

# EDUC 6662 Multimedia Tools: How to Research, Plan , and Communicate With Technology

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It is my opinion and the opinion of my colleague that the media I create is very professional and effective. I feel it is important to have consistent documents that used design elements that only add to the document. I was taught just because you can does not mean you should. I feel people often times add junk word art or clip art just because it is available. This is a problem and I try to think what would help make my document easier to understand.

In my document I would not change much. If I did find something to change than I would have done so, however there is one weakness in my files and that is font usage. Some of the fonts I use may not be available on all computers therefore an inappropriate font may be substituted and misalign the rest of the document. My solution to this would be to convert the file to a .PDF or use fonts that are standard.

When working on this assignment I did not learn much since it was really too simple. The Microsoft office suite and other software similar to it are standard tools used everyday. I am very well versed in the use of these tools. If I had to pack one area of my skills to improve is would be learning visual basic (VB) so I could take advantage of PowerPoint to its fullest extent possible. Most users do not know the full capabilities of PowerPoint.

## Files

- Application One Implemented Word Document
  
- Application Three Implemented Word Document
  
- Application Four Implemented PowerPoint Document