

software

by Aftab Hussain

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Student name: Aftab Hussain

Student ID: 2212164

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Lecturer's name: Dr. Hasti Chitsazan

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INTRODUCTION

This report aims to explore ¹ various software applications and tools that can enhance technology-based solutions in the workplace or business environment. We will begin by examining ¹ the most common e-Commerce website builders and discussing how they work. Additionally, we will explore the concept of mind mapping and its significance in the business workplace. Furthermore, we will delve into the popular applications offered by Microsoft, ³⁴ namely Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access. For each application, we will discuss their major features, benefits, and limitations. You will have a good understanding of these software products and how they can improve workplace efficiency.

¹ E-COMMERCE WEBSITE BUILDERS/SOFTWARE SOLUTIONS

TASK 1

³¹ **Shopify** is one of the most popular and widely used e-commerce website builders. it offers a user-friendly interface and a wide range of customizable themes and templates. shopify supplies an all-in-one solution for setting up an online store, including hosting, payment processing, inventory management, and marketing tools. it also has a large app store that allows you to extend the functionality of your store with more features (Rustam, et al., 2020).

WooCommerce is a powerful e-commerce plugin for WordPress. it seamlessly integrates with your WordPress website, turning it into a ¹ fully functional online store. **WooCommerce** offers a variety of customizable themes and extensions to enhance the functionality of your store. it supplies features such as inventory management, order tracking, and various payment options (Ravensbergen, 2015).

¹ **bigcommerce** is a cloud-based e-commerce platform that caters to businesses of all sizes. it offers a robust set of features, including ²³ responsive templates, secure hosting, and built-in Seo tools. bigcommerce allows you to sell products across multiple channels, including social media platforms and marketplaces like amazon and eBay. it also supplies advanced

features like abandoned cart recovery, product filtering, and real-time shipping quotes (Kumari, 2021).

¹
Magento is an open-source e-commerce platform that supplies a highly customizable and scalable solution for businesses. it offers a wide range of features and flexibility, making it suitable for both small and large enterprises. Magento supplies advanced options for managing product catalogues, inventory, and customer segmentation. it also supports multiple languages and currencies, making it ideal for global businesses (McCombs, et al., 2010).

¹
Squarespace is a website builder that offers e-commerce functionality. it supplies elegant and visually appealing templates that are perfected for mobile devices. ¹ squarespace offers features such as inventory management, order management, and flexible product options. it also integrates with various payment gateways, including stripe and PayPal. (Martin & Martin., 2017)

¹
Wix is a popular website builder that includes e-commerce capabilities. it offers a drag-and-drop interface and a wide selection of templates to create an online store. wix supplies essential e-commerce features like product galleries, inventory management, and secure checkout options. it also integrates with multiple payment gateways and offers marketing tools to promote your online store (Nguyen, 2020).

volusion is an e-commerce platform that focuses on supplying an all-in-one solution for online businesses. it offers customizable themes, easy-to-use design tools, and a range of built-in features. volusion includes features such as inventory management, order processing, and marketing tools. ¹ it also provides built-in Seo features and integrates with popular payment gateways. (Anon., 2023)

¹
these are just a few examples of contemporary e-commerce website builders/software solutions available in the market. each platform has its own strengths and caters to different business needs, so it's important to consider your specific requirements before ¹ choosing the most suitable choice for your online store.

MIND-MAP OF CONTEMPORARY SOFTWARE APPLICATIONS

TASK 2

PART A

Mind mapping is a visual technique that helps individuals and teams organize, generate, and connect ideas. It involves creating a diagram or a map that branches out from a central idea, with sub-ideas and related concepts radiating from it in a hierarchical manner. Mind maps are typically created using words, images, and symbols, allowing for a non-linear representation of information.

The benefits of using mind mapping in business operations are as follows:

Idea generation and brainstorming: Mind mapping encourages a free flow of ideas and stimulates creativity. By visually mapping out thoughts and connections, it becomes easier to generate and capture innovative ideas, explore different possibilities, and discover innovative solutions to problems. It promotes a more holistic and expansive approach to thinking (Yunus & Chien, 2016). **Organization and structure:** Mind maps supply a clear and structured overview of complex information.

They allow you to break down and categorize ideas, concepts, and tasks into manageable chunks. This visual representation makes it easier to grasp the big picture while also understanding the relationships and dependencies between different elements.

Enhanced memory and retention:

The visual and spatial nature of mind maps improves memory and aids in information retention. The use of colours, images, and associations helps stimulate the brain and makes the content more memorable. This can be particularly useful in learning and training scenarios, where complex concepts and information need to be understood and remembered. **Collaboration and communication:** Mind maps are excellent tools for easing collaboration and communication within teams. They supply a shared visual reference that everyone can contribute to and understand (Hazaymeh & Alomery, 2022)

Team members can add their ideas, thoughts, and feedback to the map, creating a collaborative and inclusive environment. It promotes effective communication, alignment, and a shared understanding of goals and strategies.

¹ Problem-solving and decision-making: Mind mapping allows for a structured approach to problem-solving and decision-making. By breaking down complex issues into smaller components, it becomes easier to analyse and evaluate different options.

Mind maps help in finding potential solutions, weighing pros and cons, and visualizing the potential outcomes of different decisions. It enhances critical thinking and supports more informed and effective decision-making processes.

¹ Project planning and management: Mind maps are valuable tools for project planning and management. They enable you to outline project goals, define tasks and milestones, distribute resources, and find dependencies. Mind maps supply a visual timeline that helps in tracking progress, managing deadlines, and finding potential bottlenecks. It promotes a systematic and organized approach to project management. Overall, mind mapping offers many benefits in business operations by promoting creativity, organization, collaboration, and effective decision-making. It is a versatile tool that can be applied to various aspects of business, from strategic planning to problem-solving and project management (Alqasham, 2022)

PART B



FIGURE 1 MIND MAP

1 OFFICE APPLICATIONS FOR CREATING, STORING, PRESENTING, AND ANALYSING INFORMATION/DATA

TASK 3

Microsoft word

MS Word, part of the Microsoft Office suite, is a popular word processing application used by individuals and businesses for creating and editing documents. It offers a range of features that ease various business operations. Here are the major features, benefits, and limitations of MS Word:

Features:

Document Creation: MS Word allows users to create professional-looking documents such as letters, memos, reports, and proposals with ease. It supplies a wide range of formatting options for text, tables, and graphics (N.O, 2009). **Collaboration:** MS Word offers collaboration features, enabling multiple users to work on a document simultaneously. It includes tools like track changes, comments, and version history, making it convenient for teams to review and edit documents together.

Templates: The application supplies a collection of pre-designed templates for various purposes, such as resumes, brochures, and newsletters. Templates save time and effort by supplying a starting point for document creation. (Lambert, 2019)

Formatting and Styling: MS Word offers extensive formatting options, including font styles, sizes, colours, paragraph alignment, indentation, and line spacing. Users can also apply styles, themes, and formatting consistency across the document.

