

Software Applications for Business

by Simion Sergiu Mihasan

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Software Applications for Business

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The use of technology has significantly revolutionized the workplace, enabling organizations to operate more efficiently and effectively. This report provides an analysis of different software applications and tools that can be utilized to improve workplace operations.

In this report, initially, we examined contemporary e-commerce website builders, including Shopify, BigCommerce, and WooCommerce. The report documents their features such as website design, payment processing, and inventory management. An e-portfolio was also created to demonstrate our work and findings. The report also presents a mind map of current software applications that support daily business operations, including Microsoft Office, project management tools, digital dashboards, and data analytics software. Each application was scrutinized, and their key features documented, with supporting screenshots from a free online mind mapping tool. Furthermore, we analyzed various office applications like word processing, spreadsheets, databases, and presentations, including Microsoft Office, LibreOffice, and Google Workspace. Their distinctive features were examined, and we tested some of the business-related features of LibreOffice Writer. We then looked at digital dashboards and data analytics software and tested Microsoft Power BI to create a fictitious A3 digital dashboard poster for an organization. Finally, contemporary communication, collaboration, and project management applications were analyzed, including Asana, Trello, and Slack. We tested some features of Slack to demonstrate its practical use. The report concludes that these software applications and tools can enhance productivity, workflow, communication, and decision-making in the workplace, resulting in cost savings and increased profitability for businesses and organizations.

Task 1: e-Portfolio

An e-commerce website builder is a software solution that enables businesses to create an online store to sell products or services. There are many e-commerce website builders available, and choosing the right one depends on the needs and budget of the business.

Shopify is a popular e-commerce website builder that offers a range of features, including customizable templates, payment processing, shipping integration, and inventory management. It also has an app store that allows businesses to add additional features and functionalities to their online store. WooCommerce is a plugin for WordPress, one of the most widely used website builders. It offers many features, including product management, payment processing, and shipping integration. It is highly customizable and offers many plugins to extend its functionality. BigCommerce is another popular e-commerce website builder that offers many features, including customizable templates, payment processing, shipping integration, and inventory management. It also offers advanced SEO tools and marketing features [1].

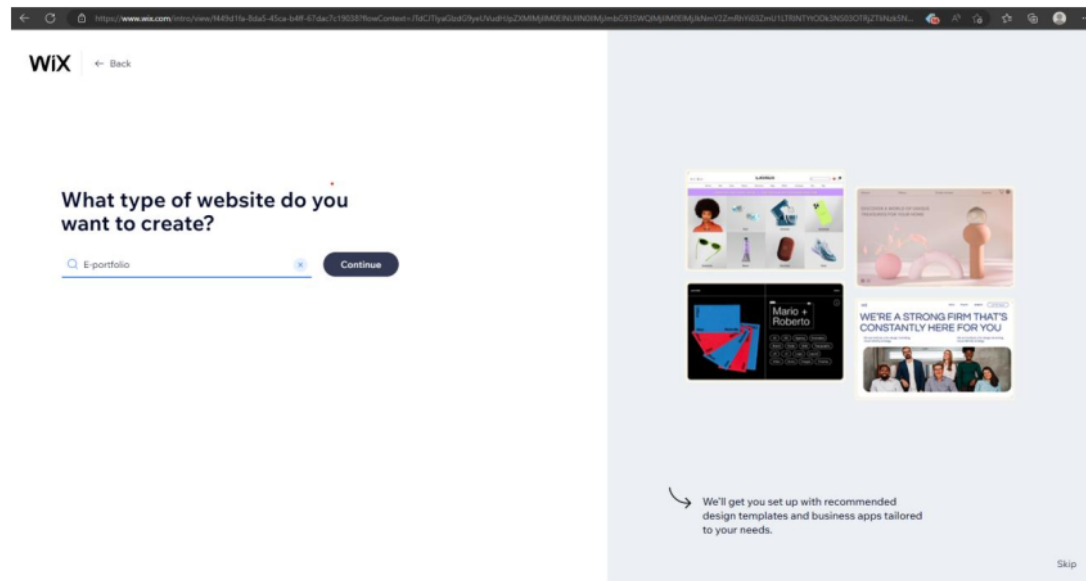
There are many e-commerce website builders available, and each one offers its own set of features and functionalities. It is important to carefully consider the needs and budget of the business before choosing an e-commerce website builder.

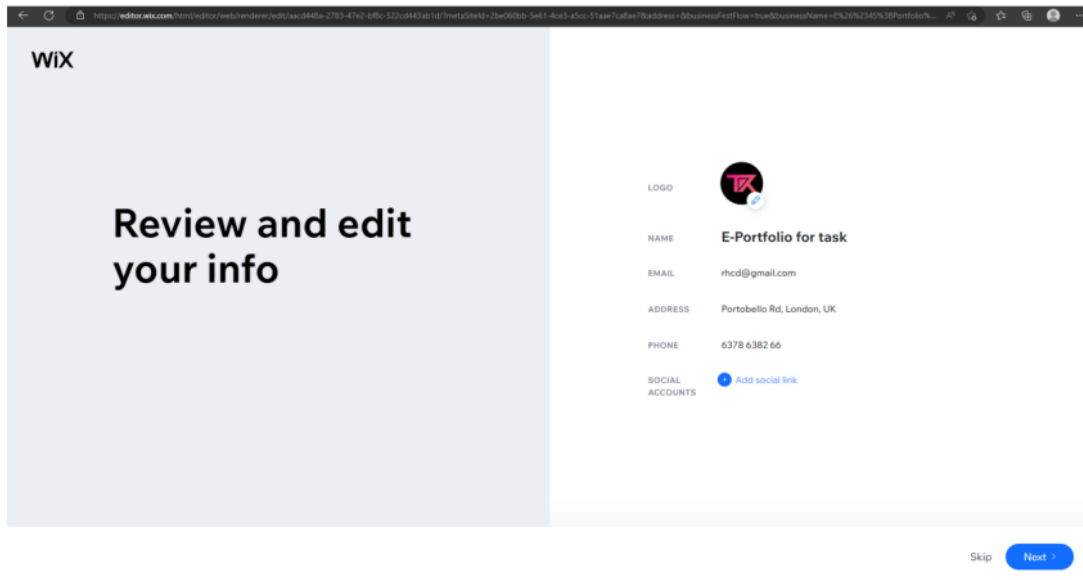
Creating E portfolio

A link to the e-portfolio homepage- <https://2232658.wixsite.com/e-porfolio-of-sergiu>

