

Advantages and disadvantages of using I.T.

When doing drafts for your coursework using I.T. you can amend errors without having to rewrite the whole piece of that essay again, saving you time to do other work. While in the other hand if you were doing all your coursework by hand you will get tired writing out whole essays to correct just a few mistakes.

You won't need storage space to file your work as it will all be saved on the computers hard drive, which will save you money as there is no need to purchase expensive filing cabinets. If you do use I.T. there is a possibility of your computer crashing leaving you with no coursework, leaving you to type it all up again. Certain skills are required for using I.T., for example the use of programs such as 'Microsoft Word and Microsoft Excel'; certain training may be required for the individual to process his/her work using I.T. many people may be slow at typing on the computer therefore they carry on writing by hand. I backed up my coursework onto two hard drives, furthermore I saved it onto a mass usb storage device, and once saved I placed this device into a water and fire proof safe to prevent the above.

Another advantage of using a computer is the ease of the Internet and the possibilities it brings. People can communicate with each other using the Internet in different methods, such as email, talking with each other using 'Skype' or using a webcam to even see the person while talking to them. Companies such as 'Skype' offer free calls over the Internet providing you have a 'Skype' phone connected to your computer. With the use of the Internet vast amounts of data can be sent over the Internet to either a colleague, business partner, manager or even a relative, the possibilities of communication through the Internet is amazing but there are many disadvantages when using the Internet regularly, these are as follows; your phone bills can soar up to high prices if you have a dial-up connection otherwise if you have a broadband there will be one monthly fixed payment saving you money. If you regularly use the Internet your social skills can become very weak and could lead to no friends and you going into depression. Although the Internet is a place to communicate, it is a learning resource and you can purchase goods from the Internet. There are some circumstances where the Internet can be very insecure. This is when computer hackers send viruses through the Internet to your computer; you can receive these viruses through the Internet to your computer; you can receive these viruses through an email or by simply clicking on a pop-up to a website. You can get rid of many of these viruses by using firewall or by installing anti-virus software which checks your computer on a regular basis for any harmful data saved onto your computers hard drive, but many of the viruses can not be deleted leaving you to format your whole computer or not to use your computer again. To prevent this happening to my computer and coursework I bought and installed 'Norton anti-virus'.

When using I.T. you can come through many problems, such as, setting up computer. You may not know where to insert a cable or you may not know how to install an operating system or a program onto your computer, leaving you with a vast amount of time lost and time taking to be computer literate. If a cable is not connected properly or if there is a power cut the computer system could fail, files will become corrupt and data will be lost. So you save your work on a regular basis, so that can also be lost by unauthorised users accessing your computer and deleting data. I used a Kensington lock on my computer, the way it works is that one end is securely attached to my laptop and the other end is tied around a heavy object so someone can't even run away with it, I also secured all of my files with a password