Spell Check and Grammar: The built-in spell check and grammar tools help ensure error-free documents. It highlights spelling mistakes and grammatical errors, supplying suggestions for corrections (Fiddienika, 2020).

Table and Chart Creation: MS Word allows users to create tables and insert charts for data representation. It offers features like sorting, merging cells, and applying formulas to perform calculations within tables.

Mail Merge: This feature enables users to create personalized documents, such as letters or envelopes, by merging data from external sources like Excel spreadsheets or databases (Zapata, n.d.).

Benefits:

User-Friendly Interface: MS Word has a familiar and intuitive interface, making it easy for users to navigate and work with documents.

Compatibility: Word documents are widely compatible across different platforms and operating systems, ensuring easy sharing and collaboration with others.

Extensive Formatting Options: The application supplies a vast array of formatting options, allowing users to create visually appealing and professional-looking documents.

Integration with Other Office Applications: MS Word seamlessly integrates with other Microsoft Office applications, such as Excel and PowerPoint, enabling efficient data sharing and content integration.

Limitations:

Limited Page Layout and Design Capabilities: While MS Word offers a range of formatting options, it may not supply the same level of advanced page layout and design features as specialized desktop publishing software.

Large File Sizes: Documents with extensive formatting, images, and graphics can result in large file sizes, which may cause issues when sharing or storing them.

Limited Collaboration Features: Although MS Word supplies collaboration features, they are not as robust as those found in dedicated collaboration tools. Advanced features like real-time co-editing or integrated project management are not available.

Lack of Advanced Data Analysis: While MS Word allows the creation of basic tables and charts, it lacks the advanced data analysis capabilities found in spreadsheet applications like Excel.

Overall, MS Word is a powerful word processing application that offers essential features for creating and editing documents. However, for more specialized tasks, businesses may need to consider complementary software solutions or other applications within the Microsoft Office suite.

Microsoft Excel

MS Excel, part of the Microsoft Office suite, is a widely used spreadsheet application that offers powerful tools for data analysis, calculation, and organization. It supplies a range of features and functionalities that are beneficial for various business operations. Here are the major features, benefits, and limitations of MS Excel:

Features:

Data Organization: MS Excel allows users to organize data in a tabular format with rows and columns. It supplies extensive formatting options for cells, including font styles, colours, borders, and conditional formatting (S, 2015).

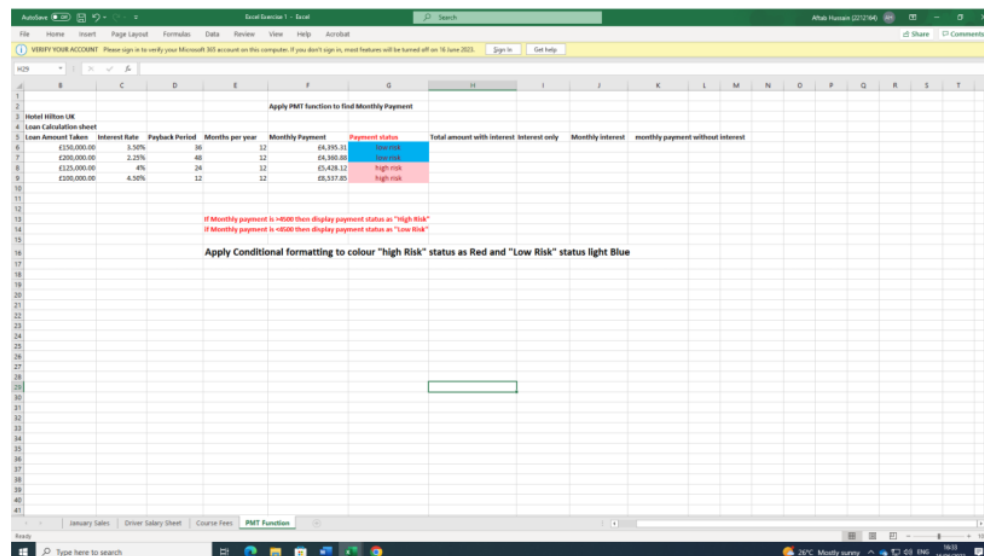


Figure 2 conditional formatting

To apply conditional formatting in Excel, select the range of cells, go to the "Conditional Formatting" option under the "Home" tab, choose the desired formatting rule and criteria, and specify the formatting style to be applied.

Formulas and Functions: Excel offers a vast library of built-in formulas and functions for performing calculations and data analysis. These include basic arithmetic operations, statistical functions, date and time calculations, and advanced mathematical functions.

Data Analysis: Excel supplies tools for analysing and summarizing data. Features like sorting, filtering, and pivot tables allow users to manipulate and extract insights from large datasets (Held B, 2019)

Charts and Graphs: Excel enables users to create visually appealing charts and graphs to stand for data. It offers various chart types and customization options to effectively present information.

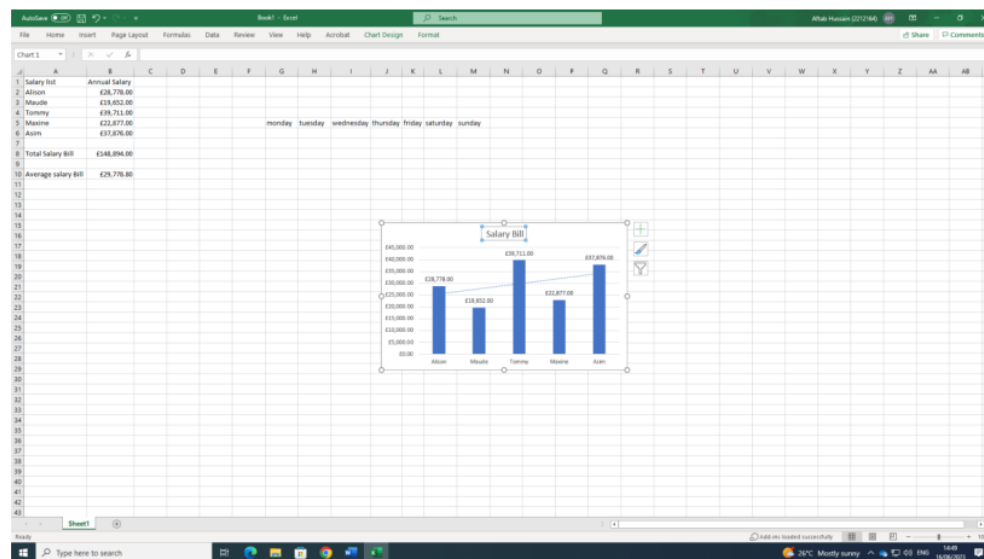


Figure 3 inserting chart in excel

To create an auto sum and auto-fill formatting for a chart in Excel, select the data range, choose the chart type, and Excel will automatically calculate the sum and apply formatting based on your data

Data Validation: Users can set validation rules to ensure data accuracy and consistency. Excel allows the creation of drop-down lists, input restrictions, and error prompts to keep data integrity.

Macros and Automation: Excel allows the creation of macros, which are automated tasks or procedures. Users can ²⁹record a series of actions and play them back, saving time and reducing manual effort.