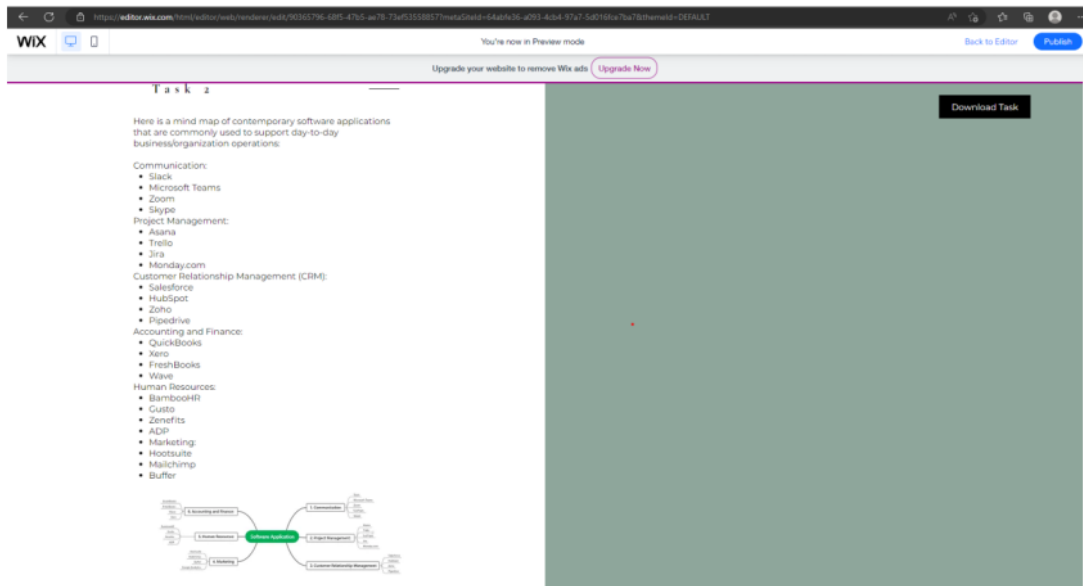
Link for One Note - https://uwotd-my.sharepoint.com/:o/g/personal/2232658_student_uwotd_ac_uk/EkGLCuxc68hJp5Dm3X-wzo0BvVQcP7jyLNsrcb8mveiLFA?e=htWhkt

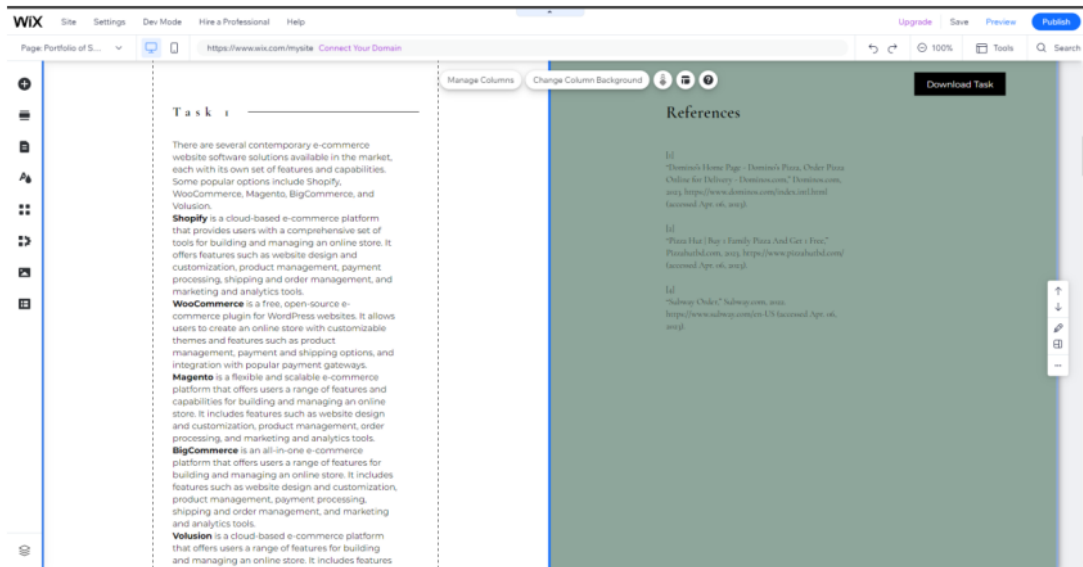
Setting Up Wix :



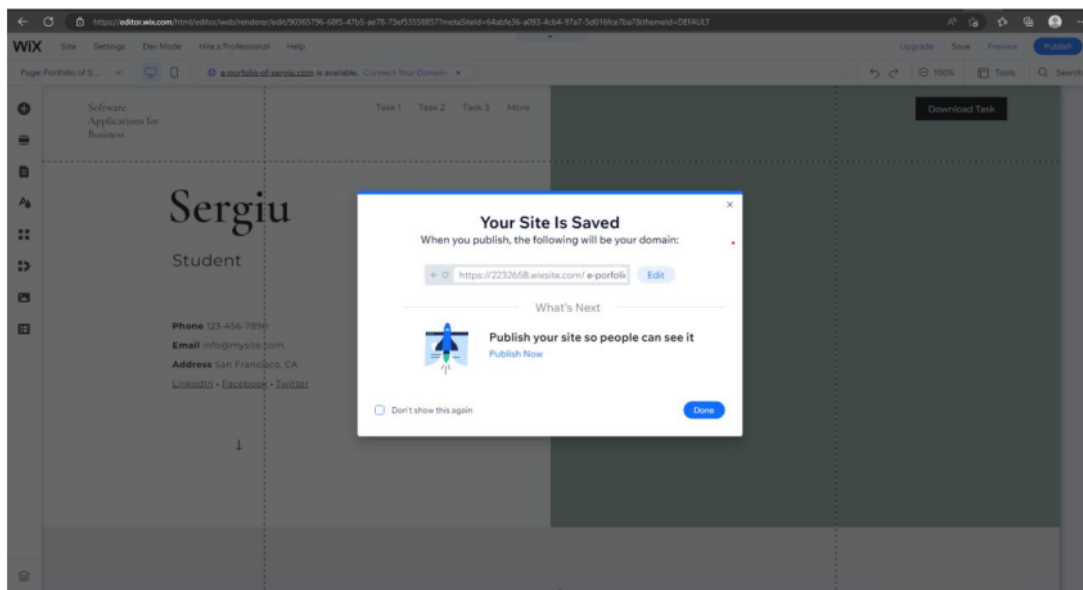


Adding content to website:

