

Software solution for business

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Submission date: 19-Jul-2023 08:15PM (UTC+0100)

Submission ID: 210428294

File name: 47212_Sana_Khan_Software_solution_for_business_503793_1276429441.docx (21.05M)

Word count: 5684

Character count: 28261

SOFTWARE SOLUTION FOR BUSINESS

(Brain, 2022)



ABSTRACT

1.E-Commerce Website. 2.Mind-Map. 3.Office Applications.

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Software Solution
for Business
ACCA4026.
MD SHANTANU
ISLAM.

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E-Commerce Websites

Builders.

<https://www.freepngimg.com/thumb/ecommerce/6-2-ecommerce-free-png-image.png>.

Now the life is mostly based on technology which includes online, or app shopping. E-Commerce websites builder is an organization that help build online store design to be customizable and intuitive-all while impressing customers and raising revenue. These websites give you many choices of templates and customised option, and without knowing of codes, or any knowledge they help you.

There are multiple of e-commerce builder website choices. Selecting the right builder goes beyond what right for your business as it currently stands. Here the most popular websites are,

Fig 2 big commerce website builder



<https://2.bp.blogspot.com/T>“This is the best e-commerce website building for enterprise level companies. Big commerce is packed with lots of essential features right out of the box. Compared to another platform, it is the most extensive feature list you find. <https://www.bigcommerce.co.uk/>

Fig 3 Wix website builder



offers capabilities across all the core eCommerce functions; catalogue, management, inventory management, orders, marketings, payments, fulfilments, and drop shipping. <https://www.wix.com>

Fig 4 adore website



helps "Professionals can build branded websites using the drag-and-drop interface, register domain names and preview final designs before publishing" (Demo & Pricing, 2023). <https://www.webador.co.uk>

Fig 5 1&1 Ionos website.



"is the hosting and cloud partner of choice for small and medium-sized businesses. They are experts in IaaS and offer a portfolio of solutions to get businesses present online and working in the digital space. As the largest hosting company in Europe, they manage more than 8 million customer contracts and host more than 12 million domains in our own regional data centres around the globe" (Ionos, 2022) <https://www.ionos.co.uk>

Fig 6 Shopify website.



Is the most popular website builder, it is powering the millions of businesses in 150 countries (Das, T, 2023). <https://www.shopify.com>

Advantages of shopify.

- ★ **Quick and easy.** Shopify is the easiest, and most reliable website which bring your business online. It can help you to plan, design, and build without technical expertise or coding skills. They updated as well.
- ★ **Secure.** It works with [SSL certificates can be enabled for your store to encrypt all data and pass it through a secure connection, plus Shopify takes care of PCI compliance for you \(required when you deal with credit cards](#) (Justin Wanstall, 2023).
- ★ **Customer Service.** Shopify has the best 24/7 customer service with no long waiting time. You can get help by phone call, email, or web chat.
- ★ **Access.** Mobiles are more reliable to use rather than desktop. Shopify knows it, that is why it makes website to look good on mobile and add cart facilities. which helps you add reviews, make Wishlist, printing labels and slips.
- ★ **Cart recovery.** Mostly customer add stuff in shopping list and forget it. But thanks to shopify feature, it adds the cart automatically and remind you when you visit back or via emails.

- ★ **SEO and Marketing tools.** It has search engine optimization, which helps you to tell where you can get the customers from. So, do not need to go to SEO company.
- ★ It always gives you to add discount codes, gift vouchers. It always gives you advice and advance features to build you stores and attract the audience.

Disadvantages.

- ★ **Transaction fees.** It charges you transaction fees which may not suite everyone.
- ★ **Less Control.** You cannot choose your server for higher speed or quality. You cannot edit the cart and check-up process.
- ★ **No Email Hosting.** Shopify does not include email hosting in its plans. You will have to find another provider if you want to set up an email address for your store (Boast digital marketing, 2023)
- ★ **No access to marketing automation.** Although it is a particularly important but unfortunate shopify cannot provide this feature, you must buy from another provider like Mailchimp or pay extra fee.



Mind Map.

https://live.staticflickr.com/8373/8539124217_6b7e049417.jpg

- ★ ¹ A Mind Map is a highly effective way of getting information in and out of your brain - it is a creative and logical means of note-taking that literally 'maps out' your ideas (Mind map, 2023).
- ★ One straightforward way to understand a Mind Map is by comparing it to a map of a city. The city centre represents the main idea; the main roads leading from the centre represent the key thoughts in your thinking process; the secondary roads or branches represent your secondary thoughts, and so on.
- ★ ⁵ The Mind Map is the external mirror of your own radiant or natural thinking facilitated by a powerful graphic process, which provides the universal key to unlock the dynamic potential of the brain (Mipmapping, 2023).
- ★ It helps you to think more critical way and solve the problems in same time.

Benefits.

- ★ It helps to brainstorming, innovative ideas, concepts, or solving problems (Manouchehr, Firangi, Fatemi, Qaviketf, (2014)
- ★ It helps to understand the difference between concepts and ideas.
- ★ It helps how to communicate in thought processes.
- ★ It attracts the audience by its maculate designs.
- ★ It organises the design and concepts in better ways (Edra M, 2023).

How To Create Mind Map.

- ★ Begin with the main concept.
- ★ Joined with more ideas.
- ★ To add more branches, reach the topics.
- ★ To look nice, add assorted colours, images.

My Mind Map

- ★ There are different choices of website to create you are mind map. I choose (www.TemplateLab.com/mind-map), because its free to use and has different choices to look more vibrant.
- ★ First, I search on google, "free mind map template." Then I choose the one template as shown in diagram below,

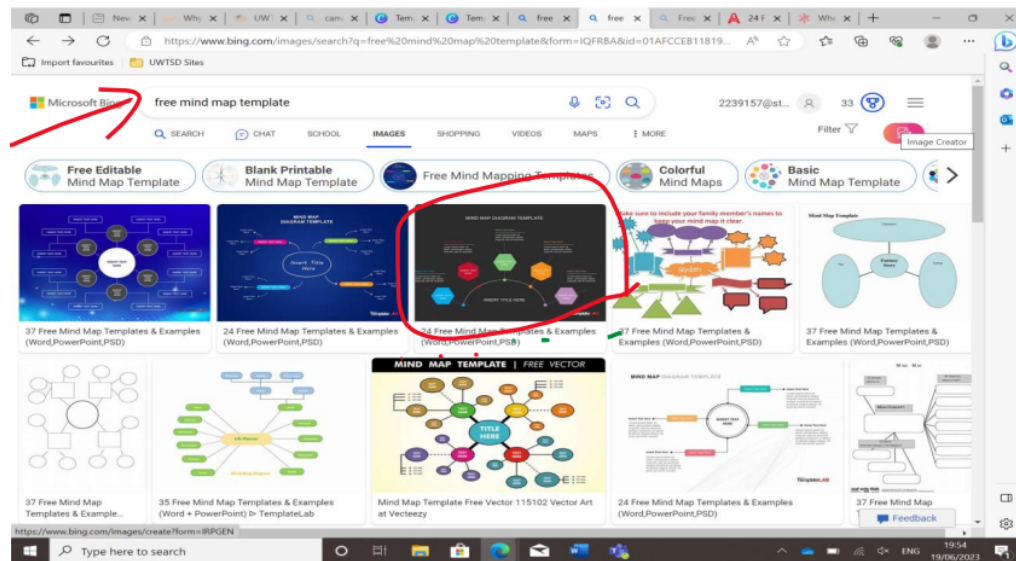


FIGURE 1

- ★ When I click, it takes me to the main template which has website option,

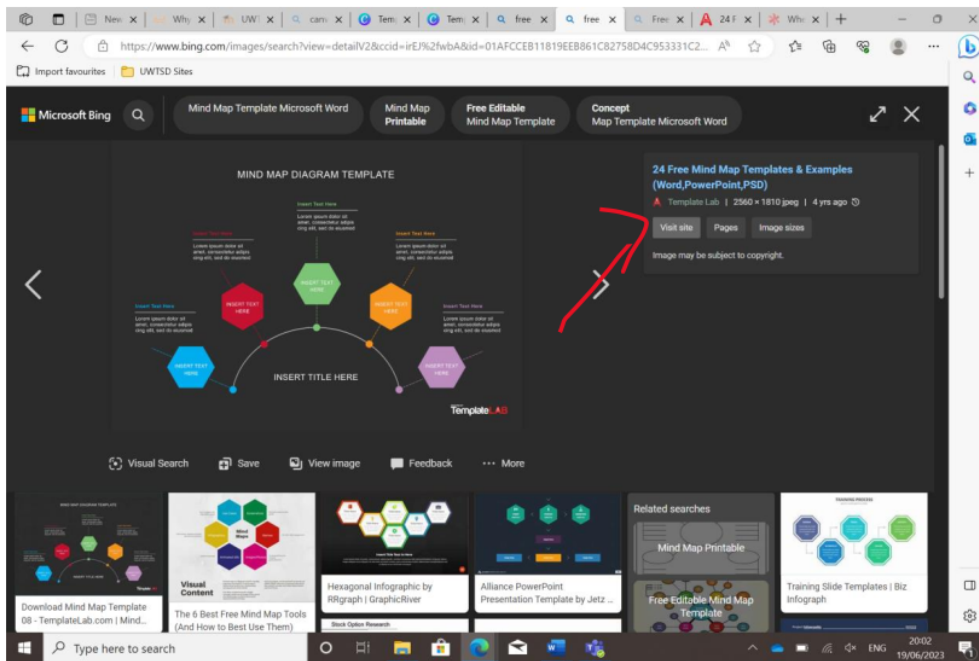


FIGURE 2

★ To click on it, it has option download for word. To click that it is on word document.

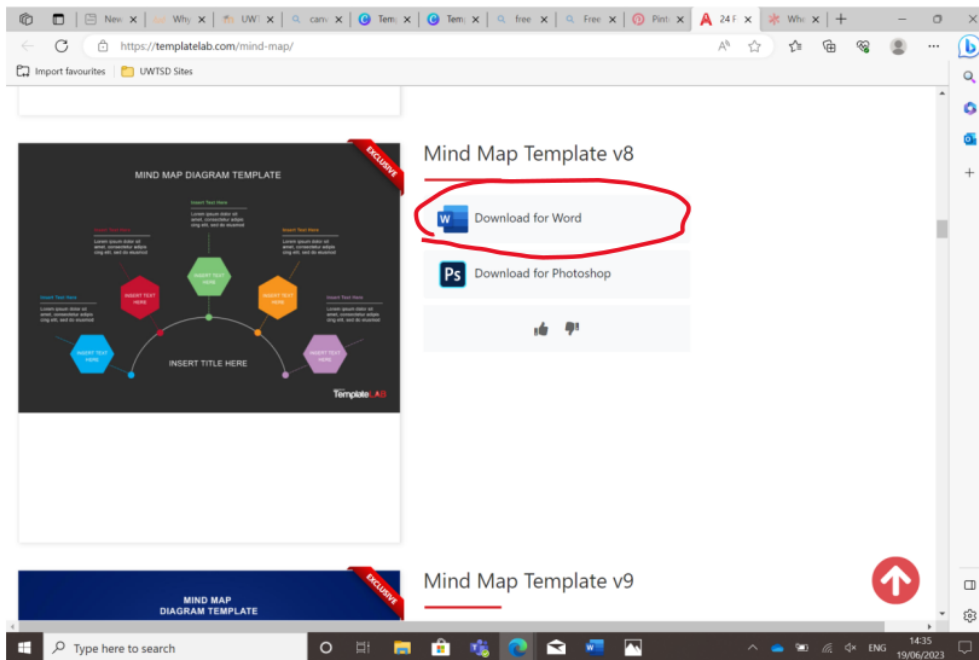


FIGURE 3

★ After that I add my all research and concepts in it and its look like as below picture.



FIGURE 4.

The concept of my mind map is "business solution, which means if you have a business, which Apps are reliable for you.

I put my main concept in centre to highlight it. Then add main branches of common business. Which are,

- ★ Marketing. Social Media Marketing, Digital Media Marketing.
- ★ Office Documents.
- ★ Accounts.
- ★ Network Monitoring and Security.
- ★ Data Analytic.

Then I add the branches of the apps which used by these Businesses. Out of all I use one as example to explain how I create to add more branches.

I choose accounts field. In accounts there are various departments which use by different apps likewise,

Tax Preparation Software.

- ★ Documents management apps.
- ★ Expense Tracking Apps.
- ★ Time tracking Apps.
- ★ Communication and Collaboration Apps.
- ★ Out of these I explain few here,

Accounts.

In accountant field different companies used different Apps. It all depends on business size, and departments. likewise,

Sage. It is designed for small and medium-sized businesses to manage their financial operations, including invoices, expense tracking, reporting and more.

Xero. It used for bank reconciliation, expenses, tracking, invoicing, and financial reports.

FreshBooks. It helps small business and freelancers.

QuickBooks. It is a widely used software. Which available in both desktop and cloud-based version.

“Office Application.”



Figure 1



Figure 2

Word.

Before the word processor you need to use two different programmes for formatting the single document. Word processors introduce first time to combine the text processing and formatting under the one roof. That is why It is most popular in the world of technology (References, 2023).

Word processor is software developer by Microsoft. It is a capable of creating, storing, editing, formatting, sharing, and printing the documents.

