour and font in the design tab to my preferred choice. The table required me to resize it, so I using the cursor to drag the resize handle to my required shape and size.

Finally I saved the document onto my hard drive as a .docx file so the document could be referred back to and I also saved a version without the payee information so that the Invoice could be used as a template at a later date to save time.