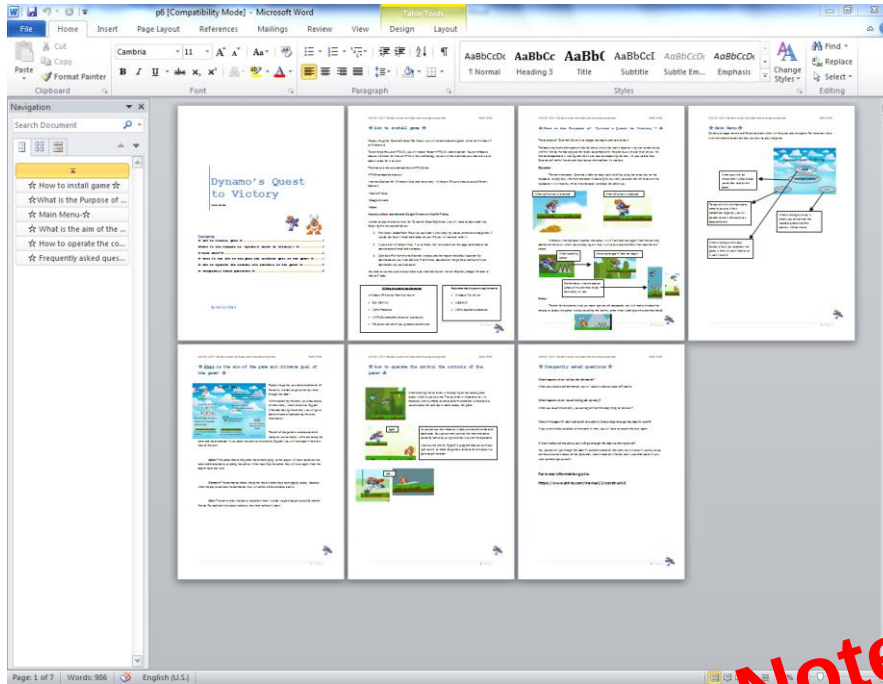


Unit 1: Communicating and employability skills for IT
P5-Use IT to aid communications
M2- Explain the choices of the IT used
D2- Justify the use of the IT used to aid communication

Kaniz Miah

Word Processing



I have used Word Processing to create a 'User Guide' to inform my audience how to play the game. This was an appropriate way to communicate as it will allow me to aid communication through the document and I will be able to check for errors to make it more professional and consistent. Word Processing is also a good way to go back and change any grammatical or spelling mistakes, as for instance if the document was hand written I would have to start again to provide the same amount of consistency.

Word Processing is a programme to use in a variety of work situations, for example it allows you to make text more legible in comparison to handwriting. Also, you can save and edit documents so if I see an error or if there is a particular word or line I want to remove I can just go back and don't have to redo the whole thing.

I have used Word Processing for my User Guide as it is simple to use and I can fit large amounts of information which can be in detail. Likewise, it is also professional and will make text neater than if it was handwritten. Word Processing has a lot of appropriate customs- such as fonts, colour, etc. I have included a contents page in my User Guide to show the audience which sections are on what page, as well as images of different parts of my game so it can visually aid the audience on how the game works as well as being more interested. Likewise, I have used different size fonts for the title than from the actual text to make it clear and readable for the audience, along with paragraphs to separate the text to make it legible.

I decided not to use instant messaging for this communication as I wouldn't be able to edit the text once I've already sent it and it wouldn't allow me to do different fonts and style which would make the text illegible for the audience. Likewise, I wouldn't also be able to fit large amounts of information as there would be a limit to how much you are able to write. I have also rejected the use of video conference as it wouldn't allow me to write up on a document as it is only used to communicate verbally to other people without haven't to write anything.