¹⁰**Data Import and Export:** Excel supports importing data from external sources, such as databases, text files, and other spreadsheet formats. It also supplies options for exporting data to different file formats.

Benefits:

Data Analysis and Reporting: Excel's powerful calculation and analysis capabilities make it ideal for data analysis tasks, generating reports, and making informed business decisions based on numerical data.

Efficiency and Productivity: With its formula calculations and automation features, Excel helps streamline processes and improves efficiency.

It allows users to perform complex calculations quickly and automate repetitive tasks.

Customization and Flexibility: Excel offers a high level of customization, allowing users to tailor spreadsheets to their specific needs.

Users can create templates, add custom formulas, and design sheets to match their business requirements.

Integration with Other Applications: Excel seamlessly integrates with other Microsoft Office applications and external data sources, easing data sharing and collaboration. It can be used in conjunction with Word and PowerPoint to create dynamic reports and presentations.

Limitations:

Large Datasets: Excel has limitations in handling extremely large datasets or complex calculations. As the amount of data increases, performance can be affected, and users may meet issues such as slower processing times or file corruption.

Steep Learning Curve: While Excel offers a wide range of features, mastering its advanced functionalities may require time and effort. Users may need to invest in training or seek aid to use its full potential. (Jelen, & Alexander, 2018)

Limited Data Visualization Options: While Excel supplies basic charting and graphing capabilities, it may not offer the same level of advanced data visualization options as dedicated data visualization software.

Collaboration Challenges: Although Excel allows multiple users to work on a spreadsheet simultaneously, true real-time collaboration is limited.

Users need to save and share files to ensure everyone has the most up-to-date version, which can lead to version control issues.

Despite its limitations, MS Excel stays a versatile and powerful tool for businesses, supplying essential functionalities for data analysis, calculation, and organization. Its wide adoption and familiarity make it a go-to solution for managing numerical data in various industries.

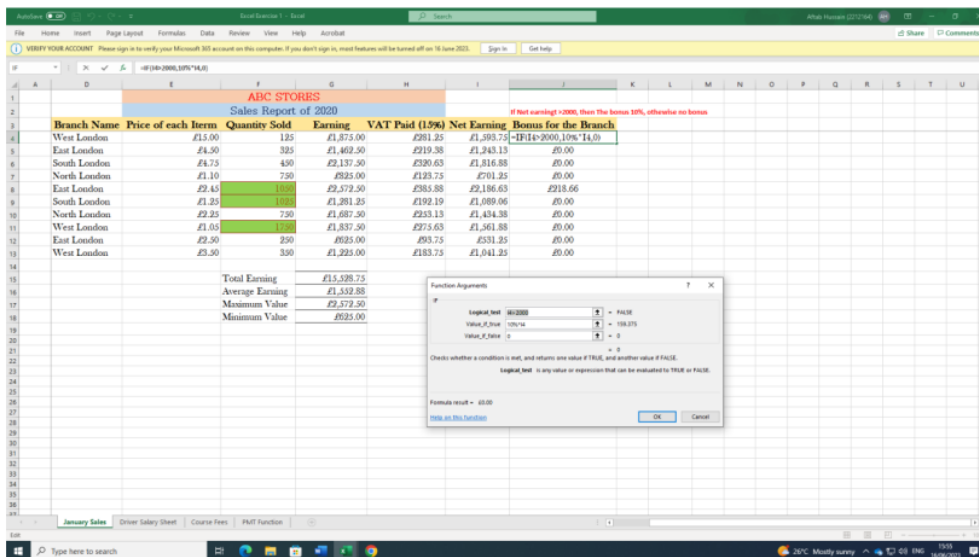


Figure 4 IF FUNCATION

8 To use the IF function in Excel, enter the formula "`=IF (logical test, value_if_true, value_if_false)`" into a cell, replacing the placeholders with your specific conditions and values, and press Enter to get the result.

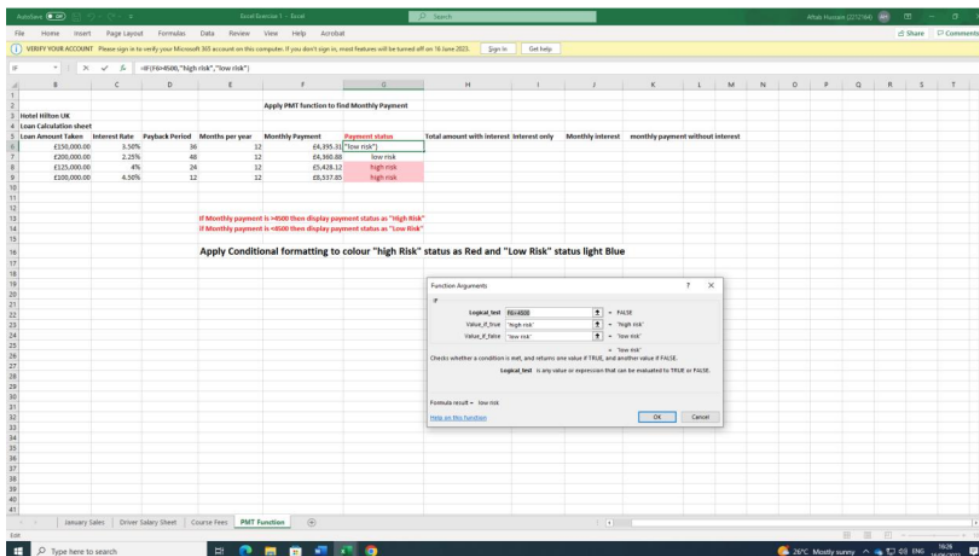
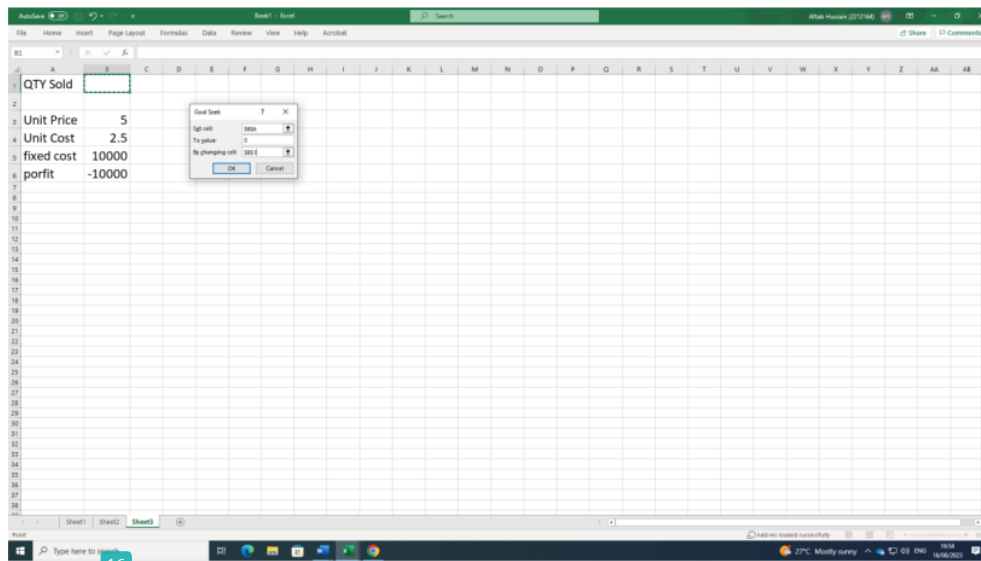


Figure 5 if function with words

8 To use the IF function in Excel, enter the formula "`=IF (logical test, value_if_true, value_if_false)`" into a cell, replacing the placeholders with your specific conditions and values, and press Enter to get the result.