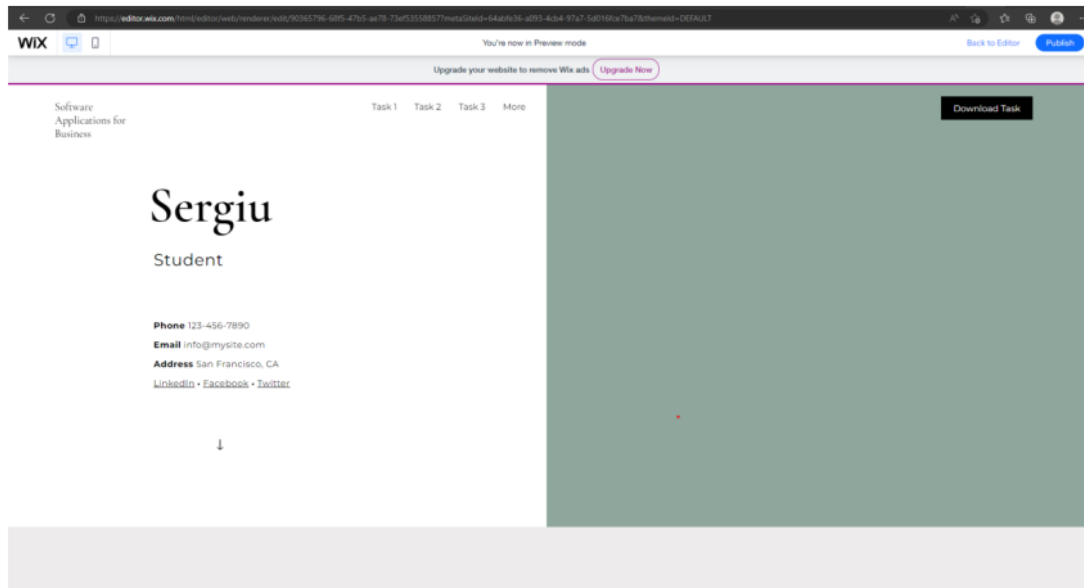




Saving and publishing website:



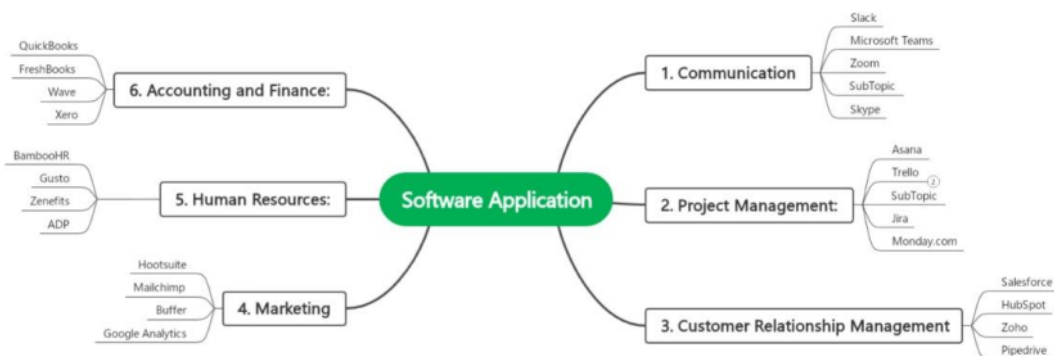
Final view of e-portfolio website:



Task 2 – Mind-map

A mind map is a visual tool that is used to organize information, ideas or concepts. It is a diagram that starts with a central idea or theme, which is then expanded with subtopics or related ideas branching out from it. The subtopics themselves may have further subtopics branching out from them [2]. The main idea is usually placed in the center of the map, while the subtopics are arranged radially around it, with the most important ones closer to the center. Mind maps can be used to brainstorm ideas, plan projects, take notes, and organize information in a more efficient and creative way. They are often used as a tool for learning, problem-solving, decision-making and communication. Mind maps can be created by hand, using pen and paper, or with the help of various software applications [3].

Here is a mind map of contemporary software applications that are commonly used to support day-to-day business/organization operations:



These software applications are widely used to support different aspects of day-to-day business/organization operations. Communication tools such as Slack and Zoom are essential for remote collaboration and team meetings [4]. Project management tools like Asana and Trello help teams to manage tasks and track progress. Customer Relationship Management (CRM) systems such as Salesforce and HubSpot help businesses to manage customer interactions and improve sales. Accounting and finance software like QuickBooks and Xero help organizations to manage their finances and invoicing. Human resources software such as BambooHR and Gusto help organizations to manage employee data and payroll. Marketing tools like Hootsuite and Mailchimp help businesses to manage their social media presence and email marketing campaigns[5].

These software applications can significantly improve productivity, workflow, communication, and decision-making for businesses and organizations. By leveraging these tools, businesses can streamline their operations, improve collaboration and communication, and ultimately achieve their goals more effectively.

Task 3 – Office Applications.

There are several contemporary communication, collaboration, and project management applications that businesses and organizations can use to enhance productivity and workflow. Some of the most popular ones include Slack, Microsoft Teams, Asana, Trello, and Basecamp [6].

Slack:

Slack is a communication and collaboration platform that allows users to communicate and share files in real-time. It has features such as channels, direct messages, file sharing, and video conferencing. Slack also integrates with other applications such as Google Drive, Trello, and Asana.

Microsoft Teams:

Microsoft Teams is a collaboration platform that combines workplace chat, video meetings, file storage, and application integration. It allows users to collaborate on projects, share files, and communicate in real-time. It also integrates with other Microsoft applications such as Office 365 and OneDrive [7].

Asana:

Asana is a project management application that helps teams track their work and manage projects. It allows users to create tasks, assign them to team members, set due dates, and track progress. Asana also provides features such as team calendars, project timelines, and project portfolios.

Trello:

Trello is a project management application that uses boards, lists, and cards to help users organize and prioritize their work. It allows users to create tasks, assign them to team members, set due dates, and track progress. Trello also provides features such as team calendars, project timelines, and project portfolios.