It is used for a letter, blog posts, novels, reports, essays, business purposes and much more.

Here are some common features,

Creating.

In any documents first step is always create the document. If you use the word, choose the option on top right "blank document." In that you can create whatever you want or in the same place there are few options for create templates if you want something more advanced.

Text Manipulation.

In paragraph option you can use the alignment, left, right, centre, or justify. Also, there is option of spacing for text and lines of you are choice or requirements of the documents who you make for. To choose this option you can automatically move to another line or word. This option makes word processor more valuable (Microsoft, 2023).

Formatting.

If you create the document and write in one big paragraph, it is understandable for reader but cannot get the attention so long. But if you use the formatting then you can uniform it. In word there are option of different, font sizes and style which enhance the paragraph. For heading or subheading you can use the option of bold, italic, or underline, also choose assorted colours if you want to more creator.

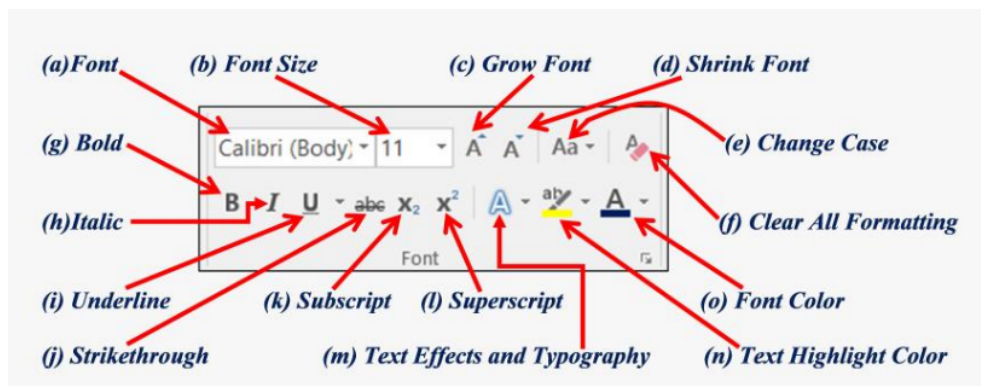


Figure 3

[http middle/JRJTwJ_text-formatting-in-ms-word-hd-png-download/s://www.pngitem.com/](http://middle/JRJTwJ_text-formatting-in-ms-word-hd-png-download/s://www.pngitem.com/)

To summarising the longer paragraph bullet point option is best of all.

Really apriating latest version introduce the option of "Dictate" which make you are life relax back. If you cannot write read somehow reason, after clicking on this option word processor will write and read for you. What else you want?

Editor.

If you make anything it will be approve after many annotations. But in word only clicking one option "Editor," it checks you spelling, punctuations, and basic grammar. It has abilities to check the online resources which is the valuable tool for student to complete the assignments before handover the tutor.

Inserting.

- ★ To make document more vibrant, should use the "insert" option. Which give you access of device picture, online picture, and can change the size, rotate it, make the border, or wrap text around.
- ★ You can link the documents to a file or a browser.
- ★ Can add the header footer and page number from heater footer option.
- ★ Can be add the table, where you can select the row and column of you are choice.
- ★ In pages option you can add the new page, can make the cover page.
- ★ Can be make the charts, by clicking on chart option in illustration icon.

Layout.

- ★ With layout, you can use the portrait, or landscape the documents. Mostly portrait option is use for normal document, but if you want to make the leaflet, drafts, or tables so landscape is the best option.
- ★ There are several options of margins, it depends on what are you creating.
- ★ You can choose the various size of pages and can add the column.

Draw.

- ★ Everything can be possible in technology so, why not you can draw?

- ★ In word you can make the canvas or any picture by using different tools.
- ★ In “window 10” you can draw with touch (McKalin,v, 2023).

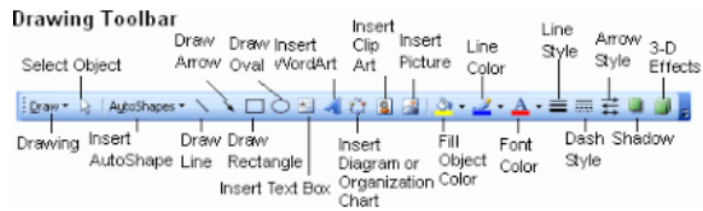


figure 4

References.

- ★ This is extremely useful tool for university student or who write the professionally.
- ★ For use this go to the references, put you are cursor at the end of the note where you want to add.
- ★ Select the style because every university has their specific style.
- ★ Select the insert citation, add new source, the dialogue bar appears choose the type of the source, add all the information you have, then press ok.

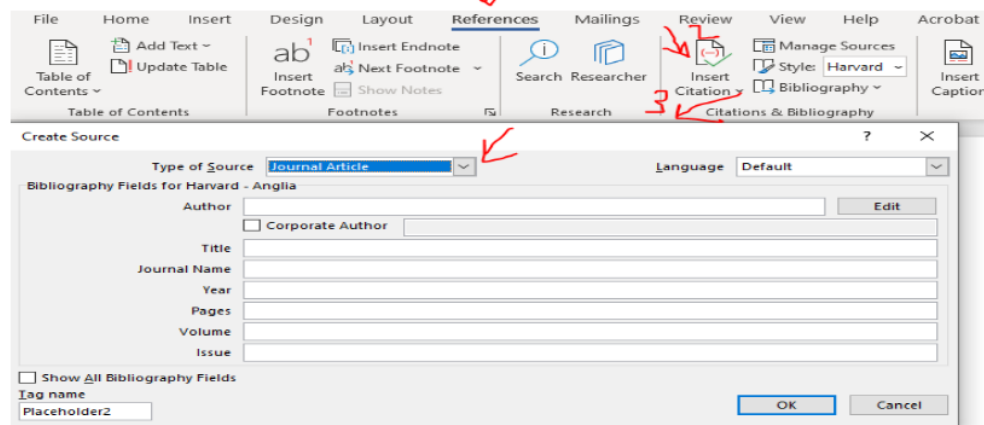


FIGURE 5.

- ★ If you use previous source it saves in insert citation, you can use again without adding all the information again.

Collaboration and sharing.

- ★ If you work as a team on a same document, then select the file and share option. In that you can choose the file and create a copy link, then send a copy via outlook.
- ★ The flag option indicating where you and others select to make the changes.
- ★ Then you can edit, review, post, and make or delete the comments.

Save and Print.

- ★ After made a big effort of creating the documents it needs to be save for next time use or print to handover someone.

- ★ Word has various option for this.
- ★ For save select the “file” then “save option” or press “CTRL+S.”

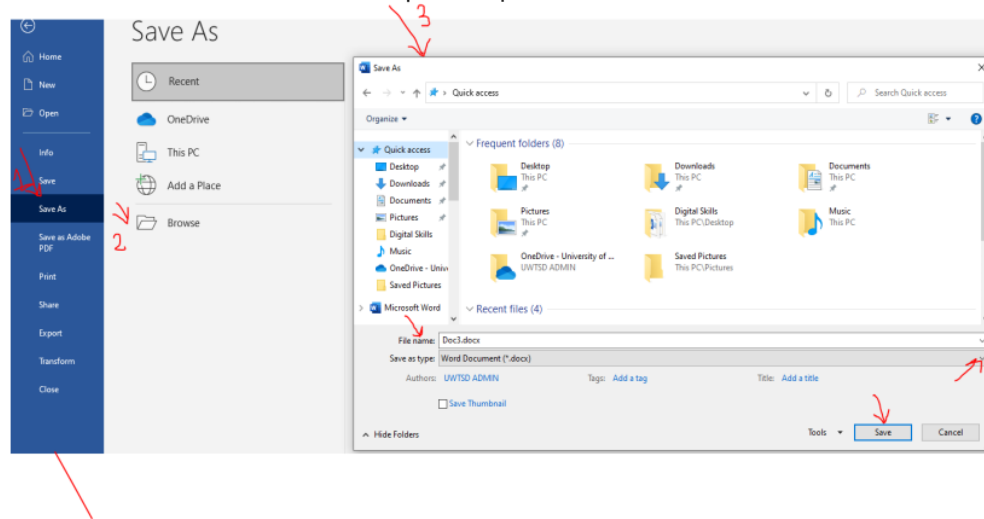


FIGURE 6.

- ★ Choose the location where you want to save likewise, OneDrive, in device, or browser.
- ★ The you need to select as a document, download, as macro or template, etc.
- ★ Give a name and press save.
- ★ If you want to print, go left top corner “file,” then “print” or “CTRL+P” from keyboard.
- ★ The print dialogue bar will be appeared.
- ★ You can adjust or review the documents by selecting different settings.
- ★ Such as layout setting, select the number of copies setting, or printing in colour or black in white setting or can be select the one side or both side setting.
- ★ Select the printer nearby if it has “Wi-Fi” otherwise connect with the printer manually, then select press the print option.



FIGURE 7.

3

PowerPoint

was developed by “Dennis Austin” and “Thomas Rodkin” at a software company named Forethought Inc. It was thought to be identified as Presenter, but due to trademark issues was renamed PowerPoint in 1987.”

First PowerPoint released in 1990 with window 3.0. (Textbook, 2023).

Use of PowerPoints.

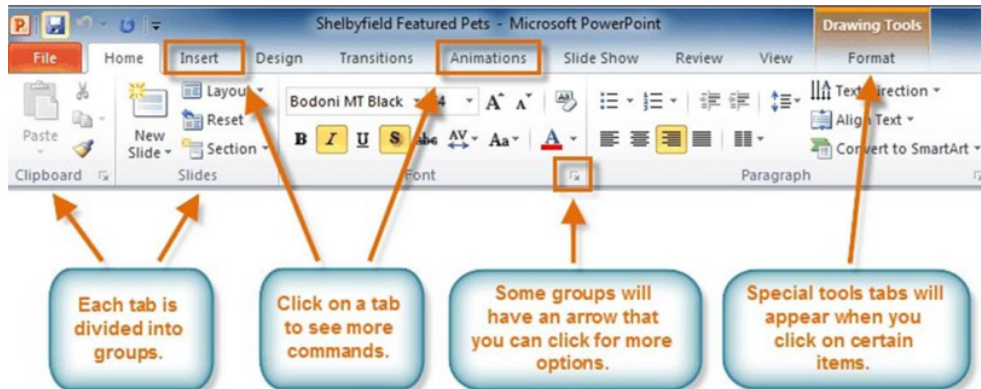
It can be used for personal or professional presentation.

In business, to explain or attract the contractor by making presentation with the profit or lose graph.

It is more valuable in marketing area as you can show the data by using graphs, table, picture, and numbers.

In education, as students are distracting by so many things now, PowerPoint is best to make their attention towards study.

Feature of PowerPoints.



(Textbook, 2023) FIGURE 8.

Select the PowerPoint app from the device you use.

Then you have the option to choose the blank slide or a template.

1. Slides. You can choose the different slide to go to "Home" icon and select "slides" it drops down lots of option where you can choose the blank, graph, tables, picture, just heading, and lots more. You can also add or delete same time which you can choose by right click on

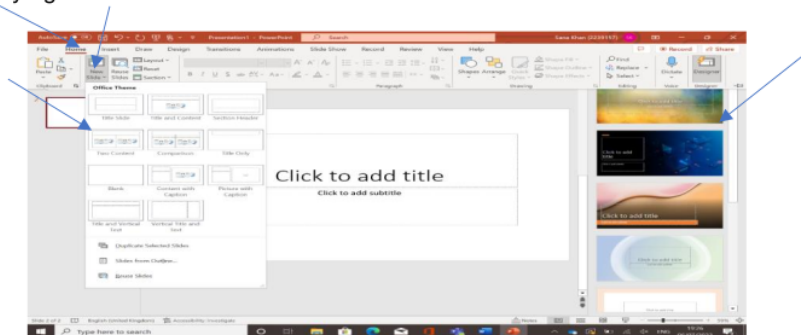


FIGURE 9.

2. Slide Design and Formatting. For the professional look PowerPoint offer you to create templates or themes.

where you can change the background, colours, and fonts size and text style, alignments which enhance the text in Presentation from “Home” icon.

3. Media. PowerPoint has multimedia access directly into the presentation, which include audio, video, and online pictures by using the “insert” icon.
4. Creating Tools. In PowerPoint present a data and understand more efficiently you can make charts and graphs by you are choice. It can be customised and update dynamically. It can be chosen by “Insert” tools.

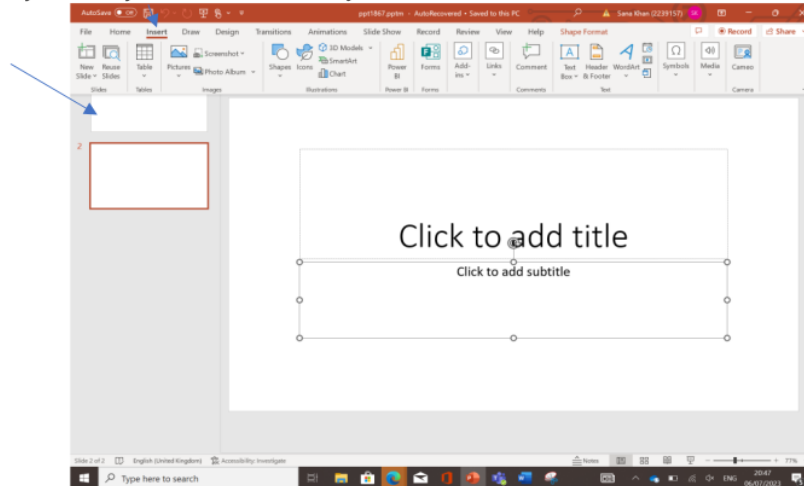


FIGURE 10.