16 Figure 6 GOAL SEEK

Goal Seek is a feature in Excel that allows you to find the input value needed to achieve a desired result by repeatedly adjusting another value in a formula. As shown above

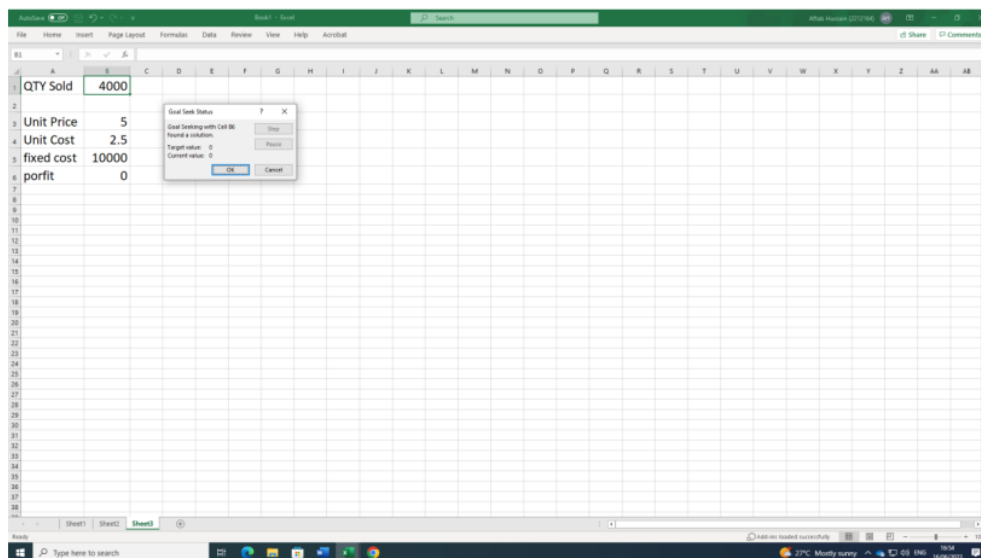


Figure 7 GOAL SEEK FINISH RESULT

This is the finish result.

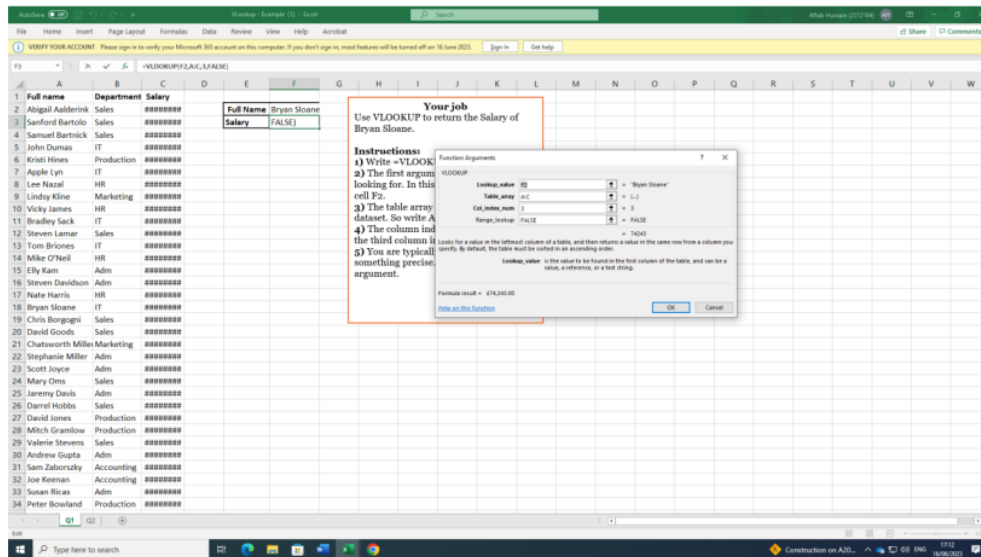


Figure 8 VLOOKUP FOLUWA

VLOOKUP is an Excel formula used to search for a value in a table and retrieve a related value from a different column. It follows the syntax: =VLOOKUP (lookup value, table range, column index).