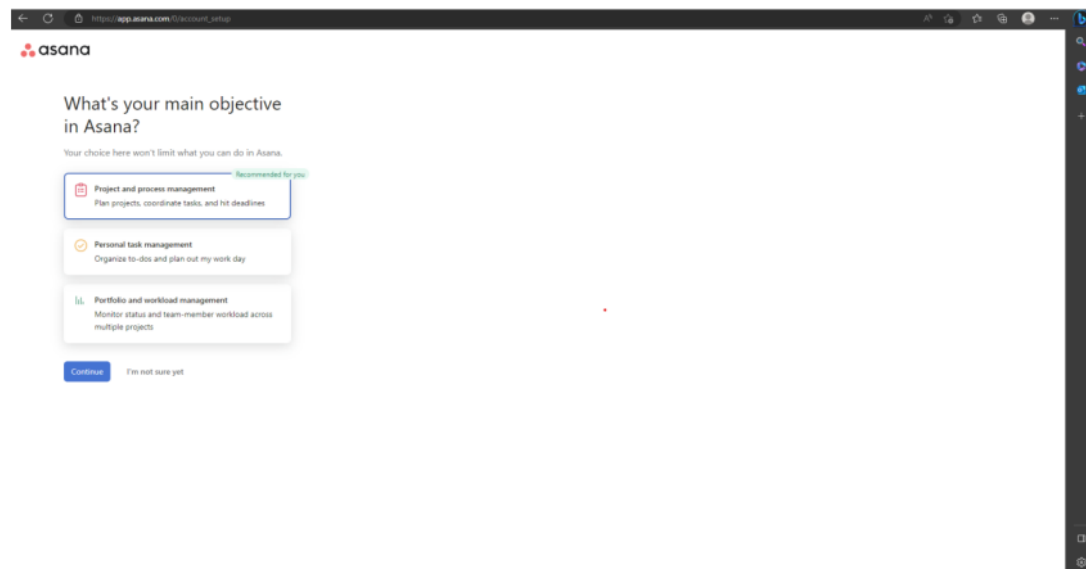
Basecamp:

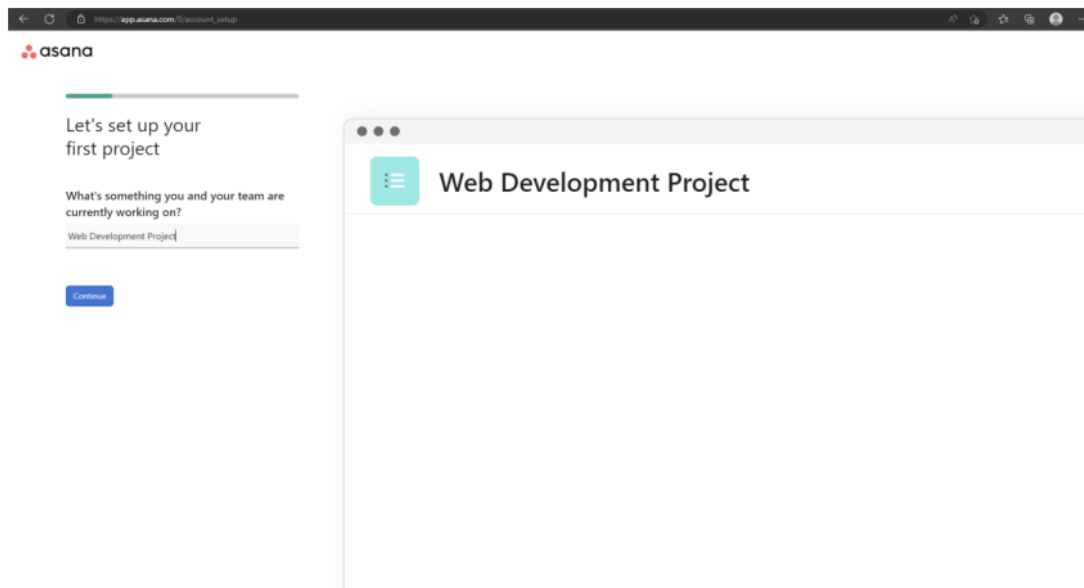
Basecamp is a project management application that allows users to manage projects, collaborate on tasks, and communicate in real-time. It provides features such as to-do lists, message boards, file sharing, and scheduling [8].

Testing of Features:

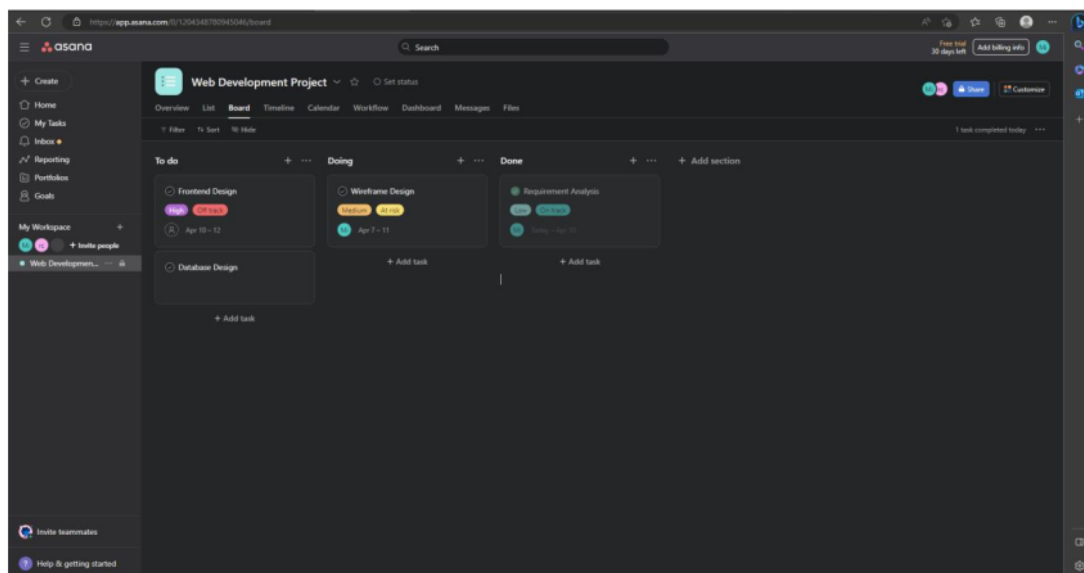
We tested the task creation and assignment features of Asana. To create a task, we clicked on the "Add task" button and entered the task details such as title, description, due date, and assignee. We then assigned the task to a team member and set a due date. The task was then added to the project board and assigned to the team member. The progress of the task could be tracked and updated as necessary.