PowerPoint has valuable tool of animation and transition. Which enhance and engage the presentation more clearly.

You can apply animation on single slide or on each.

Several types of transition can be applied on slide itself or in between the slides.

5. Collaborate and Share. You can share the presentation for viewers, editing, or presenting via online by using cloud storage or emailing.

Also, can be collaborate to others in same time.

6. Save and Export. It can be safe to choose the option from “file” icon then “save” and then choose where you want to save, either pc, or OneDrive.

The presentation can be share by PDF, PPTX, or video format.

7. Presenter Tools. It has feature to add presenter notes, slide show rehearsal, and presenter view and on-screen annotations.



FIGURE 11.

[Download Templates - Home \(templatedownloads.info\)](http://templatedownloads.info)

Excel.

- **Excel** is widely used to make the spreadsheets.
- It is use for personal or small business.
- It is used to organise, analyse, and manipulate data.
- It has column and rows with little cells where you can add the data, text, or excel formula.
- **Excel** provide range of built-in function and formula which perform calculation and data analyse. For example,
- **SUM**, you can click on the column where you want to add and then click on AutoSum or by using formula.
- **AVERAGE**, click column>home button>click AutoSum down drop> select Average> varify the formula.
- **IF**, select a cell > count if > Double clicks on it > select range > type > select the value you want to count > enter.

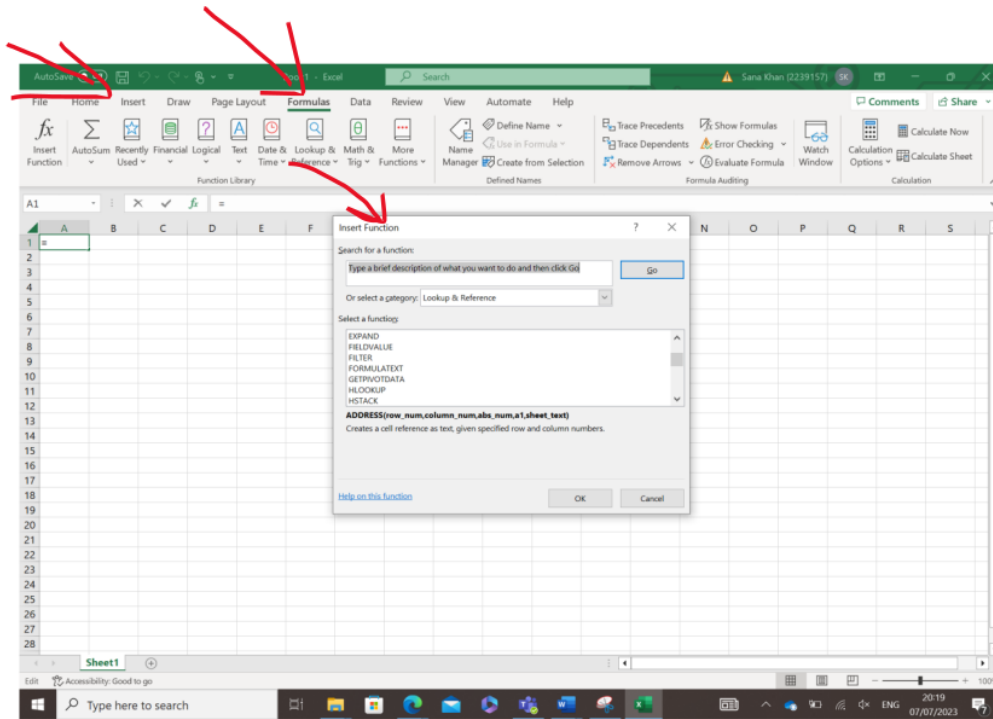
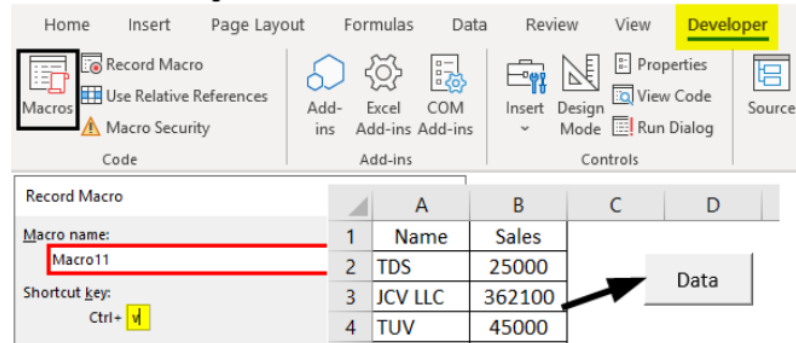


FIGURE 12.

- Excel provide graphs with different choices but most common are line graph.
- You can make the charts in excel. It has choice of various charts to visualise the data. Most common are pie charts.
- Also, there are the option of sorting and filtering the charts. Where you can sort in ascending or descending order. You can find the “**filter**” option in “home” icon then “**editing**” icon.
- There is option called “Pivot tables” which is used to quickly summarise and analyse large data in Interactive way.
- **Conditional formatting** can be formatting on specific conditions. You can highlight the cell if it meets the specific criteria then it visualises the value.
- An extremely useful tool “Data validation” is used to set the rule and restriction on data entry in excel.
- Excel provide save and import, export option. You can save in pc or OneDrive. Also, can be export to deifferent file formats such as CSV, PDF, and HTML. You can fine this option in “file.”
- Some work needs to do every day, likewise, input data, add columns, changing formulas, delete and sorting things. To save the time, avoid the error, and want to be a tension free then best option to use is “**macro**” from developer icon in excel. You can record macro and repeat as much as you want to.

Examples of Excel Macros



1.

13
1. [Examples of Excel Macro | Various Methods to Use Macros in Excel \(educba.com\)](https://educba.com) FIGURE 13.

1. Page layouts give you choice of margin, orientation you want to landscape or portrait, size of the page and the specific area you want to.

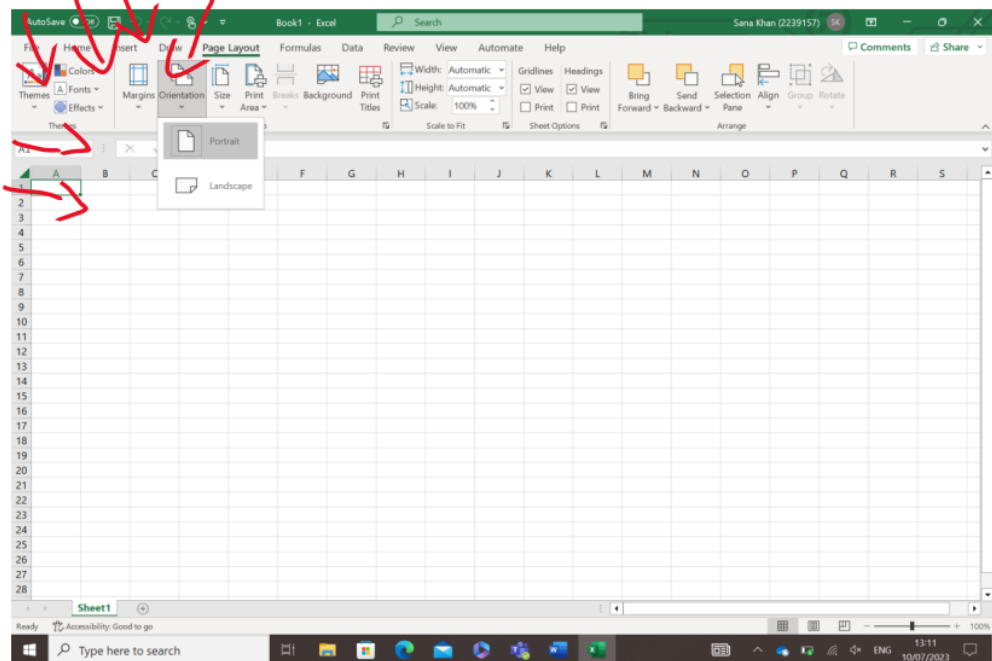


FIGURE 14.

If you want to print, and you can align as well.



FIGURE 15.

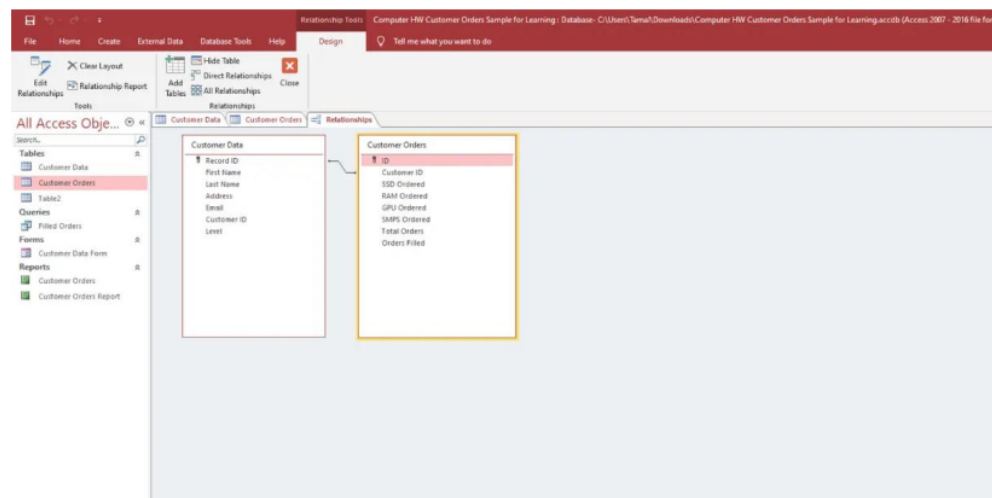
Access.

- ★ Microsoft access is relationship database mangement system(RDBMS) developed by microsoft.
- ★ Database designn. By using access you can create a form, making report, tables, queries,transform, export and import the data without been expert of database or knwng coding.

Relationship and Primary key .

1. Also, you can link the table to queries, repots and form by create relationship between all the tables.

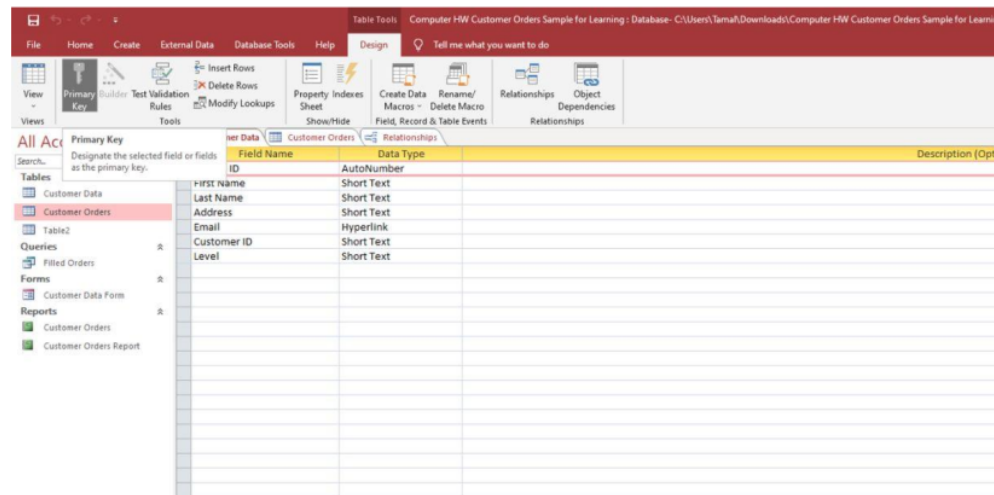
1.



1. FIGURE 16.

If you want to link between the the table you must need the primay key which connect to you the foreign key of another table. Without that you can not be able to link the table.

1.



(Das, 2021)

1. FIGURE 17

Integrate.

You can integrate the access to other Microsoft applications such as Excel, Word, and Outlook.

Web Publishing.

Access allows you to publish your database on the web to access online.

Tables.

