

Software Applications for Business

by Sohail Ali

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**Assignment Title: Software Applications for Business-
E Portfolio**

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Link of the website: <https://sohailali12.wixsite.com/sohail-ali-portfolio>

Task 1: e-Portfolio.

Link of the homepage: <https://sohailali12.wixsite.com/sohail-ali-portfolio>.

Screenshot of the task answered:

Analyse several contemporary e-Commerce website

Today's market is filled with a variety of e-commerce website software options, each with special features and advantages. In this exploration, we'll look at a few well-known members in e-commerce website software options and weigh the benefits and drawbacks of each.

1. Shopify



Source: Shopify.com, 2024

One of the most well-known e-commerce website software programs available right now is called Shopify. Because it is a fully hosted platform, you won't have to bother about server space or hosting. Also, it has many features, such as an intuitive user interface, a variety of customizable templates, and a strong back-end system for controlling orders, inventory, and customer information.

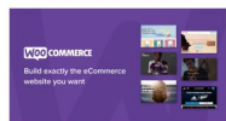
Pros:

- Simple to use
- many templates that are adjustable
- Orders, inventories, and customer data are managed via a robust back-end system.

Cons:

- Costly in comparison to some alternatives.
- All critical user customization choices are limited.

2. WooCommerce



Source: WooCommerce, 2023

A WordPress plugin, WooCommerce is a well-known open-source e-commerce website software program. It has several capabilities, including configurable shop, inventory management, and a strong back-end system for controlling orders, inventory, and customer information. The addition of choice for developing companies in WooCommerce, primarily due to the extensive shopping program for WooCommerce that made the entire setup procedure quite simple (Wikipedia, 2023).

Pros:

- Cost is free
- highly adaptable interface
- use in variety of payment gateway

Cons:

- need some level of technical expertise to set properly
- subject to some other e-commerce software options in terms of price

3. Magento



Source: Magento, 2023

Large e-commerce companies frequently use the open-source e-commerce website software known as Magento. Magento is a platform for e-commerce websites that is used mostly by Adobe (Magento, 2023). A robust back-end system for managing orders, inventory, and customer data is one of its many features. It is also very adaptable.

Pros:

- highly adaptable
- Orders, inventories, and customer data are managed via a robust back-end system, suitable for large online stores.

Cons:

- need some level of technical expertise to set properly
- Compared to some other solutions, it may be pricey.

4. BigCommerce



Source: BigCommerce, 2023

The most adaptable suite of e-commerce solutions is BigCommerce. The Business (Bolt) B2B, B2C, and B2B Commerce Solutions (BigCommerce, 2023). It has several features, such as an intuitive user interface, adaptable templates, and a system back-end system for controlling orders, inventory, and customer information.

Pros:

- Simple to use
- many templates that are adjustable
- Orders, inventories, and customer data are managed via a robust back-end system.

Cons:

- Compared to some other solutions, it may be pricey.
- Advanced user customization choices are limited.
- In conclusion, there are a variety of e-commerce website software options on the market at the moment, each with an own set of features and advantages. The best solution for your company will depend on your unique demands and requirements, as well as your financial situation and level of technical knowledge. To make sure you select the finest solution for your organization, it is critical to conduct research and compare several alternatives before making a choice.

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Link of the task-1 Answer: <https://sohailali12.wixsite.com/sohail-ali-portfolio/post/analyse-several-contemporary-e-commerce-website>

Task 2 – Mind-map.

Screenshot of the answer:

Mind Map of Contemporary Business Software

- Using a mind map is a simple approach to brainstorming ideas naturally without worrying about organization and order. It enables you to visually organize your thoughts to facilitate analysis and memory (MindMapping, 2023).

A mind map of contemporary software applications that are used to support day-to-day business/Organisation operations:



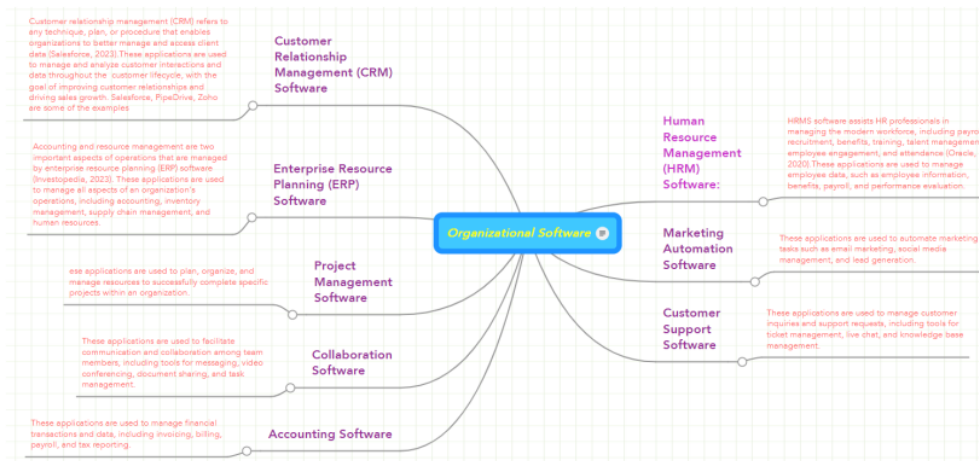
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Mind Map:



Link of the answer task-2: <https://sohailali12.wixsite.com/sohail-ali-portfolio/post/mind-map-of-contemporary-business-software>

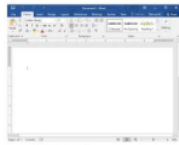
Task 3 – Office Applications.