Creating and Assigning Tasks - Asana allows users to create and assign tasks to team members. Users can also add due dates, descriptions, and attachments to the tasks.

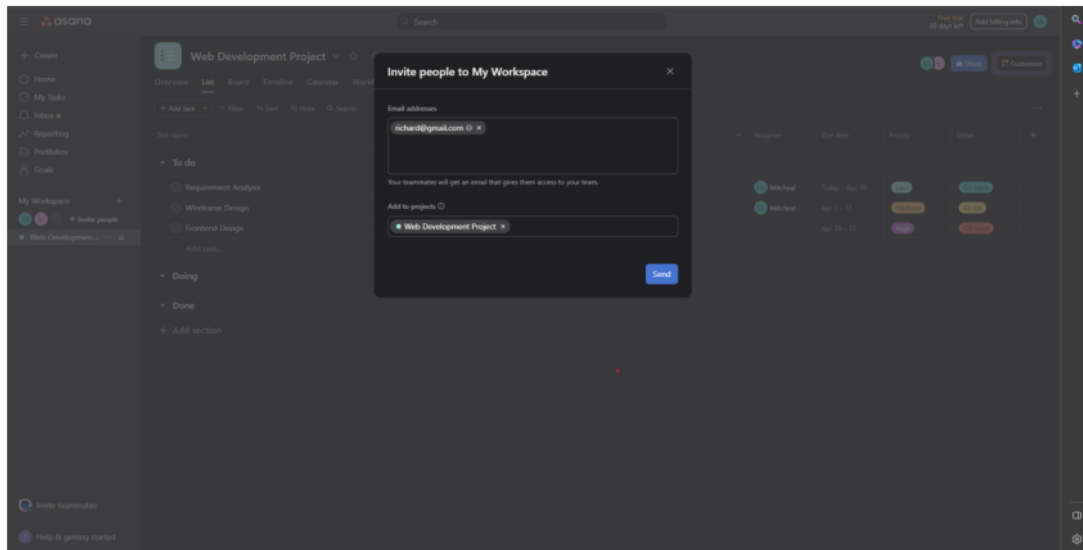




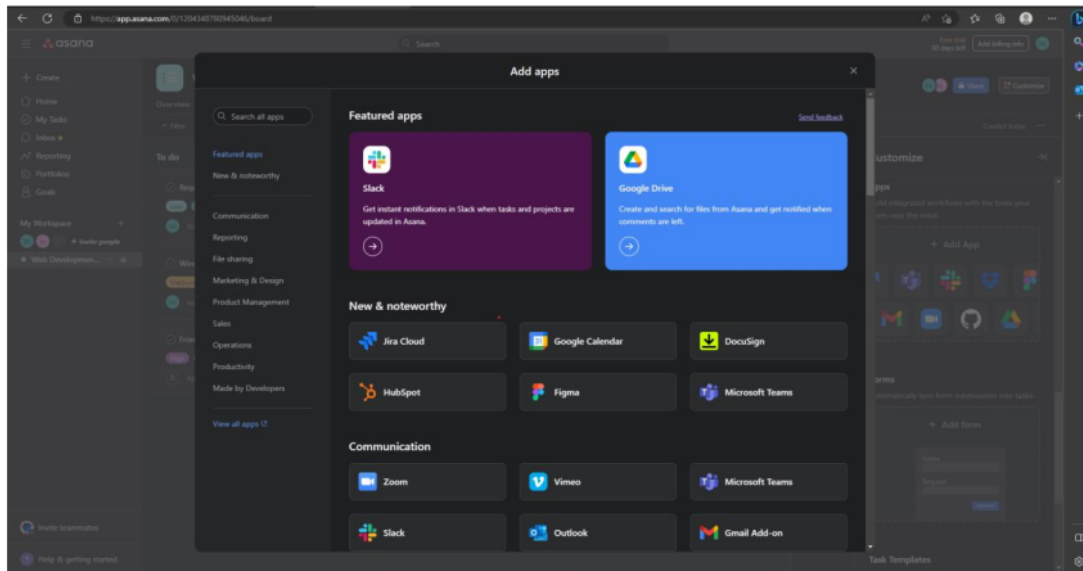
Tracking Progress - Asana provides a visual representation of the project progress through a timeline view and project status updates.



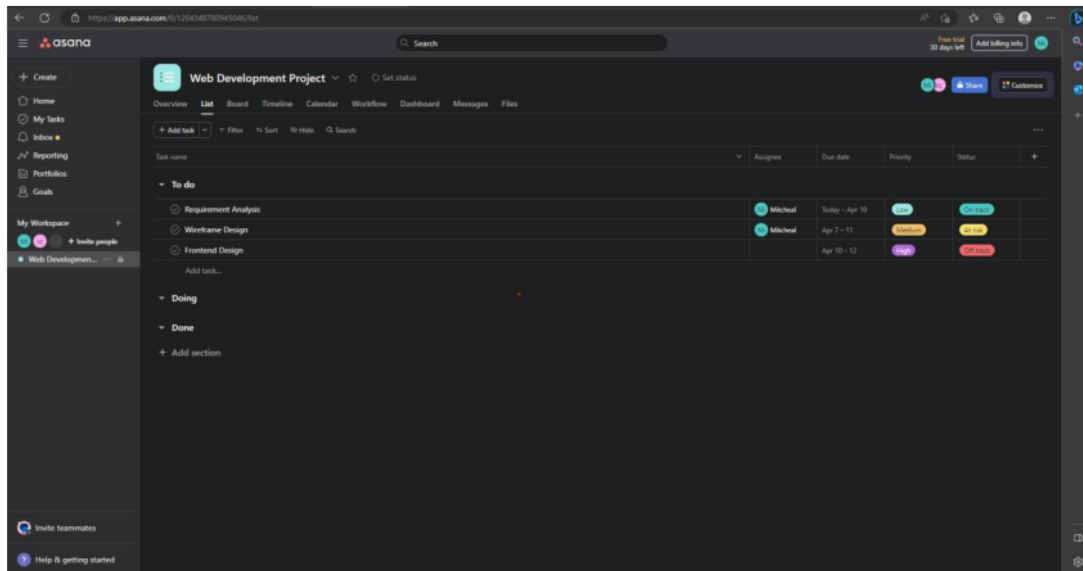
Collaborating with Team Members - Asana allows team members to communicate and collaborate on tasks through comments and attachments.