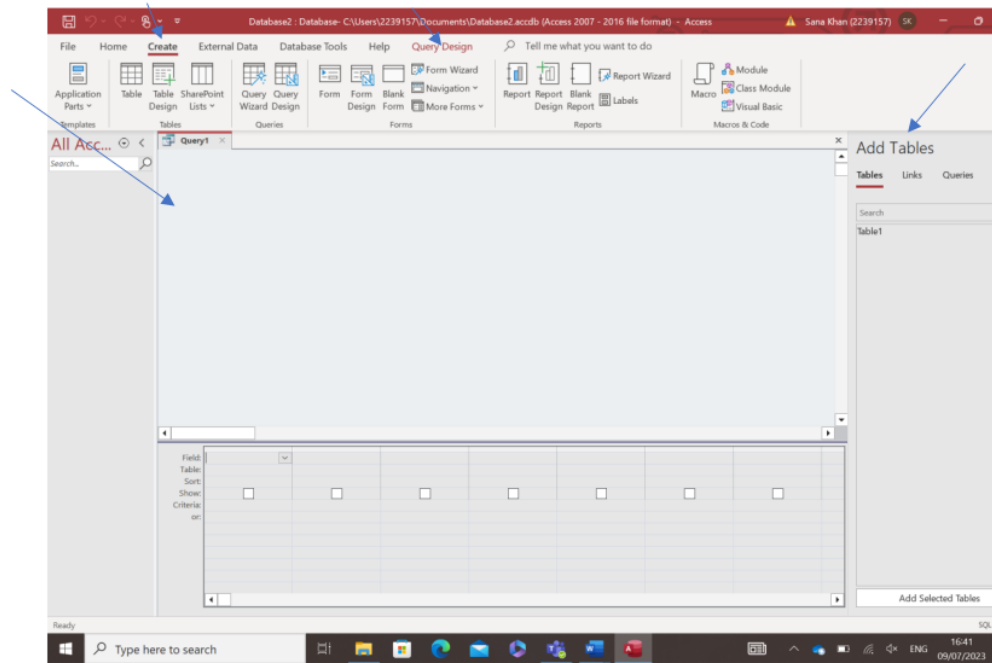
- ★ You can store the data by creating the table in Access.
- ★ It is made by rows and columns and enter the data directly into their grids.
- ★ You can make multiple tables in a file.
- ★ Access allows you to create by text, number, dates, and more.

1.

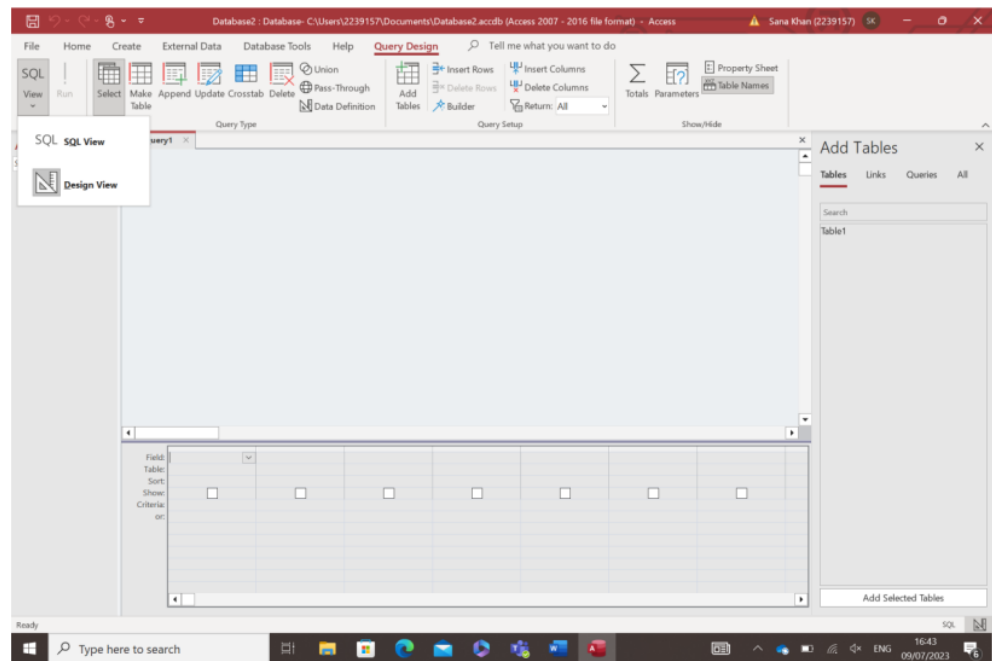
Queries.

- ★ By using queries you can view, add, delete, filter, and change the data from tables.
- ★ You can use the simple query or can be use the SQL (Structured Query Language).

1. FIGURE18.



1.



1.

Forms.

- ★ If you get the membership in gym, apply for job, making online account or any where else you need to fill the form which access make it easy.
- ★ In access form you can add the information in form which can store till you wants to.
- ★ You can filter it, and changing will be automatically store in every field. For example if you cutomer of any store and have account so if you change you are address in one storer but it automatically change in all store and online account. Basically its hassel free to rewrite all you data again and again.
- ★ It has advance feautre like, rather than input manually date or dob it give you easy option to choose automatically, it has yes/no option rather then write full sentence.
- ★ Access also allowed the layout option in form to presentative.

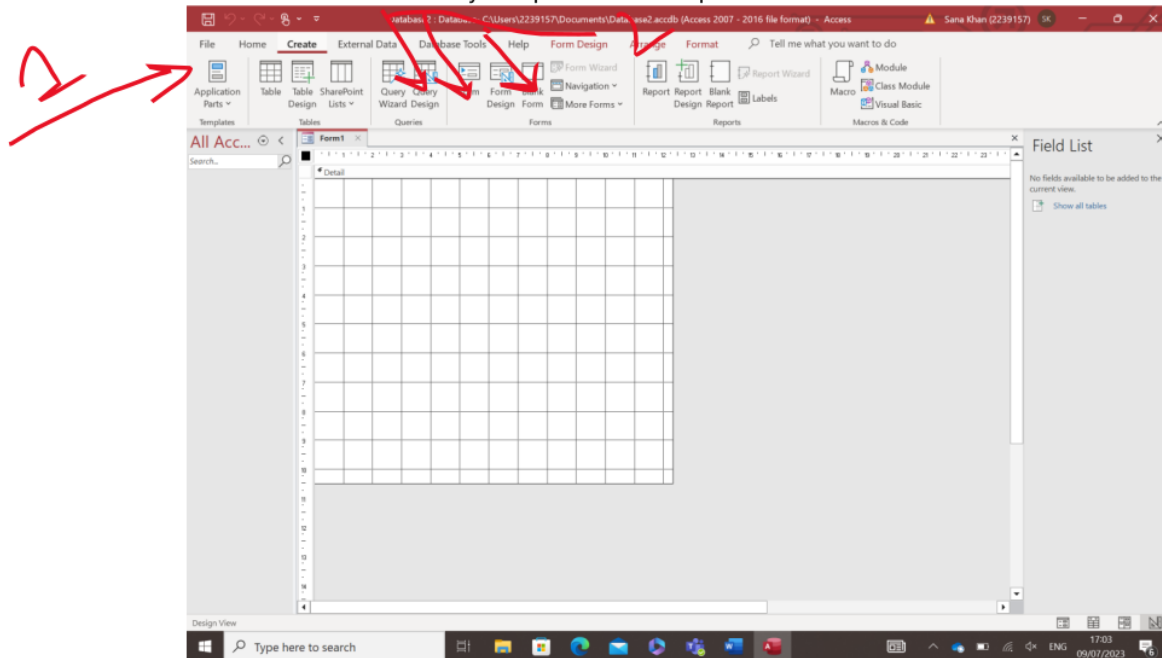


FIGURE 20.

- ★ To making form you can go to "create", and then there are the option of plan form, form design or better and easy way is form wizard.

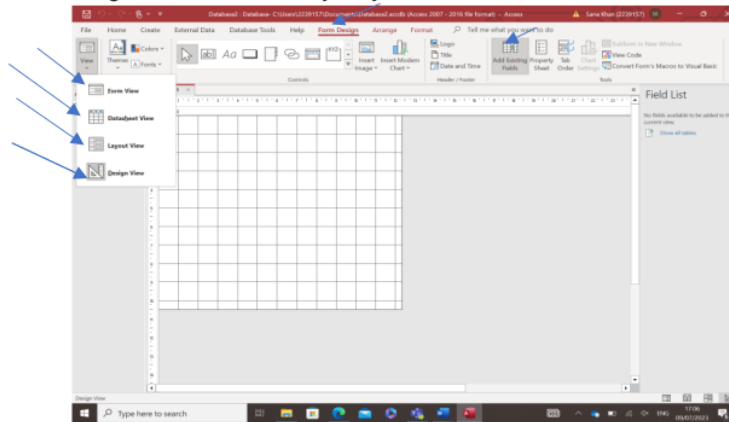


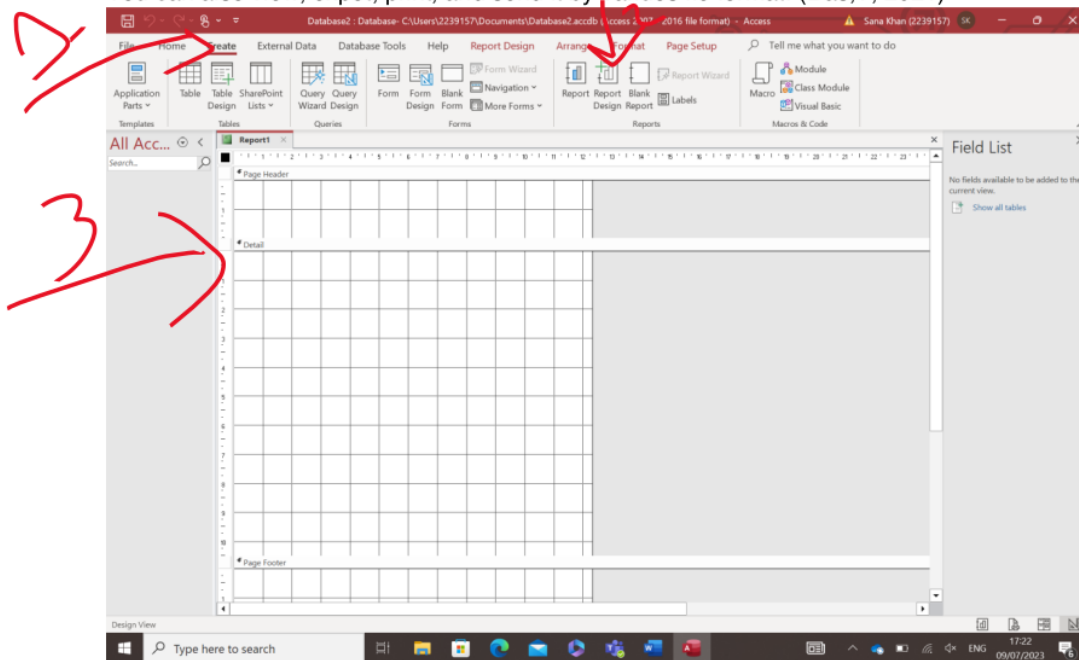
FIGURE 21.

Repts.

You can make the professional report base the data you have store.

You can in iclude charts, calculation, tables, and format it.

You can also view, expot, print, and send it by variuos fle format. (Das,T, 2021)



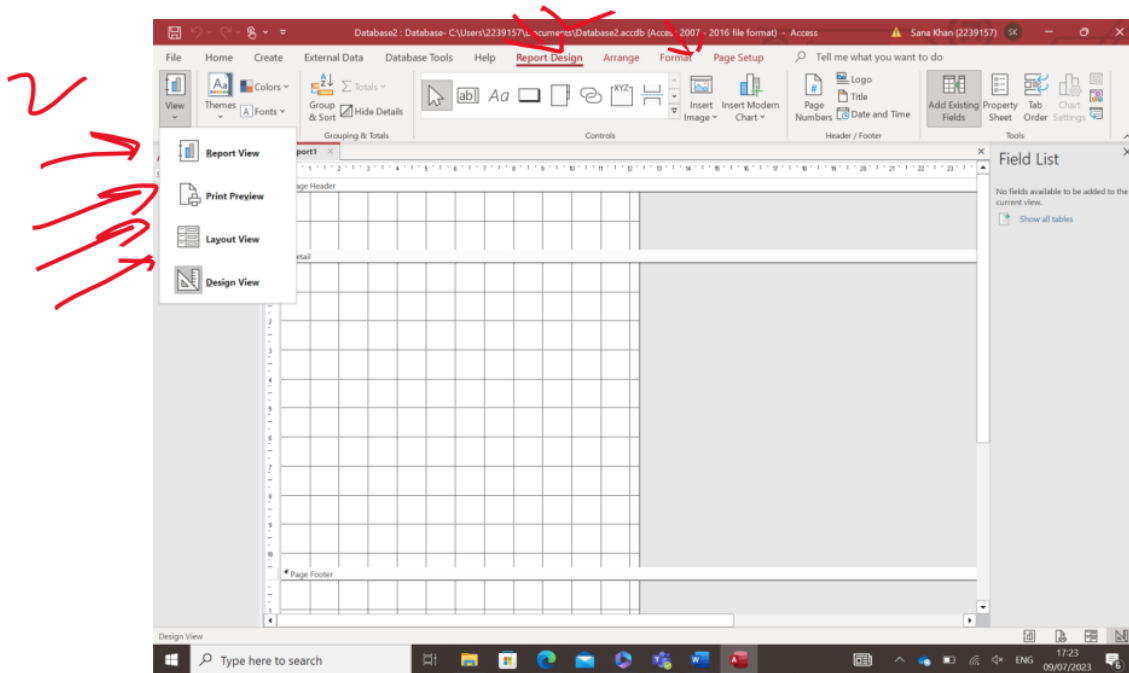


FIGURE 22.23.

V-LOOK.

IT is stand by “vertical lookup”. It is used for search the value from column and give the corresponding value from different column but same row.

1. click on fomula from maintool bar, then choose the v-lookup.