Task3(A)

Screenshot of the answer:

Analysis of several contemporary Office applications

Microsoft Word



Source: EDOGlobal.org, 2016

In offices and enterprises, Microsoft Word is a popular word processing program. It has a variety of tools that make it simple for users to create, modify, and format documents. Microsoft Word, use its built-in intelligent capabilities to produce eye-catching papers and enhance your writing. Microsoft uses, 2016. Its essential characteristics include:

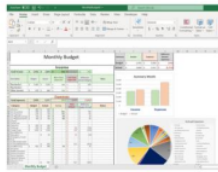
Templates: Word provides a large selection of templates for various document kinds, such as resumes, letters, and reports.

Collaboration: It is made simple for teams working on projects with Word since it enables numerous users to edit the same document at once.

Review and monitor revisions: Word includes a review feature that enables users to follow revisions made to a document and decide whether or not to accept them.

Word provides a variety of **formatting capabilities**, such as font styles, colors, and sizes, as well as the ability to include tables, photos, and hyperlinks.

Microsoft Excel



Source: Microsoft Tech Community, 2021

Microsoft Excel, a piece of software developed by Microsoft that uses spreadsheets to arrange data and figures using formulas. Microsoft, 2016. Data creation, editing, and analysis are made simple by the variety of tools it offers. Its essential characteristics include:

Excel has a **robust pivot table** function that enables users to rapidly and simply summarize enormous volumes of data.

Formulas and functions: Excel has a large selection of formulas and functions that make it easy to do complex computations and data analysis.

Excel has a variety of **chart and graph choices**, making it simple to view data and spot trends.

Collaboration: It is made simple for teams working on projects with Excel since it enables numerous users to edit the same spreadsheet at once.

PowerPoint



PowerPoint is a presentation tool used for both creating and delivering presentations. MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes. Bigna, 2020. It has a number of features that make it simple to generate captivating and expert presentations. Its essential characteristics include:

Templates: PowerPoint provides a variety of templates that may be used to quickly and easily build presentations with a professional appearance.

PowerPoint has a variety of **slide transitions and animations** that can be utilized to make interesting presentations.

Collaboration: It is made simple for teams working on projects with PowerPoint since it lets numerous users edit the same presentation at once.

PowerPoint provides a **presenter mode** that enables users to see their notes and forthcoming slides while giving a presentation.

Google Sheets



Source: Google, 2021

Google Sheets is a complementary online spreadsheet program that is comparable to Microsoft Excel. It has a number of features that make creating and managing data simple. Its essential characteristics include:

Collaboration: Google Sheets makes it simple for teams to work together on projects by allowing several users to edit the same spreadsheet at once.

Formulas and functions: A variety of formulas and functions are available in Google Sheets, making it simple to execute intricate computations and data analysis.

Add-ons: Google Sheets has a number of add-ons available that can be used to expand its capability. For example, one add-on allows users to import data from outside sources or build charts and graphs.

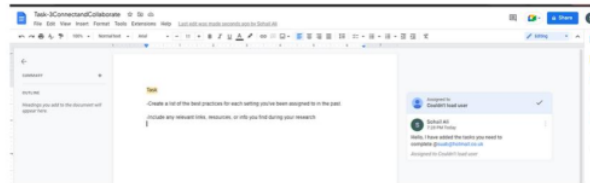
Link to the answer: <https://sohailali12.wixsite.com/sohail-ali-portfolio/post/analysis-of-several-contemporary-office-applications>

Task 3(b)

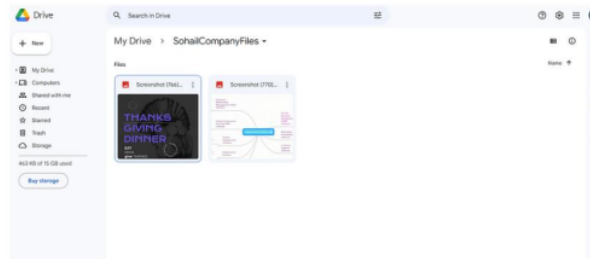
Test some business-related features of a freely available Office Application