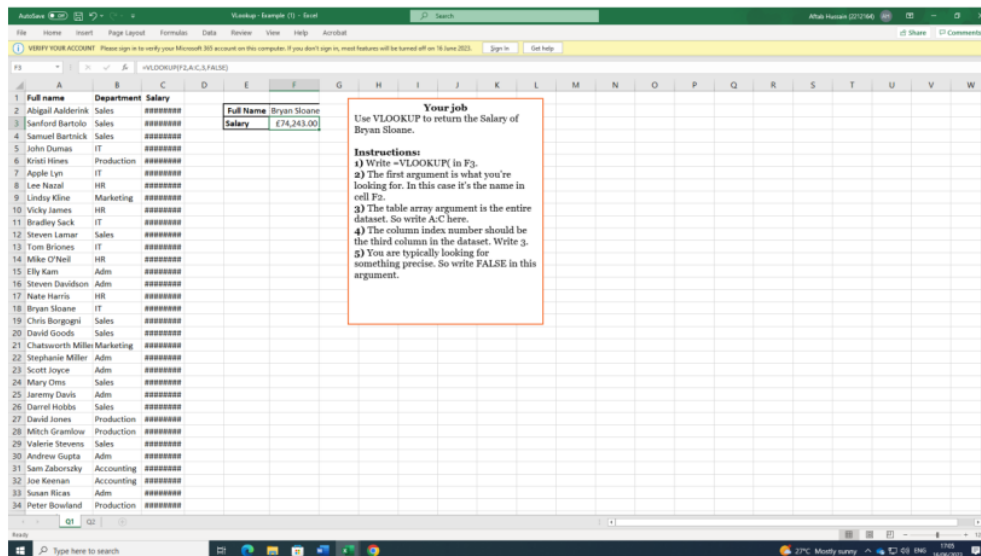


Figure 9 VLOOKUP OUTCOME

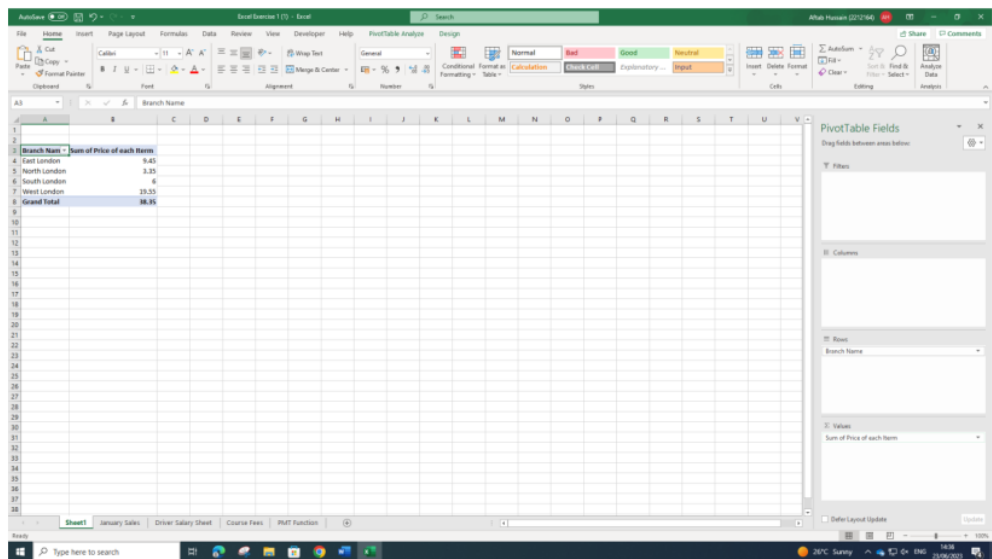


Figure 10 Pivot Table

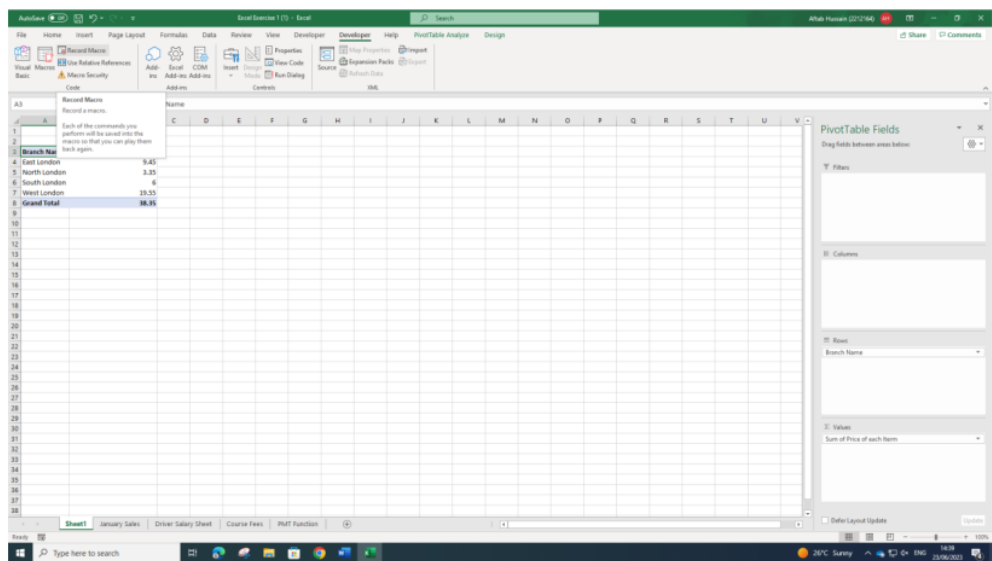


Figure 11 Marco

Microsoft PowerPoint

MS PowerPoint is a presentation software solution that is widely used for creating and delivering visual presentations in business settings. It offers a range of features and capabilities that enable users to design engaging and impactful slideshows. Here are the major features, benefits, and limitations of MS PowerPoint:

Features:

Slide Creation: PowerPoint allows users to create slides with text, images, shapes, charts, and multimedia elements. It supplies a variety of pre-designed templates and slide layouts to choose from.

Slide Transitions and Animations: PowerPoint offers a range of transition effects between slides and animations for individual elements. Users can add visual effects to enhance the flow and engagement of their presentations.

Multimedia Integration: Users can embed multimedia elements such as audio, video, and interactive content into their slides. PowerPoint supports various media formats and supplies tools for playback and customization.

Presenter Tools: PowerPoint includes features to support the presenter during a slideshow. These tools include presenter view, speaker notes, and slide show navigation, allowing for smooth and professional presentations.

Collaboration and Co-Authoring: PowerPoint eases collaboration by allowing multiple users to work on a presentation simultaneously. Users can track changes, leave comments, and merge edits, making it convenient for teams to collaborate on presentations.

Slide Master and Themes: PowerPoint offers slide master and theme features that allow users to create consistent designs throughout their presentation. Slide master enables the customization of fonts, colours, backgrounds, and layouts for a cohesive look.

Benefits:

Visual Impact: PowerPoint enables users to create visually appealing presentations with its rich set of design tools and multimedia integration. This helps to engage and captivate the audience during business presentations (Yadav, & Jabeen,, 2013).

Ease of Use: PowerPoint has a user-friendly interface and intuitive tools, making it accessible even to those with limited design skills. Its drag-and-drop functionality and pre-designed templates simplify the process of creating professional-looking presentations (Qi & Hu, 2022).

Storytelling and Communication: PowerPoint helps users effectively communicate their ideas and messages through visual storytelling. It allows the presenter to structure content in a logical and visually pleasing manner, aiding comprehension and retention.

Versatility: PowerPoint presentations can be delivered in various formats, such as on-screen slideshows, printed handouts, or shared as PDF files. This versatility makes it suitable for different communication channels and situations. (Coleman, 2009)

Limitations:

Overuse of Visual Effects: While PowerPoint offers a wide range of visual effects, animations, and transitions, it is important to use them judiciously. Overuse or inappropriate use of these features can distract the audience and undermine the effectiveness of the presentation.

Limited Data Analysis: Although PowerPoint supplies basic charting and graphing options, it may not have the advanced data analysis capabilities found in spreadsheet applications like Excel. Complex data analysis is better suited for other tools or applications.

Lack of Interactivity: While PowerPoint allows for multimedia integration, its interactive capabilities are relatively limited compared to dedicated interactive presentation software. Advanced interactive elements may require external tools or applications.

Formatting Challenges: When sharing PowerPoint presentations across different devices or platforms, formatting inconsistencies can arise. Compatibility issues, especially with fonts and layouts, may require adjustments when presenting on different systems.

Despite its limitations, MS PowerPoint stays a popular and effective tool for creating and delivering business presentations. Its features and benefits make it a versatile solution for communicating ideas, sharing information, and engaging audiences in various professional settings.

25

MS Access

MS Access is a relational database management system (RDBMS) software solution offered by Microsoft. It supplies a platform for businesses to create and manage databases, allowing for efficient storage, organization, and retrieval of data (Eckstein & Schultz., 2018) Here are the major features, benefits, and limitations of MS Access:

Features:

Database Creation: MS Access enables users to design and create custom databases with tables, fields, and relationships. It offers a user-friendly interface and tools for building database structures.