Integrations with Other Applications - Asana integrates with several other applications like Google Drive, Slack, and Dropbox to provide a seamless workflow.



Dashboard



Overall, Asana proved to be a useful tool for managing projects efficiently and enhancing team collaboration.

Contemporary communication, collaboration, and project management applications are essential tools that businesses and organizations can use to enhance productivity, workflow, and communication. Slack, Microsoft Teams, Asana, Trello, and Basecamp are some of the most popular applications with features such as file sharing, video conferencing, task creation, and progress tracking. The testing of features in Slack and Asana demonstrated their practical use and effectiveness in enhancing teamwork and project management [9].

Task 4 – Digital Dashboard and Data Analytics software.

Digital Dashboard

Digital Dashboards and Data Analytics software are essential tools for any organisation as they provide real-time, easy-to-understand insights into business operations. It is a user interface that displays important information and data in a graphical format, allowing users to monitor key performance indicators (KPIs) and other metrics in real-time. Digital dashboards are often used in business settings to provide a quick overview of organizational performance, project progress, financial data, customer feedback, and other relevant information. The data is typically displayed in a series of charts, graphs, tables, and other visualizations that can be customized based on the user's needs. The dashboard can be accessed through a web browser, desktop application or mobile app, and can be updated in real-time as new data becomes available [10]. Digital dashboards can help organizations to make data-driven decisions, monitor progress towards goals, identify trends and patterns, and communicate important

information to stakeholders.. There are several contemporary software solutions available that offer unique features to meet the needs of different organisations. Some of the popular software solutions are:

Tableau: Tableau is a powerful data visualization tool that helps organizations see and understand their data. With Tableau, businesses can create interactive dashboards and reports that provide valuable insights into their data.

Microsoft Power BI: Microsoft Power BI is a cloud-based business analytics service that enables users to create interactive visualizations and business intelligence reports. It also offers features such as data modeling, data preparation, and collaboration [11].

QlikView: QlikView is a business intelligence tool that allows businesses to consolidate and analyze data from multiple sources. It provides features such as data visualization, data discovery, and collaboration.

SAP Lumira: SAP Lumira is a data visualization and business intelligence software that enables users to create interactive dashboards and reports. It offers features such as data preparation, data discovery, and collaboration.

Domo: Domo is a cloud-based business intelligence and data analytics platform that helps businesses manage their data and gain insights into their operations. It provides features such as data integration, data modeling, and data visualization.

To implement a dashboard I have used Power BI tool. Power BI is a business analytics service by Microsoft that provides interactive visualizations and business intelligence capabilities with an interface simple enough for end users to create their reports and dashboards. It allows users to connect to multiple data sources, transform and manipulate the data, and create interactive visualizations using a drag-and-drop interface or custom code [12]. Power BI is a cloud-based service, and users can share and collaborate on reports and dashboards with their colleagues and customers through the Power BI service or by embedding them into other web applications or SharePoint pages. Additionally, Power BI offers a mobile app for iOS, Android, and Windows devices to allow users to view and interact with reports and dashboards on the go. Power BI is widely used across various industries, such as finance, healthcare, manufacturing, and retail, to gain insights and make data-driven decisions.

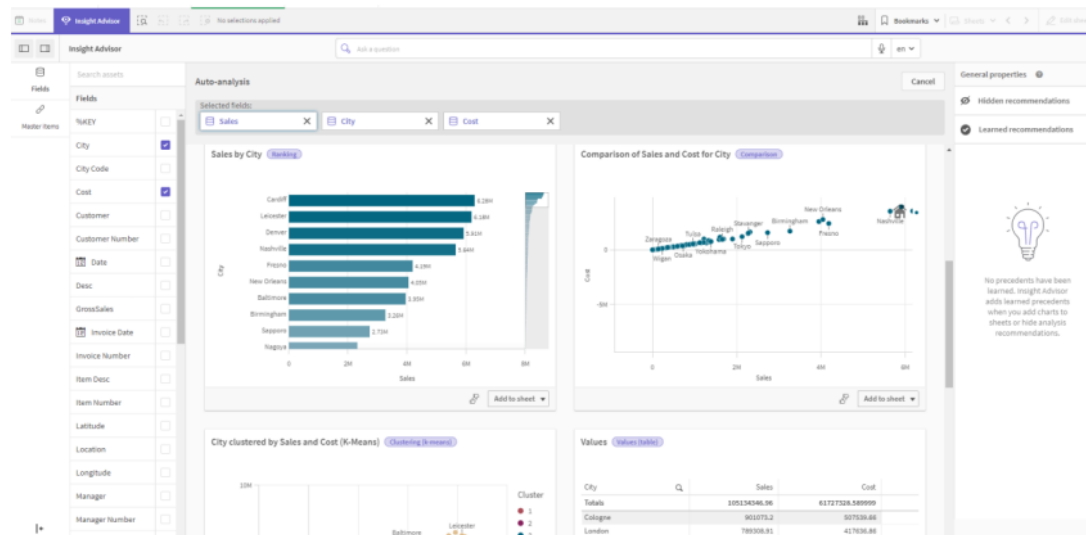
Here is an implementation of digital dash board using power bi tools,