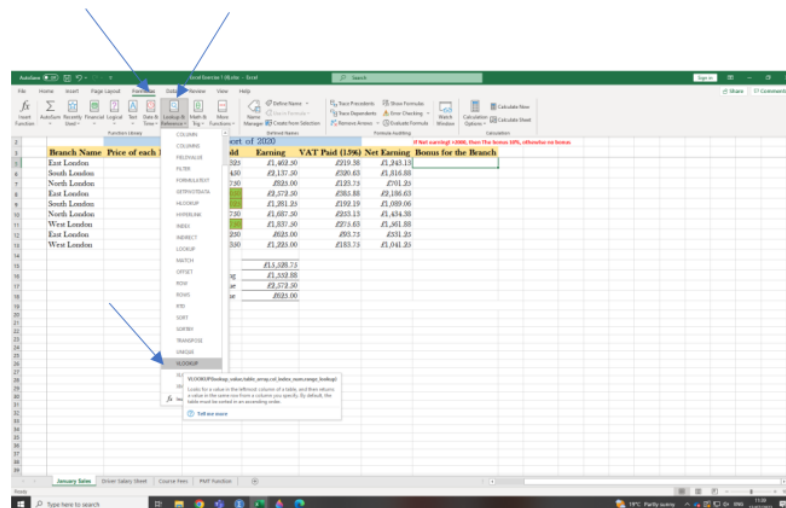


FIGURE 24.

2. First we need to choose the cell where we wants to put the value.

Branch Name	Price of each Item	Quantity Sold	Earning	VAT Paid (19%)	Net Earning	Bonus for the Branch
North London	£1.10	720	£822.00	£152.13	£669.87	
East London	£2.40	400	£960.00	£182.40	£777.60	
South London	£1.30	720	£936.00	£177.72	£758.28	
North London	£2.30	720	£1,656.00	£312.60	£1,343.40	
West London	£1.60	720	£1,152.00	£217.68	£934.32	
East London	£2.30	300	£690.00	£130.17	£559.83	
West London	£2.00	300	£600.00	£114.00	£486.00	
			Total Earning	£1,328.73		
			Average Earning	£1,328.73		
			Minimum Value	£1,328.73		
			Maximum Value	£1,328.73		

FIGURE 25.

3. Then we need to start adding the formula “=v-lookup”, then use bracket bar, click on cell which we want to get the value from, again comma.

Branch Name	Price of each Item	Quantity Sold	Earning	VAT Paid (19%)	Net Earning	Bonus for the Branch
North London	£1.10	720	£822.00	£152.13	£669.87	
East London	£2.40	400	£960.00	£182.40	£777.60	
South London	£1.30	720	£936.00	£177.72	£758.28	
North London	£2.30	720	£1,656.00	£312.60	£1,343.40	
West London	£1.60	720	£1,152.00	£217.68	£934.32	
East London	£2.30	300	£690.00	£130.17	£559.83	
West London	£2.00	300	£600.00	£114.00	£486.00	
			Total Earning	£1,328.73		
			Average Earning	£1,328.73		
			Minimum Value	£1,328.73		
			Maximum Value	£1,328.73		

FIGURE 26.

4. Then highlight the whole cell.

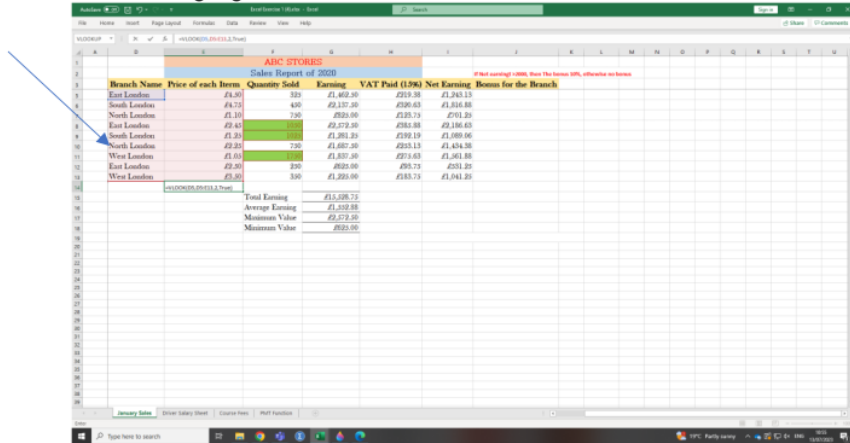


FIGURE 27.

5. After choosing the whole column, enter 2with comma as it is two rows then, comma, then close bracket bar and press enter.

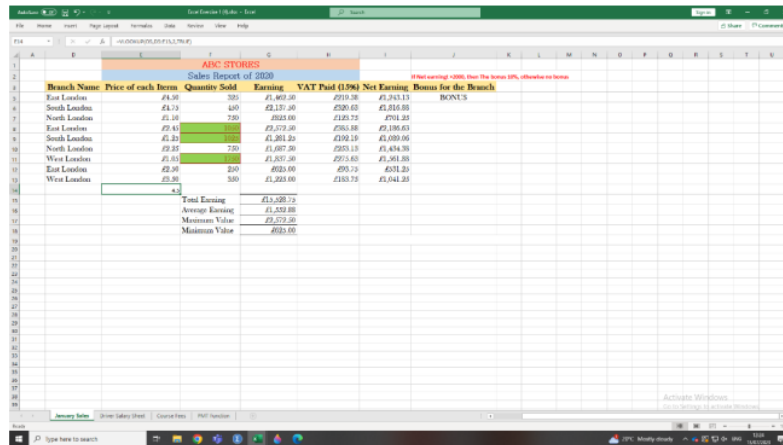


FIGURE 28.

6. Now you get the value.

IF FORMULA.

1. Go to the formula, click on if formula.

Click on cell where you want to add the formula.

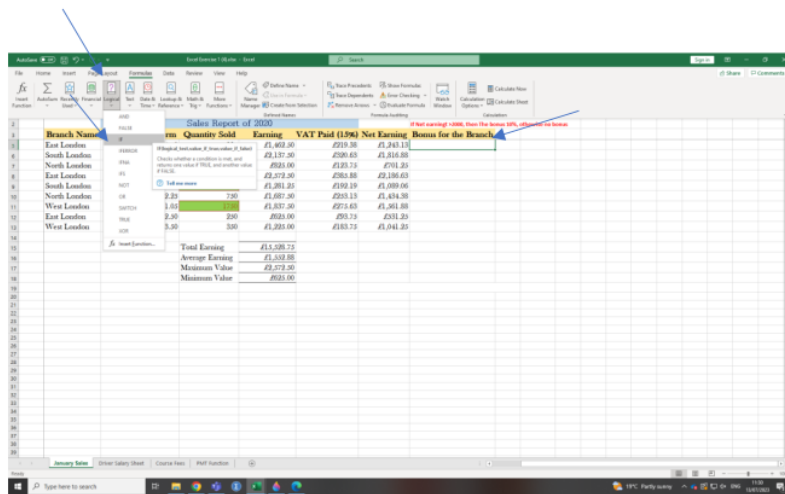


FIGURE 29.

2. start add formula =IF, add bracket, select the first cell, add you are value likewise >= or <=, then add the text like I add "bonus" or "no bonus", then add closing bracket.

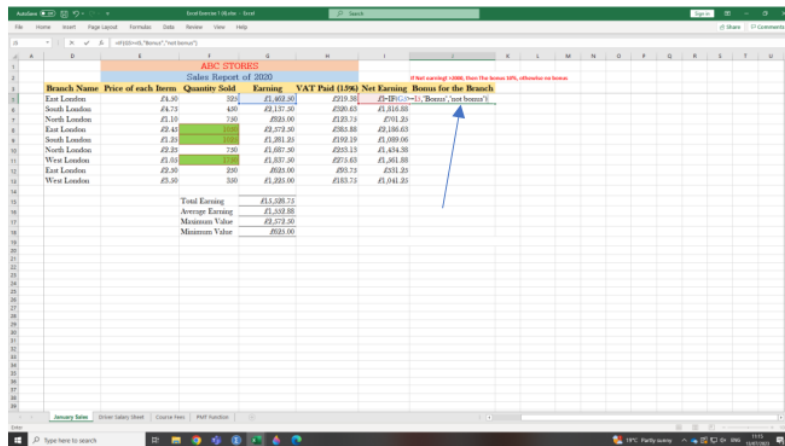


FIGURE 30.

3. Then press enter.

Branch Name	Price of each Item	Quantity Sold	Earning	VAT Paid (15%)	Net Earning	Bonus for the Branch
East London	£4.50	300	£1,350.00	£202.50	£1,147.50	BONUS
South London	£4.75	450	£2,137.50	£320.63	£1,816.87	BONUS
North London	£1.10	750	£825.00	£123.75	£701.25	BONUS
East London	£2.45	150	£372.50	£55.88	£316.63	BONUS
South London	£1.35	600	£810.00	£121.50	£688.50	BONUS
North London	£2.35	750	£1,762.50	£264.38	£1,498.13	BONUS
West London	£1.05	150	£157.50	£23.63	£133.87	BONUS
East London	£2.50	300	£750.00	£112.50	£637.50	BONUS
West London	£3.50	500	£1,750.00	£262.50	£1,487.50	BONUS
Total Earning			£11,200.00			
Average Earning			£2,240.00			
Minimum Value			£133.87			
Maximum Value			£1,816.87			

FIGURE 31.

4. then for other cell you just simply drop down with mouse and all the value adding itself.

Branch Name	Price of each Item	Quantity Sold	Earning	VAT Paid (15%)	Net Earning	Bonus for the Branch
East London	£4.50	300	£1,350.00	£202.50	£1,147.50	BONUS
South London	£4.75	450	£2,137.50	£320.63	£1,816.87	BONUS
North London	£1.10	750	£825.00	£123.75	£701.25	BONUS
East London	£2.45	150	£372.50	£55.88	£316.63	BONUS
South London	£1.35	600	£810.00	£121.50	£688.50	BONUS
North London	£2.35	750	£1,762.50	£264.38	£1,498.13	BONUS
West London	£1.05	150	£157.50	£23.63	£133.87	BONUS
East London	£2.50	300	£750.00	£112.50	£637.50	BONUS
West London	£3.50	500	£1,750.00	£262.50	£1,487.50	BONUS
Total Earning			£11,200.00			
Average Earning			£2,240.00			
Minimum Value			£133.87			
Maximum Value			£1,816.87			

FIGURE 32.

MAIL MERGE.

If you want to make a multiple documents or letter which requires the data from word or excel, then mail merge is the best option, you can apply.

1. Open the excel. Add all the required field likewise, name, surname, address, postcode, and country.

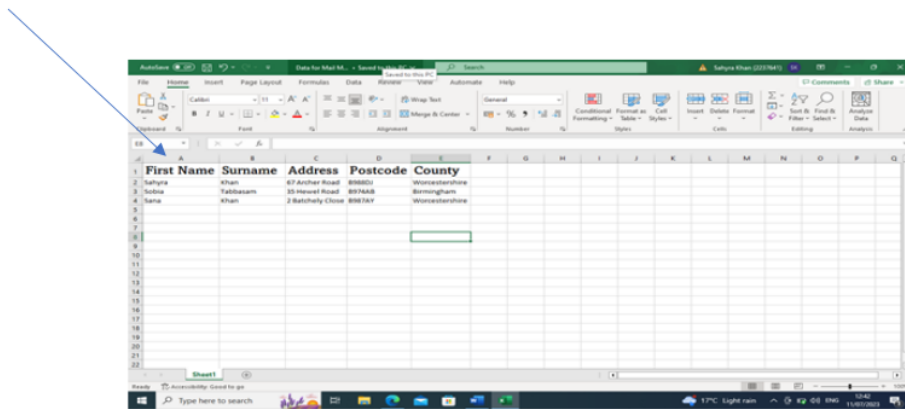


FIGURE 33.

2. Save this.

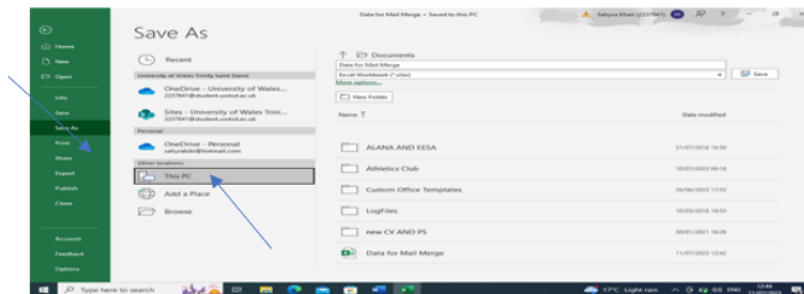


FIGURE 34.

3. Open the word document. Go to mailing, choose the option "mailing." Then choose the option "use the existing list."

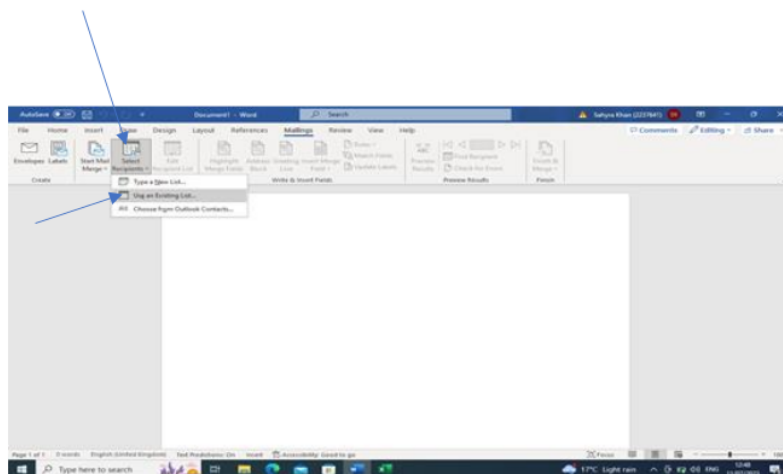


FIGURE 35.

