**3.3 I can develop solutions to improve my own productivity in using IT**

When completing an assignment that required my to create an invoice, I learnt how to use quick tables in word. This helped me to quickly create an invoice as the table was aligned and formatted so that I could quickly enter itemised, numerical information into columns. The document I created was then saved as a blank template which I can use in the future.

I have completed word processing training to improve my typing speed and I am continuously working on my typing speed to try and improve by word speed per minute. This helps me to quickly create documents that require a lot of text and therefore improves my productivity.

I use short cuts routinely as they cut down on the amount of steps required to complete a task. For example if I want to print a document I use press CTRL and P on the keyboard and the print dialog will automatically open. If I want to save I just press CTRL and S and the document will automatically save in less time than it takes to use the ribbon in word.

I bookmark useful sites all the time so that I can refer back to them at a later date. This helps me to cut down on having to search for information repeatedly and gives me my own library of research material to reference.

For this course it has been important for me to file my work efficiently so that I can refer back to materials and assignments. I file documents according to their unit number so that I can quickly refer back to documents and their supporting materials when needed.