

Bethany Gayle 2229729
Assignment - SA4B
ACCA4031_Sem2_CW1of1_2022
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by Bethany Gayle

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CertHe S4BA Assignment 1 TURNITIN Submission Template

CERTHE Software & Apps for Business

Task 1: e-Portfolio.

- <https://sites.google.com/view/e-portfolio-of-bg-2229727>



Task 2 – Mind-map. <https://miro.com/app/board/uXjVMcb1wDU=/#tpicker-content>



Task 3 – Office Applications.

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Task 3

Office Applications

3a. Microsoft 365 (formerly Office applications) is a subscription service that provides you with the latest version of the Microsoft 365 apps that work anywhere, anytime, with, such as Word, Excel, and PowerPoint. Even though it is a cloud-based service, Microsoft 365 apps don't run in the cloud. (Refer Task 2.1)



Microsoft 365

Office Applications software are used throughout all businesses. They are tools that enable you to create, process and build documentation which would enable you to create spreadsheets or present with many different functions this can benefit many businesses.





3b. Microsoft word enables businesses to create information that could be used as documentation for employees personal details, or information that is being written for any part of the business whether it is a customer or employee. There are many features within word that businesses find useful.

Microsoft Outlook is where all emails are held, sent and received throughout a business whether it is internal or external this allows communication to be maintained. The information is also held and stored there until the user decides they no longer need it.

Microsoft PowerPoint enables to select to put together information in order to present. It offers features such as diagrams, images, graphs and charts. Microsoft Excel enables businesses to input information and data and allows you to calculate information to work out sums. The system allows them to create spreadsheets and graphs with the information that has been input.

References: Task 1 at <https://www.paruldeep.com/2021/12/27/1718486-Guide-ACCOMPLISH-Software-and-Apps-for-Business>

Task 1a at <https://www.paruldeep.com/2021/12/27/1718486-Guide-ACCOMPLISH-Software-and-Apps-for-Business>

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Task 4 – Digital Dashboard and Data Analytics software.

[illegible]

Task 5 - Communication, Collaboration & Project Management

E-Portfolio of ML2020721

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Task 5

Communication, Collaboration and Project Management

Communication software is used to provide remote access to systems and exchange files and messages in text, audio and video. It links between different computers or servers that enables remote execution, the transfer programs, files and instant messaging programs, as well as central functionally integrated ability. The focus is also applied to software operating a suitable instant system, but networked multi-sending a complex network or shared Program Control software.

Communication Examples

- Team Share - Video Conferencing
- Zoom - Audio Conferencing
- Messaging apps - Communication within the network
- Email
- Social Media

Collaboration software is software in application software designed to help people working on a common task to share their goals. One of the explicit objectives of groupware is "facilitate group processes also software to support them".

As requests available interactive, collaborative software may be divided into two types collaborative writing platform that allow multiple users to engage in live, simultaneous and interactive writing of a single file, usually a document, and version control also known as revision control and source control software, which allow separate users to make parallel edits to the same document, which could result in any one or more files that are variants of the original file.

Collaboration Examples

- Team collaboration - If others allow content to collaborate software to connect in simply working in different applications
- Using groupware software to share in one place and application

Project management software (PMS) has the capacity to help plan, organize and manage resources tasks and develop resource estimates. Depending on the sophistication of the software, it can manage resources and planning, resources and control and budget management, resource allocation, collaboration software (communication), business travel, quality management, risk management and documentation of administrative systems. Numerous PC and Internet-based project management software are available (downloaded software products) and vendors are available.

Project Management Examples

- GanttChart
- TaskPlanning
- MindMapTools

Reference link to communication software: http://en.wikipedia.org/wiki/Communication_software

Communication software: http://en.wikipedia.org/wiki/Communication_software

Project Management software: http://en.wikipedia.org/wiki/Project_management_software

Project Management software

Project Management software is a type of software that is used to manage projects. It is a tool that helps project managers to plan, organize, and manage their projects. It is a tool that helps project managers to track the progress of their projects and to ensure that they are completed on time and within budget. Project management software is a tool that helps project managers to manage their projects. It is a tool that helps project managers to plan, organize, and manage their projects. It is a tool that helps project managers to track the progress of their projects and to ensure that they are completed on time and within budget.

Navigation icons: back, forward, search, etc.

Learn more about Microsoft Teams at <https://www.microsoft.com/teams>

Teams Microsoft Teams is the ultimate messaging app for your organization – a central place for your collaboration and communication, meetings, shared app sharing, and even the complete work environment, all in the palm of your hand. Teams allows full communication to continue with anyone, anytime.

Calendar Microsoft Teams allows you to view your calendar within the Teams app. You can view your calendar, add new events, and even accept or decline events. Teams also allows you to view your calendar on the go with the Teams app.

Collaboration Microsoft Teams is the ultimate place for your collaboration and communication. It's a central place for your collaboration and communication, meetings, shared app sharing, and even the complete work environment, all in the palm of your hand. Teams allows full communication to continue with anyone, anytime.

Meetings Microsoft Teams is the ultimate place for your collaboration and communication. It's a central place for your collaboration and communication, meetings, shared app sharing, and even the complete work environment, all in the palm of your hand. Teams allows full communication to continue with anyone, anytime.

Microsoft Teams

Get the Microsoft Teams app on your mobile device. It's the ultimate place for your collaboration and communication. It's a central place for your collaboration and communication, meetings, shared app sharing, and even the complete work environment, all in the palm of your hand. Teams allows full communication to continue with anyone, anytime.

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IMPORTANT LINK TEST REMINDER: to ensure your work is accessible by the module tutors for marking, it is very important to sign out of the online application used to create your e-portfolio and to try accessing it with the link you are providing in this document. For the work to be marked, it must be available to the module tutors for marking.

FINAL GRADE

GENERAL COMMENTS

Instructor

66/100

Total	66
1. Engagement with Literature Skills	
+ Some use of citations and references included. - IEEE reference format not used.	10
2. Knowledge and Understanding Skills	
+ Knowledge and understanding of most software application areas defined and documented. Good. - Task 1: e-commerce website builders not documented. Task 2: Some additional key marketing tools such as Hootsuite, Mailchimp could also be included. - Task 3: definition of some additional office suites would add value + with supporting citations. Not in IEEE reference format.	16
3. Cognitive and Intellectual Skills	
Analysis clearly documented for all software application	16

areas. Good. - Analysis could be extended to include some additional areas as mentioned above. + with supporting citations. Not in IEEE reference format.	
4. Practical Application Skills	
T1: + An online e-portfolio is accessible, clearly structured, and easy to use. Good. T2: + A Mind map to illustrate Business Software applications is clearly structured and presented. Good. T3: - Practical use of a Contemporary Office application is not clearly documented, several labelled screenshots and brief accompanying description could be used. T4: - Poster or practical use of a Digital Dashboard/Data Analysis/Data Analytics software solution is not documented, several labelled screenshots and brief accompanying description could be used here. T5: - Practical use of a Communication/Collaboration/Project Management application is not clearly documented, several labelled screenshots and brief accompanying description could be used here.	8
5. Transferable Skills for Life and Professional Practice	

- Word submission document does not include title page.

1
6

+ Word submission document includes e-portfolio link and task screenshots.

+ e-portfolio is easily accessible.

+ e-portfolio is easy to use. + Navigation: And task answers can be found with ease.

+ Task answers are clearly documented and structured.

- Practical tasks / screenshots could be more clearly labelled, documented, and described for each task.

On-time: Y.

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