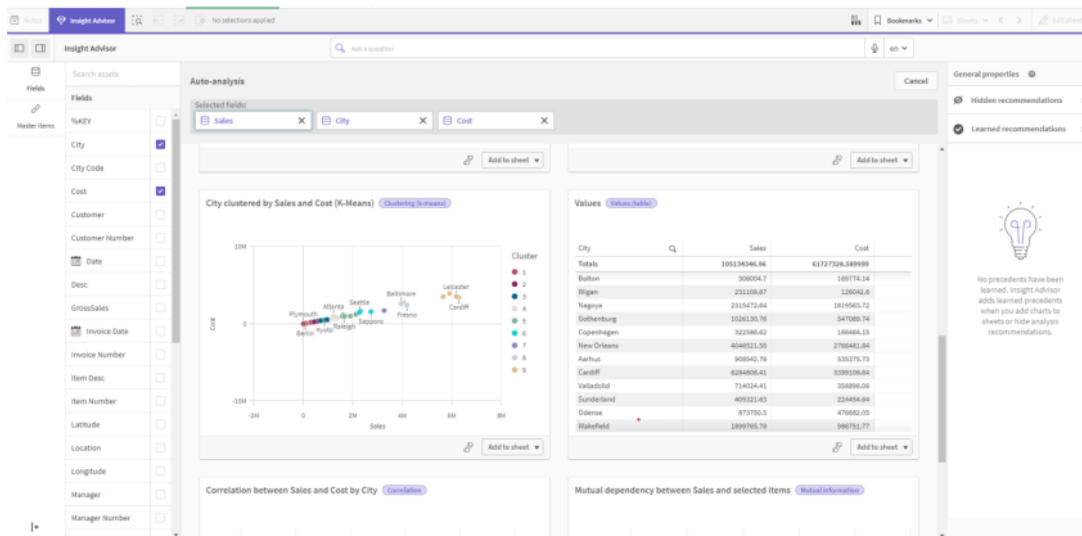


A fictitious A3 digital dashboard poster for an organisation could include metrics such as sales revenue, website traffic, customer satisfaction scores, and social media engagement. The poster could feature pre-existing images and graphs that showcase the key features of the digital dashboard [14].

Some examples of the key features that could be highlighted on the poster include real-time data updates, interactive data visualization, drill-down functionality, and data alerts. The poster could also include a reference list of the software solutions used to create the digital dashboard.

Analysing Data with Quilk





Task 5 - Communication, Collaboration & Project Management

Communication, Collaboration & Project Management refer to the set of practices, tools, and techniques used by organizations to facilitate teamwork, communication, and coordination among team members to accomplish project objectives. These applications are designed to enhance productivity and improve collaboration among team members, no matter where they are located. Communication and collaboration tools allow team members to communicate in real-time and share information, documents, and resources with each other. Project management tools enable teams to plan, organize, and track project progress, assign tasks and responsibilities, and ensure that projects are completed on time and within budget. Some popular examples of communication, collaboration, and project management tools include Slack, Microsoft Teams, Asana, Trello, and Basecamp. These tools help organizations to streamline their processes, enhance communication, and increase efficiency, thereby enabling them to achieve their goals and objectives more effectively [15]. Here is an analysis of several contemporary Office applications for word-processing, spreadsheets, databases, and presentations:

Microsoft Word:

Microsoft Word is the most widely used word processing application. It has many advanced features such as real-time collaboration, templates, styles, and formatting options. It also includes grammar and spell checkers, which help to ensure that documents are error-free.

Microsoft Excel:

Microsoft Excel is a popular spreadsheet software. It has many features such as formulas, charts, graphs, and macros. Excel is used to manage and analyze data, and it can be used for tasks such as budgeting, forecasting, and financial analysis.

Google Sheets:

Google Sheets is a cloud-based spreadsheet software that is similar to Microsoft Excel. It has many of the same features as Excel, including formulas, charts, and graphs. Google Sheets also allows real-time collaboration, making it a popular choice for remote teams.

Microsoft Access:

Microsoft Access is a relational database management system that is used to store, organize, and manage large amounts of data. It has many features such as query design, form design, and report generation. Access is commonly used in businesses for managing customer data, inventory, and employee records.

Microsoft PowerPoint:

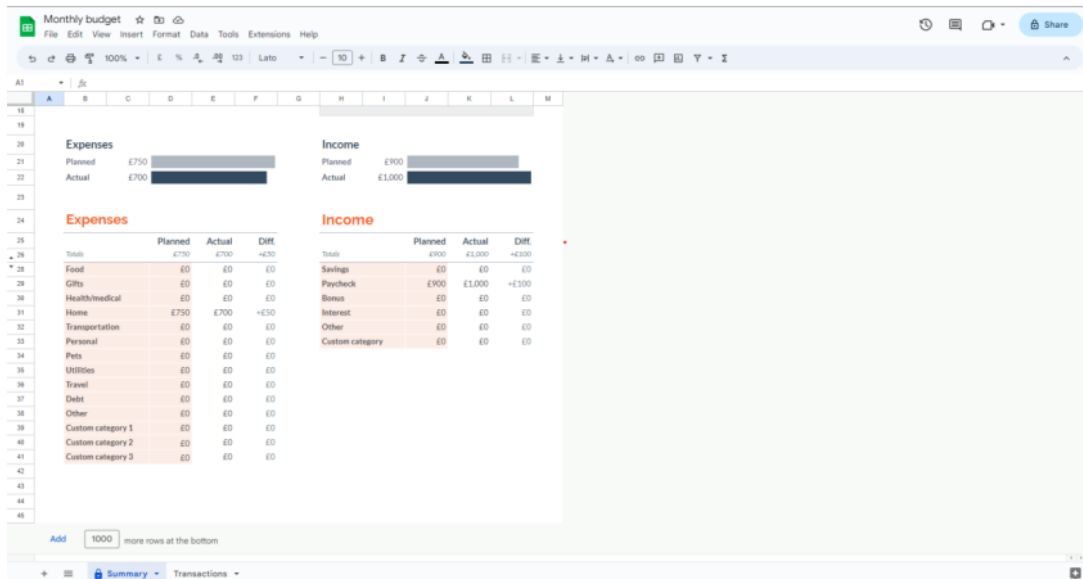
Microsoft PowerPoint is a presentation software that allows users to create slideshows with text, images, and multimedia. It has many features such as templates, themes, and animations. PowerPoint is used for creating presentations for meetings, conferences, and lectures.

For this task, I tested some business-related features of Google Sheets, which is a freely available Office application. I created a simple budget spreadsheet and used some of the software's features, including creating formulas, adding formatting, and creating charts.