Data Entry and Validation: Access supplies forms for easy data entry and validation. Users can create customized forms with data validation rules, dropdown menus, and input masks to ensure data integrity.

Querying and Data Analysis: Access offers a powerful query interface to extract, filter, and analyse data. Users can write SQL-based queries or use the graphical query designer to retrieve specific information from the database (Kacprzyk, 2000)

Reporting and Data Visualization: Access includes a reporting tool that allows users to create professional reports based on the data stored in the database. It offers options for formatting, grouping, and summarizing data, as well as generating charts and graphs.

Automation with Macros: Access supplies a macro builder that enables users to automate repetitive tasks or create custom functionality. Macros can be used to perform actions like data imports, exports, or running predefined queries.

Integration with Other Applications: Access integrates well with other Microsoft Office applications, such as Excel and Word. Users can import or export data between Access and these applications, enabling seamless data sharing and reporting.

Benefits:

Data Centralization: MS Access allows businesses to centralize their data in a structured manner. This makes it easier to manage and access information, leading to improved data consistency and reliability.

Customizability: Access supplies a flexible platform for creating custom databases tailored to specific business needs. Users can design tables, forms, queries, and reports according to their requirements, ensuring a customized database solution.

Data Analysis and Reporting: Access enables users to perform complex data analysis and generate meaningful reports. It offers tools for querying data, performing calculations, and presenting insights in a visual and organized manner.

Scalability: Access databases can handle moderate-sized datasets and can be scaled up to accommodate increased data volumes. While not suitable for extremely large-scale applications, Access is well-suited for small to medium-sized businesses.

Limitations:

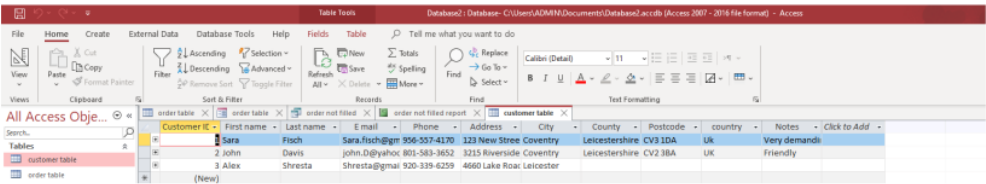
Limited Concurrent User Support: MS Access is primarily designed for single-user or small team environments. It may not handle high concurrency well or supply robust multi-user access control and management.

Performance with Large Datasets: Access can experience performance issues when dealing with large datasets or complex queries. As the amount of data increases, response times may slow down, affecting efficiency.

Security Limitations: While Access offers some security features, it may not supply the same level of robust security as enterprise-level database management systems. Advanced security requirements may require added measures or a different database solution.

Limited Web-based Functionality: Access is primarily a desktop-based application, and its web-based capabilities are limited. While it allows limited web publishing, Access is not a fully featured web application development platform.

MS Access is a versatile tool for businesses that require a database management system to store, organize, and analyse data. It offers customization options, data analysis capabilities, and integration with other Office applications. However, for larger-scale applications or environments with high concurrent user requirements, businesses may need to consider more robust database solutions.



Customer ID	First name	Last name	E mail	Phone	Address	City	County	Postcode	country	Notes
1	Sara	Fisch	Sara.fisch@gmail	956-557-4170	123 New Street	Coventry	Leicestershire	CV3 1DA	UK	Very demanding
2	John	Davis	john.D@yahoo	801-583-3652	3215 Riverside	Coventry	Leicestershire	CV2 3BA	UK	Friendly
3	Alex	Shrestha	Shrestha@gmail	920-329-6259	4860 Lake Road	Leicester				

FIGURE 12 CUSTOMER TABLE

I created a customer table and set the field as short text and the set customer ID as primary key

Order ID	Customer ID	First name	Last name	E-mail	Phone	Address	City	County	Postcode	country	Notes	Click to Add
1	Sara.fisch@gmail.com	Sara	Fisch	Sara.fisch@gmail.com	956-557-4170	123 New Street	Coventry	Leicestershire	CV3 1DA	UK	Very demands	
2	John.D@yahoo.com	John	Davis	John.D@yahoo.com	801-583-3852	3215 Riverside	Coventry	Leicestershire	CV2 3BA	UK	Friendly	

FIGURE 13 ORDER TABLE

I created an order table.

Order ID	Customer ID	E-mail	Last name	Number of (	Order filled	Order date
1	Sara.fisch@gmail.com	Sara	Fisch	80	☐	23/01/2023
2	John.D@yahoo.com	John	Davis	200	☐	01/02/2023

FIGURE 14 QUERY

I did query based on order ID and the way I did that was by click on the query wizard and selecting the field order ID

The screenshot shows the Microsoft Access interface with the 'order not filled' report open in Print Preview. The report title is 'order not filled' with a subtitle '23/01/2023 16:09:08'. The report contains a table with the following data:

Order ID	Customer ID	E-mail	First name	Last name	Number of Order	Order filled	Order date
1	Sara.fisch@gmail.com	Sara	Fisch	80	☐	23/01/2023	
2	John.D@yahoo.com	John	Davis	200	☐	01/02/2023	

The 'Field List' pane on the right shows the following fields: Order ID, Customer ID, E-mail, First name, Last name, Number of Order, Order filled, and Order date. The 'Order filled' field is highlighted in red, indicating it is a calculated field.

FIGURE 15 REPORT

I created a report on order that's not filled and how I did that was by clicking report wizard and selecting the order not filled filed.