4. then click on "mail merge field", drop down field list come, you can choose the fields whatever you want.

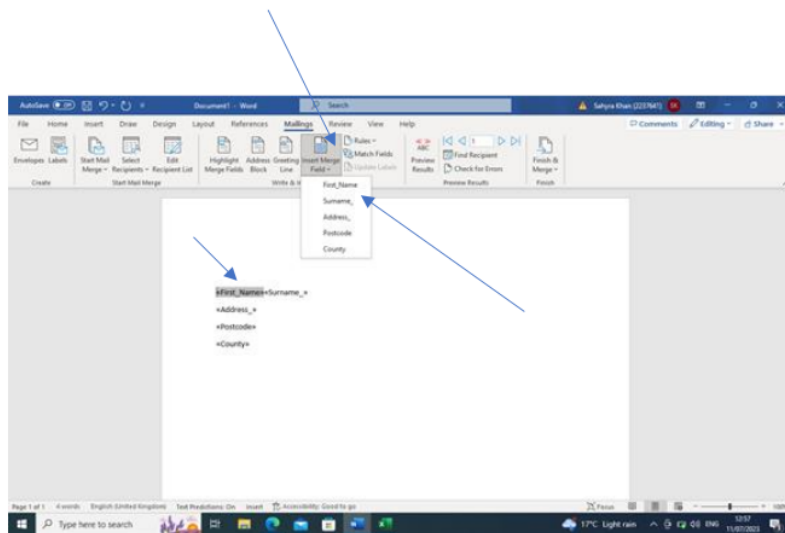


FIGURE 36.

5. then at last you can check from preview option all the field are correct or not.

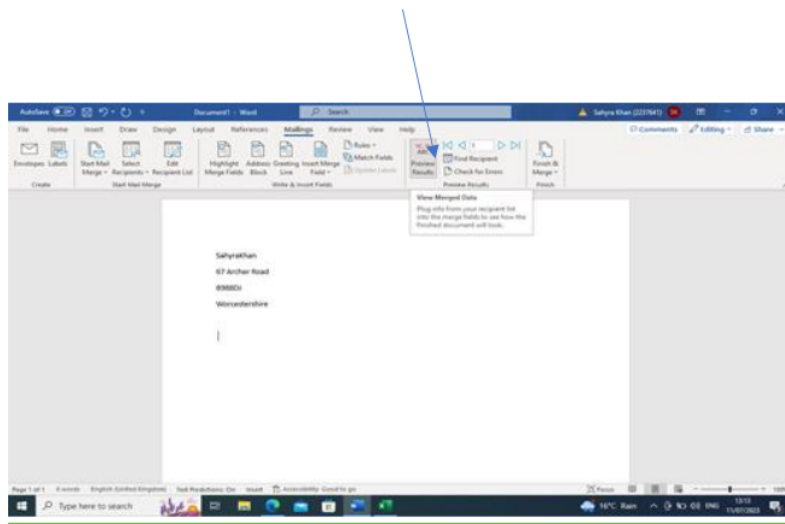
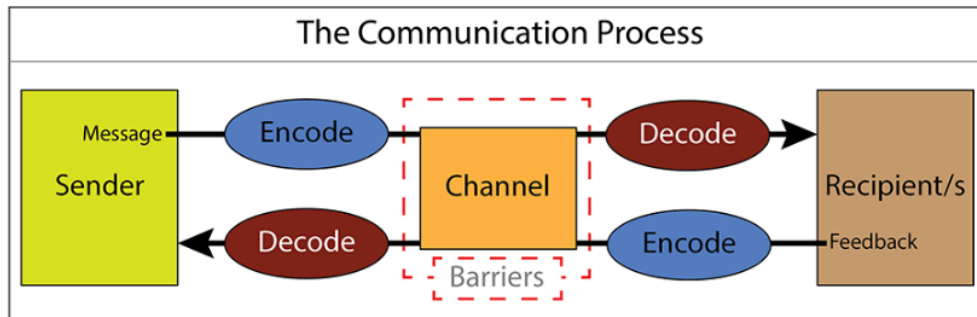


FIGURE 36.

Communication.

Communication is transfer of information. It can be one to one or in group. To better understand the definition of communication we divide it into three categories.

1. Verbal, where you listen and understand the meaning of the person.
2. Written, in this category you read and understand.
3. Nonverbal, in this you analyse the person and try to understand. (need, 2011)



(need, 2011). FIGURE 37.

- ★ Collaboration. Is to work as a team, build and share new ideas in business place. In business they give employ the networking tools where they connect to their coworkers to share manage files.
- ★ Communication can be possible without collaboration but collaboration is not possible without communication.
- ★ In digital era there are many different tools using for communication and collaboration but here I want to explain, sharepoint, ms Team for business, and skype, which are the common in business field.



SharePoint.

<https://upload.wikimedia.org/>

Document Management.

- ★ It is developed by Microsoft.
- ★ It is a web based collaboration and document management platform.
- ★ With sharepoint you can easily create, organize, share and upload the documents by the organization.
- ★ It give you easy access of version control. Check in/out functionality, approval of workflow, and search the document location from any device.

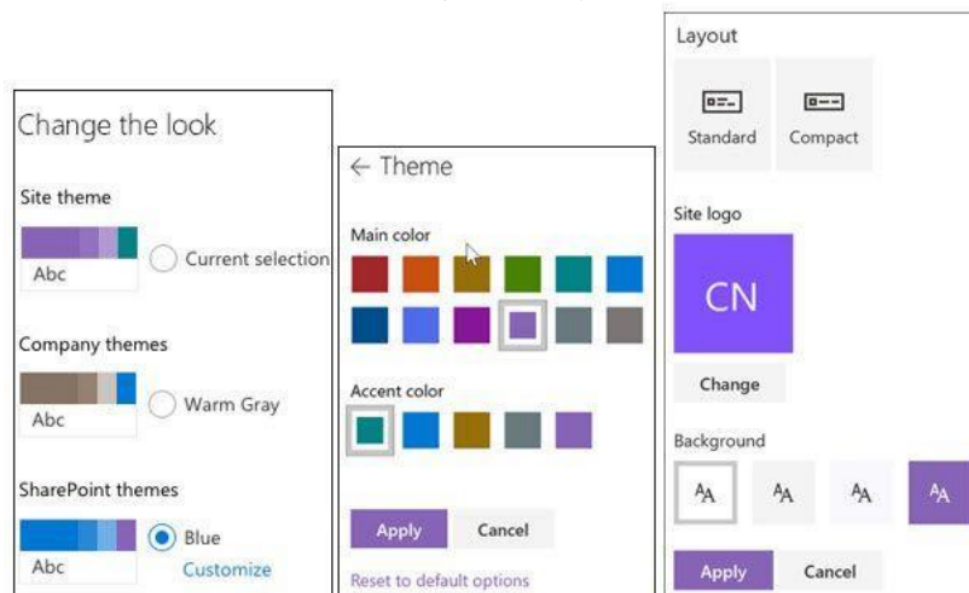
Sharepoint Server.

You can subscribe by per definition of microsoft 365 and can manage and develop sharepoint with the benefit of latest features "such as modern site pages, modern web parts and authoring, modern lists and libraries, modern search, integration with PowerApps, Power BI and MS Flow, and SharePoint home page" (365,M, 2023).

Create SharePoint.

There is simple and easy to make the group SharePoint team we-site. By one clicking [\[https://tenantName.sharepoint.com/_layouts/15/sharepoint.aspx\]](https://tenantName.sharepoint.com/_layouts/15/sharepoint.aspx)

- ★ enter the title>select the group is either (public or private) >select language.
- ★ Add the owner and members.
- ★ Click finish.
- ★ Design You are Site.
- ★ To make you are site professional look you have various choice to customize you are design and multiple choice of you are layout such as, logo, background, colour choices, heater footer, text, and link, or if you have a specific business theme.



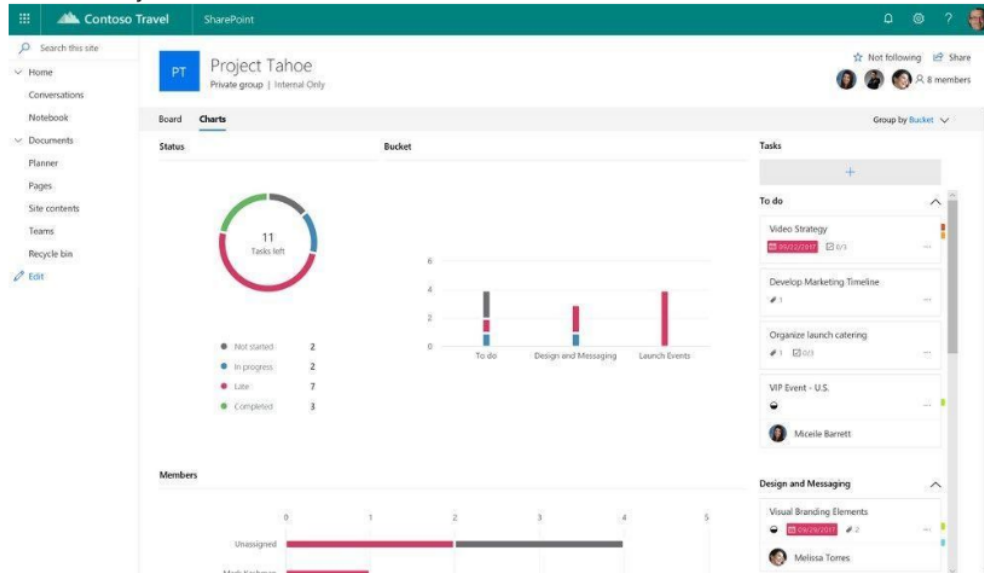
(Kashman, 2019) FIGURE 38.

Sharing outside the Organization.

- ★ You can directly shar and collaborate the documents with client, customer, or vendor.
- ★ Or if you want from outside the organization SharePoint allowed to track and report the documents.
- ★ External only allowed those file and documents which you give the access to them.

Lists and Libraries.

- ★ **SharePoint** has various type of list and library to store and manage the data.
- ★ **List** can create task, tracking the issues or inventory management.
- ★ **Library** store the image, video, documents, and other file.
- ★ **Planner** Without plan it is difficult to do the any task. SharePoint give you the access to add the plan, it can be either you are existing plan or click on new to make a brand-new plan where you can add news, new page, list, etc. which one is most relevant for you are team.

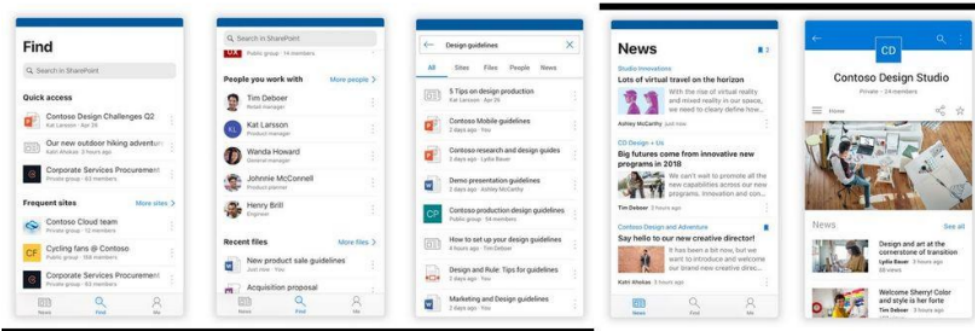


(Kashman,M, 2019). FIGURE 39

1. SharePoint Mobile App.

- ★ One little device called “mobile,” which is always in you are pocket as it is easy access¹⁴ connect with world. SharePoint knows it and it give the access via mobile app to **read and write news**, search website, **search the people and content** through you are **organization**.

- ★ By using powerful people card you can learn, look up about someone at Microsoft.



(Kashman, 2019). FIGURE 40.

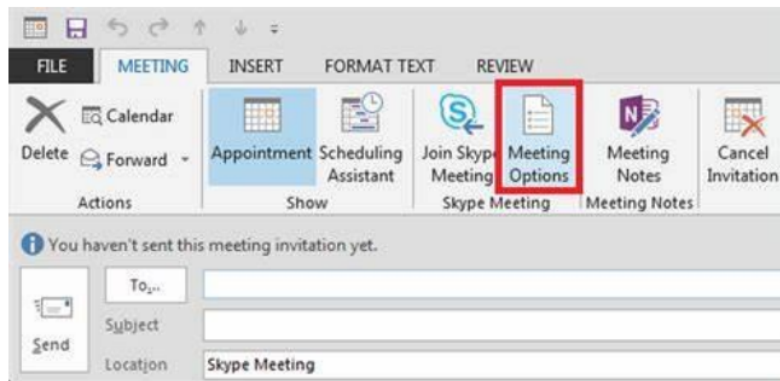


1.

1. Skype for Business.

18

- ★ With skype for business you can easily connect with other people in your company or around the world.
- ★ It is like skype, but it enhances the features for business.
- ★ With it you can invite a large audience for meeting when they available with highly industrial strength security during call.
- ★ If you want to connect with someone, simply find contacts in main window, n make a voice/video call.
- ★ You can schedule a meeting or start conversation by selection the option of chat, call, video, or IM.



