

Use it tools effectively
to aid
communications



**ASSIGN
BUSTER**

Using ICT tools, create a portfolio of examples to show how, as an employee of RAINBOW, you might use ICT tools effectively to aid communications both with volunteers and with visually impaired clients. Spell Checker: A spell checker tool is really useful. It is incorporated in lots of websites and even on this document. It lets the user know if there is a spelling mistake, by underlining the potential word.

They work by comparing all the words typed in against a dictionary. Then if the word is not found it is classed as an error. This is all performed in a fraction of a second. This tool can help visually impaired clients to find out about their mistakes, specifically because some spell checkers have a sound function.

This means that if the user makes a mistake, it will produce a sound to alarm the user about the error. This can help the visual impaired client and also the volunteer, because both of them will become aware that a mistake has been made, whereas if they didn't have a spell checker there could be a chance of noticing it. I use this tool a lot in Microsoft Word, for example for completing this assignment. As an employee of Rainbow, this tool is very useful for my clients.

The spell checker lets me and the client know if there is a spell checker, and I can quickly direct the user to the mistake that was done, and correct it quite quickly. Grammar Checker: This tool checks for grammar mistakes i. e. if a phrase is well constructed and has adequate adjectives and nouns. It basically analyzes the grammar of a sentence, and lets the user know if there is a mistake.

This tool is usually incorporated into word processing programs, like Microsoft Word, although nowadays there are some sites that have this tool too, and will perform the same task. It uses a technology called Natural Language Processing. But mainly this type of tool is seen integrated in .pdf's, Word and PowerPoint. Because this tool is integrated into Microsoft Word, I use it every time I want to complete an assignment.

As an employee of Rainbow, this tool is also useful, and is extremely powerful when combined with the Spell Checker. Both me and my clients can make great use of these tools, because if there is a mistake it can be quickly corrected, and we are sure that our essays have not got any grammar and spelling mistakes. Thesaurus: The Thesaurus is a book that has its words arranged by similarity, unlike a normal dictionary that states the definition of each word. This is called a synonym le.

Exact, correct, accurate. It can give antonyms (the opposite of synonyms, so in this case it is words with opposite meanings). This tool is very useful for the user, because it helps to avoid repeating the same words frequently, thus making the text more interesting to read. In different situations, a similar idea might be particularly better expressed if a different word is used, and with this tool we have got help to do this process. This tool is also available online on a variety of websites.

This is useful if for example the user is using notepad, which is a basic word platform and does not have thesaurus. A user could copy all his text and paste it onto the relevant box on the website. As an employee of rainbow, this is yet another useful tool. If a user is having trouble coming up with

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different words with the same meaning, this tool can be used to solve that problem.

It will come up with different synonyms. Charts: A chart is particularly useful for a visual impaired person. Instead of having a table representing various figures, all the information can be gathered and then displayed as a chart. This makes it much easier to interpret the information, because it is displayed with pictures, instead of just plain text. In technical terms, a chart is a graphical representation of data.

A chart usually features a graphic with as less text as possible. This is because humans are able to understand facts better if they are displayed in images, rather than large amounts of text. There are lots of different types of charts, such as pie charts, bar charts, line charts and histogram charts. All these are used according to the data that the user has, and based on it a user makes a decision on what chart is more appropriate to produce. In Rainbow, charts are widely used. It is much easier for a visual impaired person to see an image of a chart, than a big table with lots of figures and text that are hard to understand.