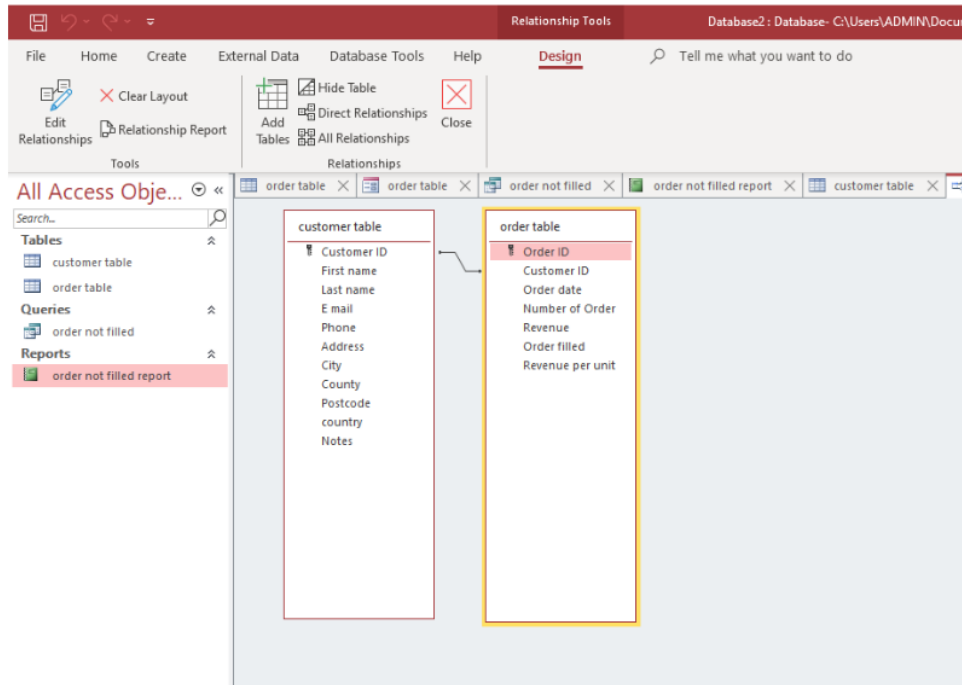


FIGURE 16 CREATING RELATIONSHIPS

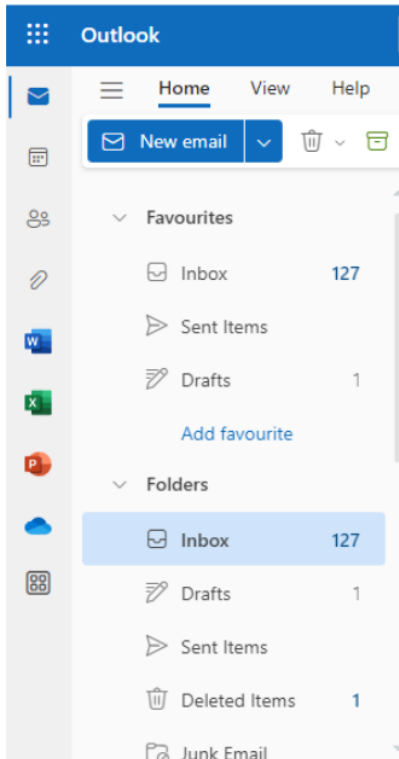
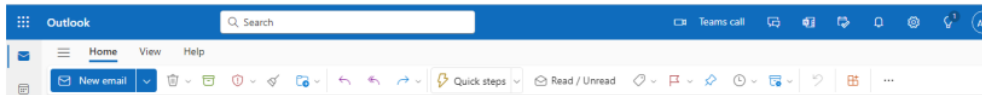
I linked the order table and customer table which is called relationship

COMMUNICATION AND COLLABORATION APPLICATIONS

TASK 4

PART A

Email is a ubiquitous communication tool that allows users to exchange messages electronically. Its key features include sending and receiving messages, attaching files, and organizing emails into folders. Email enables efficient and asynchronous communication, allowing users to send messages at their convenience. It can be accessed through various platforms and devices, making it accessible and convenient for users.



This is outlook email taskbar the taskbar allows you to compose new email and attach files and mark email read or unread and remove old or unwanted email. It is one of many Communication applications used.

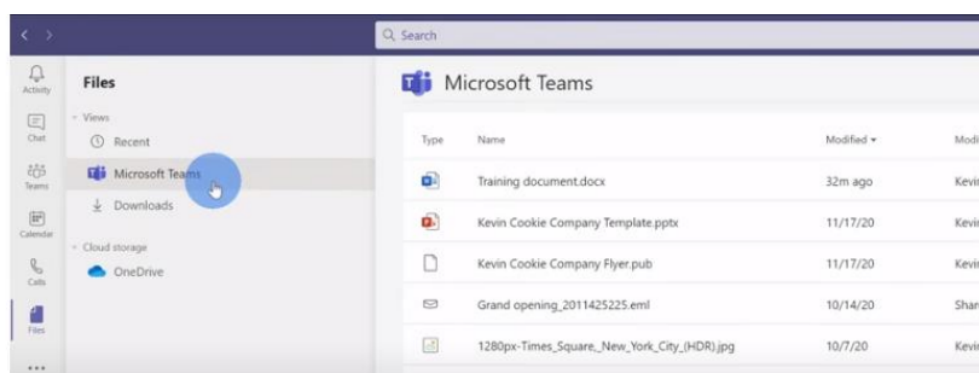
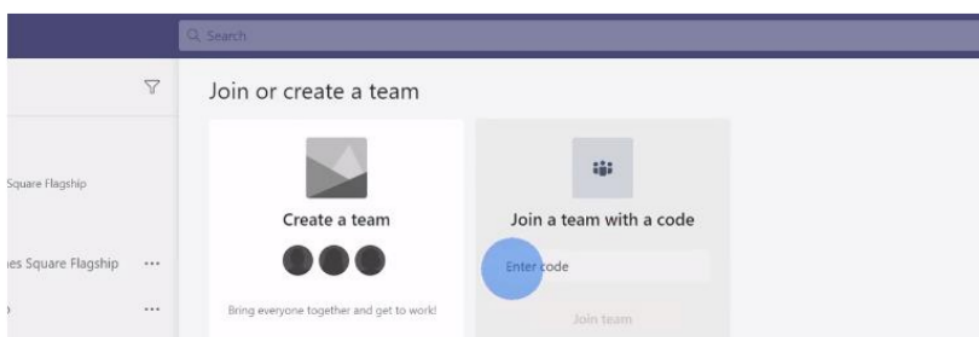
This is where your email that you receive or send are, they are folder for example inbox with be you receive email and draft will be where you created an email but never sent.

SharePoint is a web-based collaboration and document management platform. It offers features for creating websites, storing files, and sharing information within an organization (Khumalo & Mearns, 2019). Key features of SharePoint include document libraries, version control, workflow management, and team sites. It promotes collaboration by allowing users

to co-author documents, track changes, and manage permissions. SharePoint integrates with other Microsoft tools, such as Microsoft Teams and Office 365, for enhanced productivity.

¹ **Skype for Business** is a communication tool that enables instant messaging, audio/video calls, and online meetings. It supplies features like presence indicators, screen sharing, and recording meetings. Skype for Business supports real-time collaboration and fosters efficient communication among individuals or teams. It integrates with other Microsoft applications, providing seamless integration with email and calendar systems (Lewis, et al., 2016).

²⁰ **Microsoft Teams** is a comprehensive online collaboration platform. It offers features such as chat, audio/video calls, file sharing, and document collaboration. Teams supplies a hub for teamwork, allowing users to create channels for specific projects or departments. Key features of Microsoft Teams include integration with other Microsoft tools, app integration, and third-party plugin support (Singh & Awasthi, 2020). It promotes collaboration and knowledge sharing, supplying a centralized workspace for teams to collaborate effectively.



¹ **Slack** is a popular team communication tool designed for real-time messaging and collaboration. It provides features like channels, direct messaging, file sharing, and

integrations with various third-party tools. Slack offers customizable notifications, search functionality, and supports voice/video calls. It enhances team collaboration by supplying a centralized platform for communication and easy access to shared files and resources.