1.

1. . FIGURE 41. (Business S,2023)

- ★ During the chat you can invite other people and add the audio.
- ★ If you need help you can give the control to other by screen sharing option.
- ★ You can invite automatically to add call-info or via link.
- ★ If you have not the skype for business, you can joined just click on link when it is time.
- ★ Skype business connect you to other people with Microsoft apps always.
- ★ There is "More Option" where you can use the additional feature likewise "recording" in full HD (Microsoft, 2023).



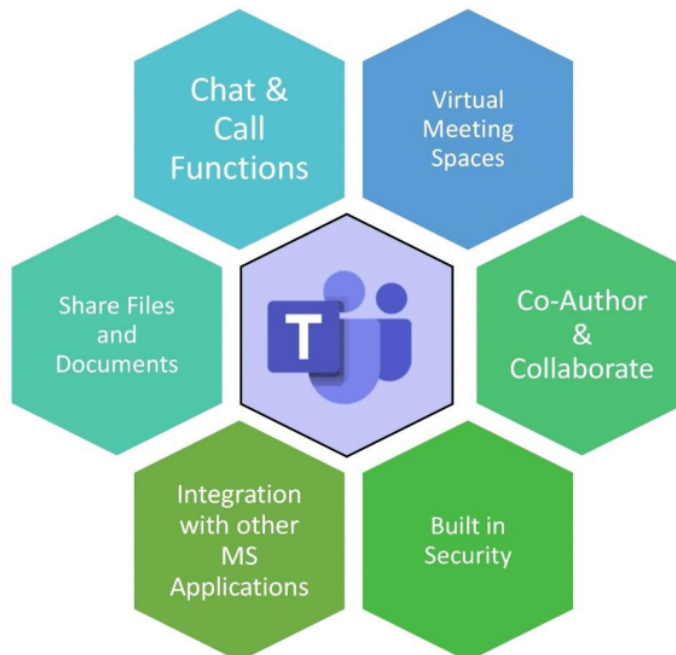
(Microsoft, 2023). FIGURE 42..



Microsoft Teams

MS Teams.

- ★ It is a collaboration platform developed by Microsoft.
- ★ It has a future of real time networking with colleagues.
- ★ You can chat one-by-one or as a group.
- ★ It allowed to share files, message, and multimedia content.
- ★ It allows user to schedule and join online meeting, which can be audio or video.
- ★ You can record the meeting for future references.



➤ [pic of microsoft team features - Bing images](#) FIGURE 43.

- ★ It allows you to share the files and documents and collaborate them in real time via OneDrive and SharePoint.

- ★ Microsoft team give you fully peace of mind with their security and compliance features.
- ★ It available on Android, iOS, Linus, macOS, and windows .(FIGURE 44)

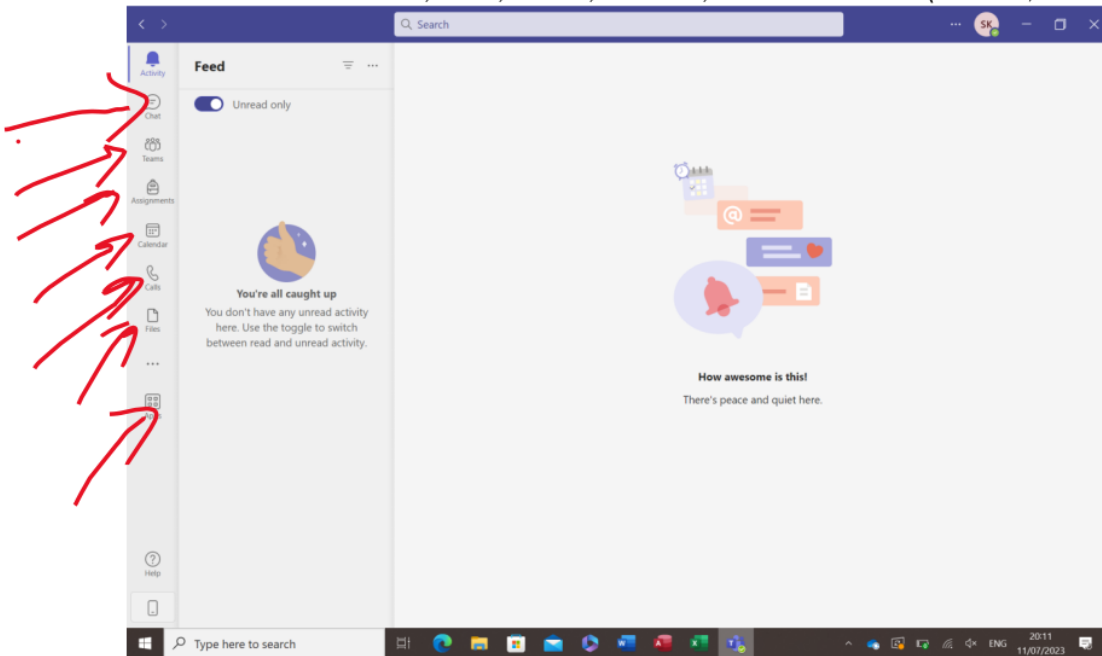
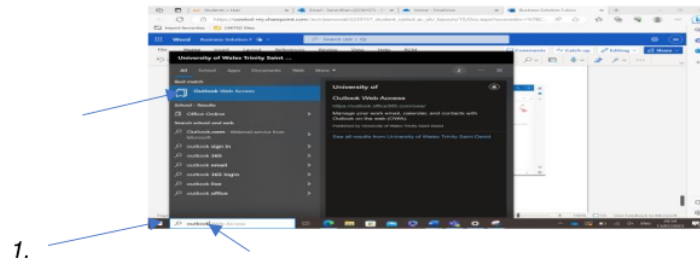


FIGURE 45.

Email.

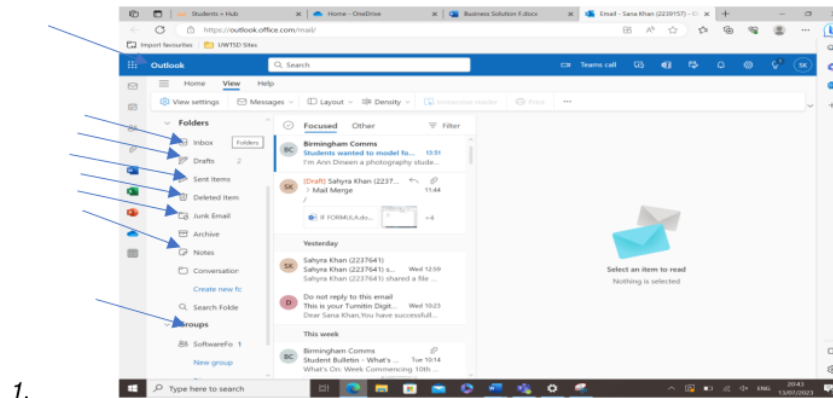
- ★ Email is short form of "electronic email."
- ★ It is the trendiest way of communication for personal or professional purposes.
- ★ This is the digital way of sending or receiving messages.
- ★ Attachments are the extra beneficial option, where you can attach the files, images, or spreadsheets.
- ★ There are various composed based or web-based email services.
- ★ Popular composed base are ²⁰Microsoft Outlook, Mozilla Thunderbird, and Apple Mail.
- ★ Web- based are Gmail, Outlook.com, and yahoo.
- ★ It is used for different purposes, personal, business, marketing, and more.
- ★ Always remember the email etiquette.

- ★ When it is necessary always ensure about security of sensitive information.
- ★ To be a part of this you need to make email address.
- ★ You need to choose letters and numerical or symbol.
- ★ Then you must make the password to keep it personal and secure.



1. FIGURE 46.

1. Go to the right on pc, click on the window icon, write the “outlook” on search bar, then click on “outlook option.



1. FIGURE 47.

2. Main page will be open. ¹³ On the left-hand side you can see the different options likewise, **Inbox**, where all emails coming and save. **Draft**, if you draft any email but not send same time it automatically saves in it. **Send**, this is the option where those email saves which are sending by someone. **Junk** emails are those which you do not subscribe but the company send for advertisement. **Notes**, where you can save you are valuable information or anything which you do not want to send straight away and send later.

You can make the group where you can add the people you want and send the email together in one go.

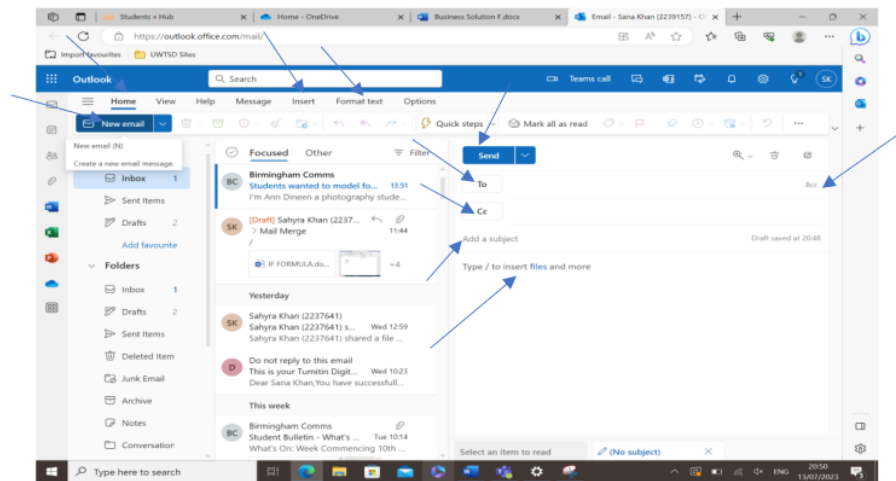
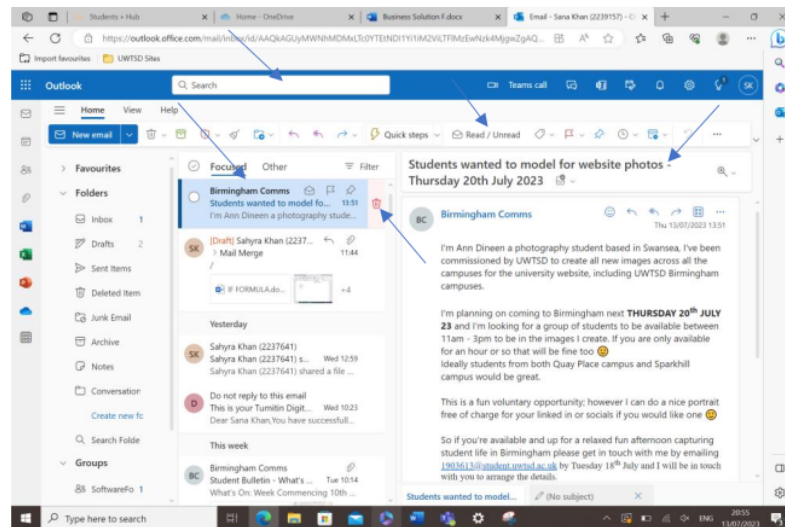


FIGURE 48.

1. In here it shows how to write and send the email.

- ★ First you need to click on “**home**” icon, the option will show “new email,” click on that, the page will appear as shown above.
- ★ On the top it says “**To**” where you write the recipient's name (the person you want to send the email).
- ★ There is option “**CC**” which means carbon copy. If you want to send multiple recipients and want to show the names, so this is the option to choose.
- ★ The option “**BCC**” (blind carbon copy), this option is used for sending email to multiple recipients but do not want to show the names.
- ★ “**subject**” in this option you summarise you are all the purpose of email.
- ★ Then it is the main text body where you can write the purpose of the email.
- ★ The last step is “**sent**” option which is on the top.

1.



1.

1. FIGURE 49.

- ★ Here I try to describe little about message.
- ★ As you can see in left hand side there are messaging shows with date and time.
- ★ There is delete button on right so you can delete unwanted emails.
- ★ There is search bar on top where you can easily search the emails.

MS TEAM.

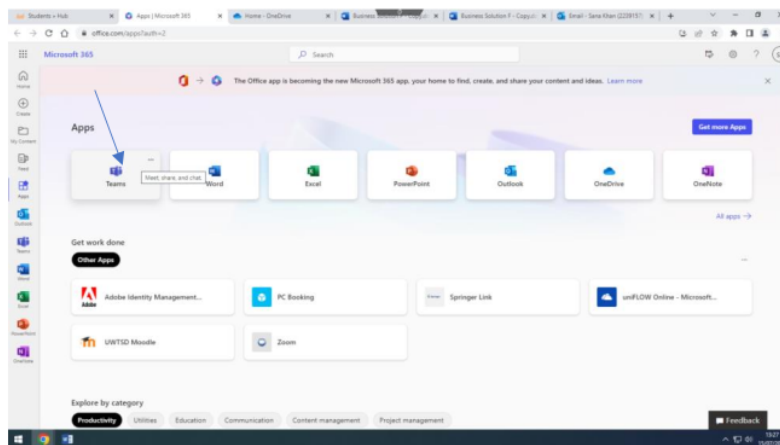


FIGURE 50.

