

Tools Reflection

I prefer to work with Google when it comes to one being “easier”. I think that Google is simpler. It is very straight forward and to the point. I also love that it saves everything automatically to your Drive. I forgot to save my spreadsheet on Excel and had to completely re do it, where if it was through google, I would not have had to.

Now, I would say that for certain projects, especially more in-depth projects, Office is the better choice. When I am designing something, Office has a lot more options and abilities rather than Google. I also know that depending upon one’s job, that will determine what works best for them. I would rather use Google as a teacher, where an Engineer or Accountant would much rather use Office.

The disadvantages of Office would be that it is complex and can be confusing, and it does not automatically save. A couple of advantages are that there are many ways to get creative, and it does allow you to format well.

The disadvantages of Google would be that there are not as many formatting, designing and creation options. But a few advantages would be that it very simple to use, it saves all your documents, and it is easy to use.

Some disadvantages of Sparks are that you do not get all it has to offer for free and it can be confusing to use for the first time. Some advantages however are that it is easy to get the hang of it allows you to be creative, it provides fun templates, and it saves all your projects.

I did not learn how to format on Google Docs. I was not aware that I could format my page to be 2 columns. I tried on my own and wasted a lot of time. When I finally figured it out, it made things a lot simpler.