Here are several screenshots of the spreadsheet:

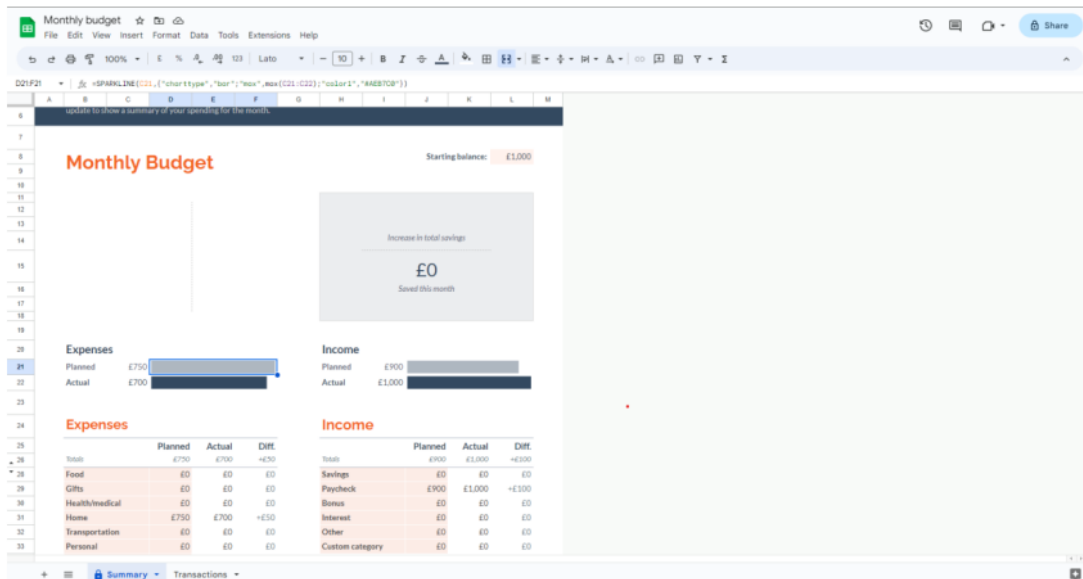
Screenshot 1: Budget Spreadsheet

This screenshot shows the budget spreadsheet that I created in Google Sheets. It includes data on income and expenses for the month of March.



Screenshot 2: Adding Formulas

This screenshot shows how to add formulas to the spreadsheet. In this case, I added a formula to calculate the total income for the month.

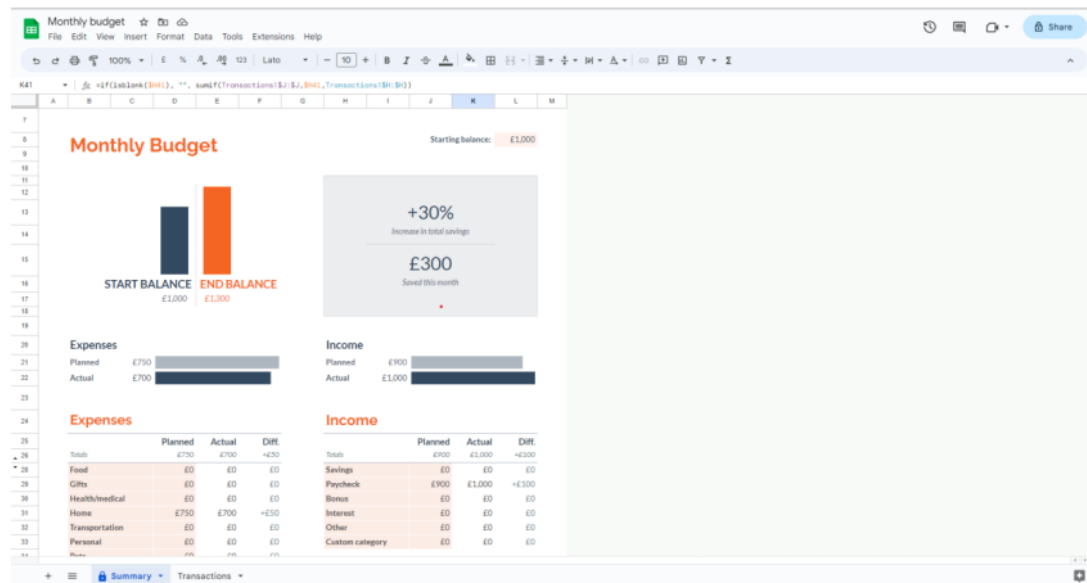


Screenshot 3: Formatting Cells

This screenshot shows how to format cells in the spreadsheet. In this case, I formatted the cells containing the income and expenses data to include commas and decimal places.

Screenshot 4: Creating a Chart

This screenshot shows how to create a chart in Google Sheets. In this case, I created a chart to visualize the income and expenses data.



Overall, Google Sheets is a powerful and versatile tool that businesses can use for managing and analyzing data. Its real-time collaboration features make it particularly useful for remote teams.

References:

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Software Applications for Business

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

Instructor

94/100

Total	94
1. Engagement with Literature Skills	
T1: + Good use of citations and references included.	18
T2: + Good use of citations and references included.	
T3: + Use of citations and references included.	
T4: + References and citations included.Good	
T5: + Use of citations and references included.	
2. Knowledge and Understanding Skills	
T1: + e-Commerce website software solutions are clearly defined. Documentation of essential features and ecommerce definition are well presented.	19
T2: +/- Software applications that are used to support day-to-day business/Organisation operations are clearly defined.	
T3: +/- Key features of contemporary Office applications are fairly defined.	

T4: + Features of contemporary Digital Dashboard/Data Analysis/Data Analytics software solutions are clearly defined and documented. T5: +/- Contemporary Communication/Collaboration/Project Management applications are well described and documented.	
3. Cognitive and Intellectual Skills	
T1: + e-Commerce website software is clearly analysed. T2: + Business Software applications are well analysed. T3: + Key features of several contemporary office applications are analysed. The description in document and screenshot differs. T4: +/- Digital Dashboard/Data Analysis/Data Analytics software solutions illustration missing some features. T5: +/- Communication/Collaboration/Project Management applications are briefly analysed.	18
4. Practical Application Skills	
T1: + An online e-portfolio is accessible. and screen shots showing evidence is provided. T2: + A Mind map for Business Software applications is well illustrated.	19

T3: +/- screen shots to showcase the practical use of a Contemporary Office application doesn't match with the explanation provided. – some of essential features are missing. T4: - Practical evidence of Digital Dashboard/Data Analysis/Data Analytics software solution is missing. T5: +/- Practical use of a Communication/Collaboration/Project Management application doesn't match. – screenshots in e portfolio and documentation are different.	
5. Transferable Skills for Life and Professional Practice	
T1: + Task answer is documented and structured. T2: + Task answer is clearly documented and structured. T3: +/- Task answer is briefly documented and structured. T4: + Task answer is briefly documented and structured. T5: +/-Task answer is fairly documented and structured. – Minor grammar errors in places. – Some screenshots missing an accompanying description/could include some additional description.	20

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