1. Go to the Microsoft apps from you are pc, click on "Ms team" as shown above.

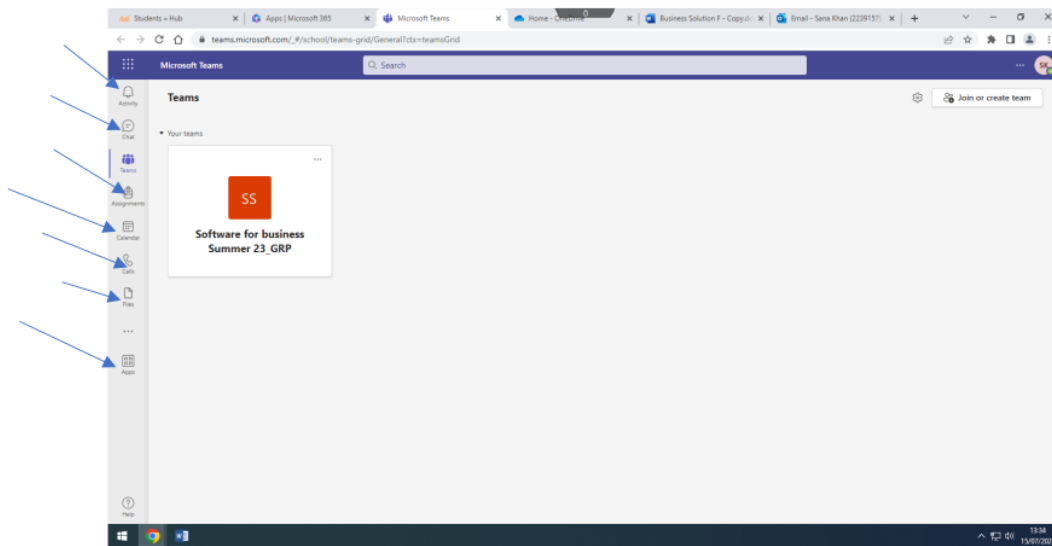


FIGURE 51.

2. Now you can see the main page where it shows various options.

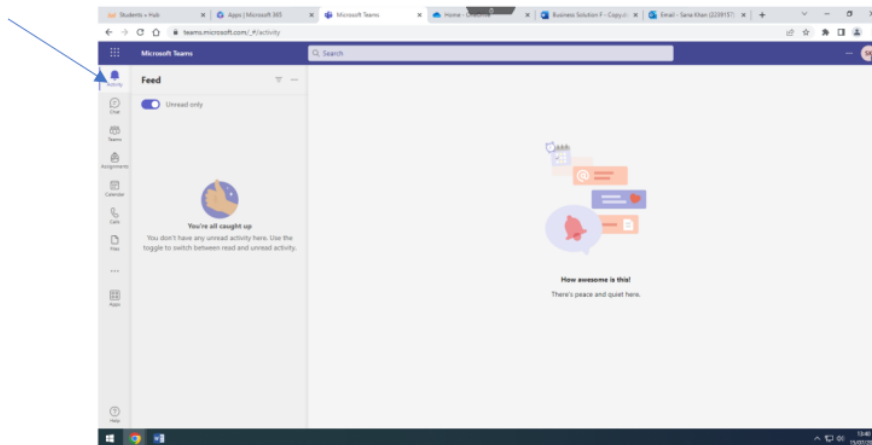


FIGURE 52.

3. First option is "activity", in this all you are activity which need to be done are save till you do not finish all.

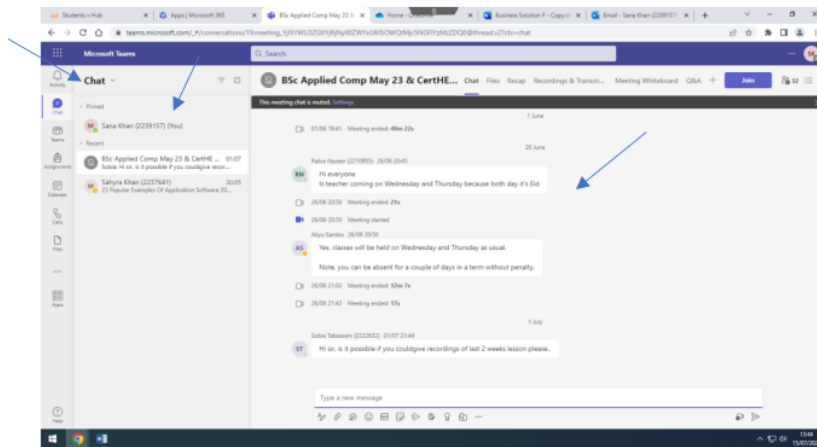


FIGURE 53.

3. "chat" option is used to chat with you are contacts which save in team they can be personal, or co-workers.

You can chat individually or as a group.

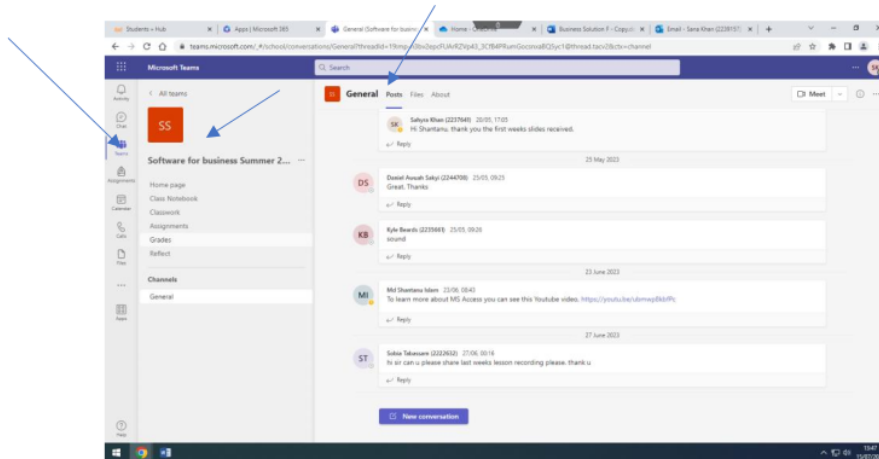


FIGURE 54.

4. By clicking option "teams" it brings you to you are main portal as you can see mine university page, it can be business or study one.

Here all the class material are saved likewise, class notes, class work, assignments, grades and more.

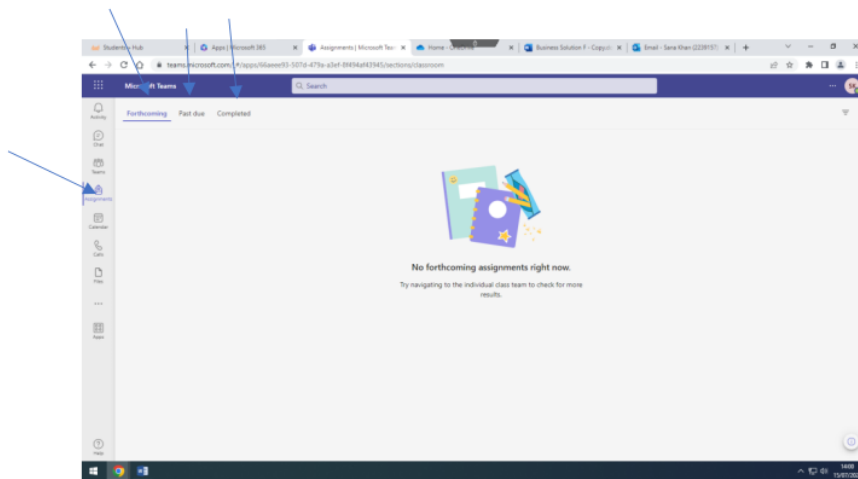


FIGURE 55.

5. In "Assignment" option, all your assignments are saved with an option of when it's due to remind you. Also, all the submits one save as well.

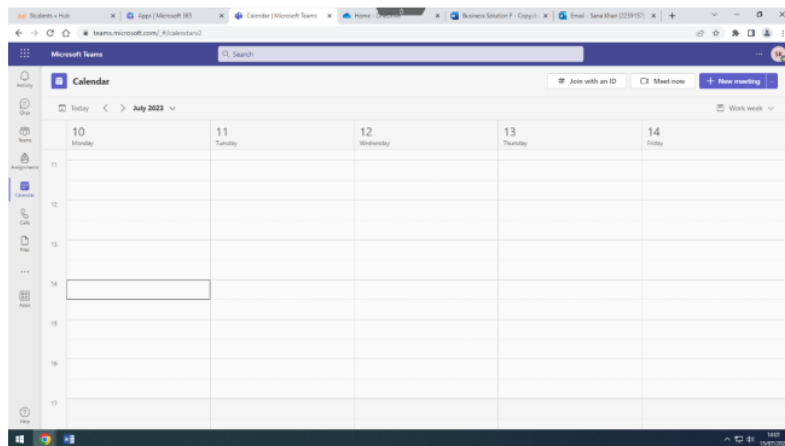


FIGURE 56.

6. In this you are all assignments and other major events are safe to remind you.

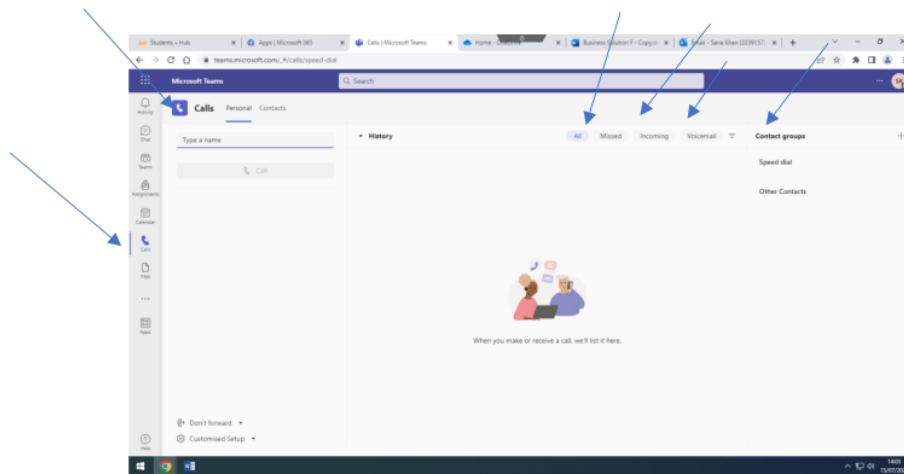


FIGURE 57.

- ★ The best of all “call” option. This can be used for, if you work in project with co-workers or if you want to attend the class online some reason.
- ★ Where you can make a single call or group call.
- ★ It has feature to show the miss call, incoming and outgoing calls.
- ★ You can add the contacts as much as you wish to.

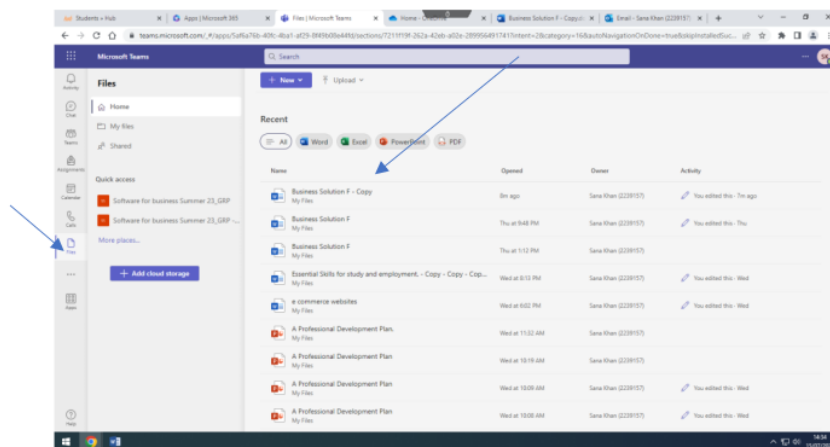


FIGURE 58.

8. In “file” option, you are all the organiser documents save automatically, you can share and edit the files.

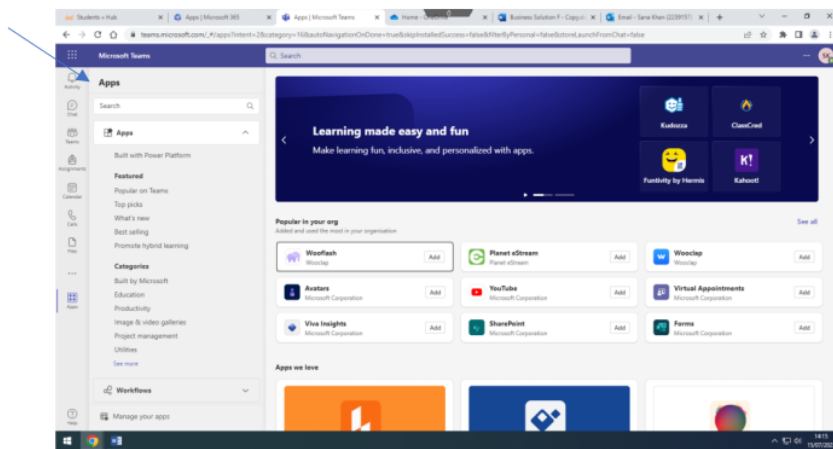


FIGURE 59.

9." Teams" give you access to collaborate with different apps.

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- (lonos, 2022) [IONOS » Email. Domains. Websites.](#)

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[_\(inc, 2019\)_ Microsoft Teams features that will improve your productivity \(competitivecc.com\)](#)

(Brain, 2022)software solution for business pic - Bing images

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