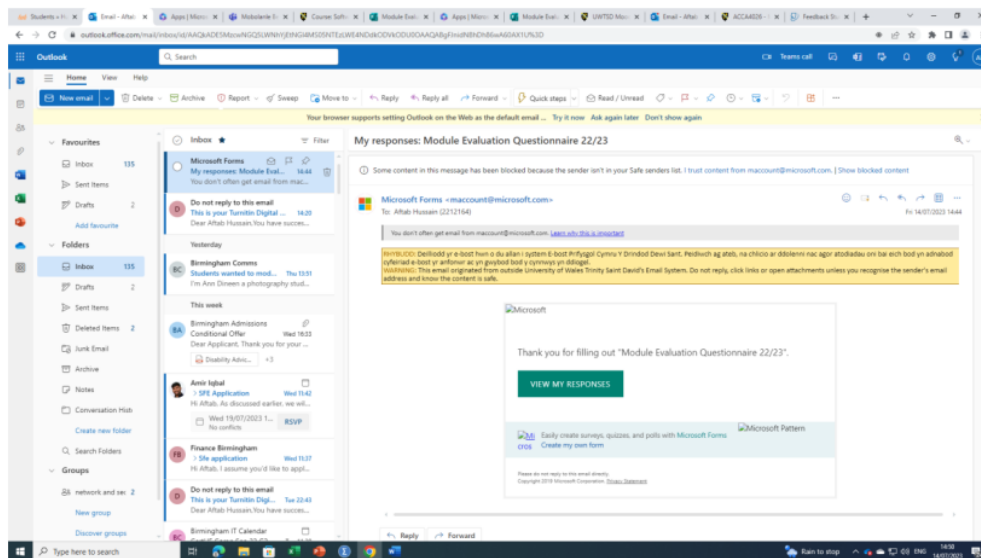
¹**Zoom** is a video conferencing and online meeting platform. Its key features include ¹high-quality audio/video calls, screen sharing, and recording capabilities. Zoom supports large-scale virtual meetings, webinars, and collaboration among remote teams. It offers features like breakout rooms, virtual backgrounds, and real-time collaboration on shared documents. Zoom supplies a user-friendly interface and supports cross-platform compatibility.

WhatsApp is a popular communication application that offers instant messaging, voice calling, and video calling features. Its key features include individual and group chats, multimedia sharing (such as photos, videos, and documents), voice notes, and end-to-end encryption for secure communication. WhatsApp supports audio and video calls, allowing users to connect with individuals or groups for real-time conversations. It also supplies features like status updates, read receipts, and message forwarding. WhatsApp can be accessed on smartphones and desktop computers, making it convenient for users to stay connected across different devices.

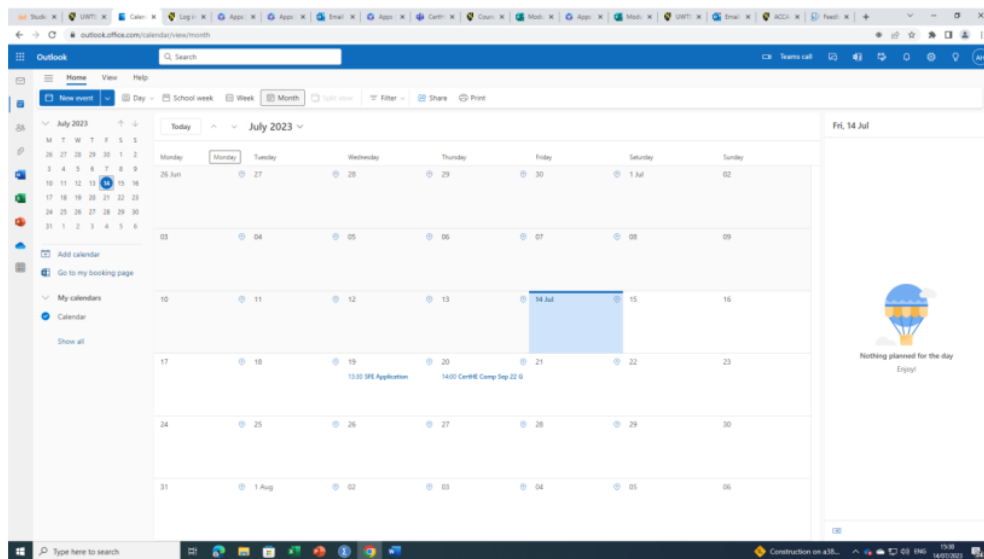
TEST SOME FEATURES OF COMMUNICATION AND COLLABORATION

PART B

Email

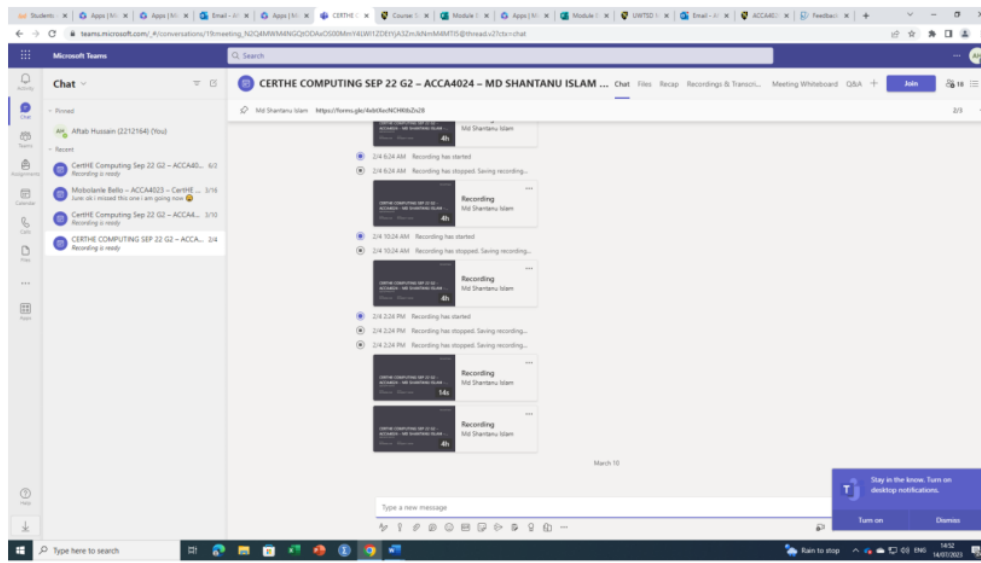


This is my outlook email account which I use for my studies to send email and received from teacher and other University related information.



Outlook has many build features for example calendar where you can set date and time for meeting or appointments as shown above.

Microsoft Teams



Microsoft Teams supplies a comprehensive set of features that enhance communication and collaboration in a modern workplace. You can easily create or join meetings and have the flexibility to mute your microphone or turn off the camera when needed also leave or do recording of the meeting that have taken place. Additionally, Teams allows seamless document uploading and storage through integration with OneDrive, enabling easy access to shared files within the application. Moreover, Teams keeps a record of past meetings, ensuring that you can access them whenever needed Lastly, the chat box feature enables convenient messaging and communication among team members.

CONCLUSION

In conclusion, this report explored ¹various software applications and tools to enhance technology-based solutions in the workplace. We discussed popular e-Commerce website builders, the significance of mind mapping in business, and Microsoft's key applications (Word, Excel, PowerPoint, and Access). These tools offer valuable features for improving efficiency, communication, and decision-making in businesses. By leveraging these software solutions, companies can stay competitive and thrive in the digital era.

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