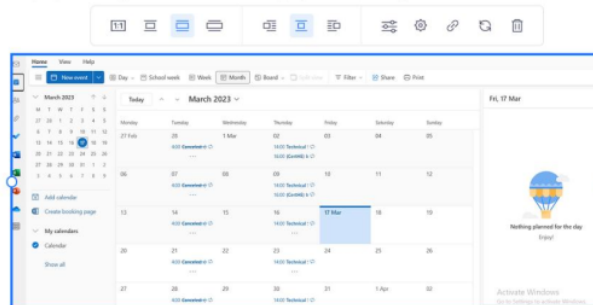
Google Docs: Using this we can comment on other works, employees can easily view other works, provide feedback, and can assign tasks to others:



Google Drive: Using this tool, employees and managers can easily share files and documents between them. It is very easy to use and users can easily use the application. Managers can easily assign tasks to the employees using this tool.



Microsoft Calendar: Using this managers and employees can easily schedule and make reminders for each other. It makes it very easy for companies to schedule and assign tasks to employees on a given date. As a result employees and managers will not miss the deadline.



Link to the answer: <https://sohailali12.wixsite.com/sohail-ali-portfolio/post/test-some-business-related-features-of-a-freely-available-office-application>

Task 4 – Digital Dashboard and Data Analytics software.

Screenshot of the answer:

contemporary Digital Dashboard/Data Analytics software solutions

① Modern software solutions for digital dashboards and data analytics are made to give enterprises insights and visibility into their data so they can make wise decisions. These are some salient characteristics of these remedies:

Data Integration: The process of merging data from various sources into a single, cohesive perspective is known as data integration (Talend - A Leader in Data Integration & Data Integrity, 2022). Contemporary software solutions for data analytics and dashboards are made to interface with a variety of data sources, including databases, data warehouses, and data lakes. This enables businesses to combine data from many sources and receive a comprehensive view of their industry.



Real-time data visualization: Data visualization is a crucial component of software solutions for digital dashboards and data analytics. With the help of these technologies, firms may monitor their data in real-time and make decisions based on the most recent information.

Customization: Software for creating digital dashboards and data analytics allows users to design dashboards that are tailored to their individual requirements. Users can create a dashboard that presents the data in a way that is most meaningful to them by selecting from a variety of widgets and visualizations.

Interactive Dashboard: Modern data analytics and digital dashboard software solutions offer interactive dashboards that let users examine various areas of their businesses and drill down into the data. Users can utilize this functionality to spot trends and patterns that might not be visible right away.



Source: Harvey, 2023

Artificial intelligence: The simulation of human intelligence processes by machines, particularly computer systems, is known as artificial intelligence (Burns, Laskowski and Tucci, 2023). To offer more sophisticated analytics capabilities, several digital dashboard/data analytics software systems combine artificial intelligence and machine learning. These capabilities allow businesses to spot insights and patterns that might not be immediately obvious, assisting them in making more informed decisions.

Modern digital dashboard/data analytics software solutions provide mobile access due to the rising use of mobile devices. Users may access their dashboards with this feature at any time and from any location, allowing them to make decisions while they're on the road.

Collaboration is a crucial component of modern data analytics and digital dashboard software. These tools enable team members to work collaboratively and reach educated decisions by providing features like shared dashboards, comments, and annotations.

In general, modern digital dashboard/data analytics software solutions provide a number of capabilities that help businesses understand their data and take wise decisions. Organizations may use these solutions because they are made to be adaptable, interactive, and accessible and because they give them the tools they need to thrive in the data-driven business climate of today.

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Link to the answer: <https://sohailali12.wixsite.com/sohail-ali-portfolio/post/analysis-of-key-features-of-contemporary-digital-dashboard-data-analytics-software-solutions>

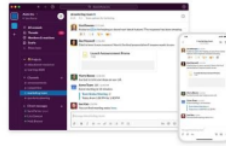
Task 5 - Communication, Collaboration & Project Management

Task5(i):

Screenshot of the answer:

Analysis of several contemporary Communication/Collaboration/Project Management applications

Slack



Source: Slack, 2020

Slack is a business chat platform that connects users to the information they require (Black, 2020). Teams can connect in real time via video, video, and chat using the Slack communication and collaboration platform. It is simple to handle projects within the platform thanks to Slack's support for connecting with additional apps like Google Drive, Trello, and Asana. Key characteristics include:

Create channels for specific themes or teams to organize conversation.

Direct messages let team members communicate privately.

Slack may be integrated with other apps to provide seamless project management.

Search: Within Slack, look for messages, files, and conversations.

File sharing: Distribute files and papers throughout the team.

Microsoft Teams



Source: ULTATEL Blog, 2021

Microsoft Teams is the best messaging app for your business—it's a place where you can collaborate and communicate in real time, hold meetings, share files, and apps, and even send the odd emoji! Everything is centralized, visible, and open to all (MS Teams, 2020). Teams can work together on projects and interact in real time using phone, video, and chat. Key characteristics include:

1. Create channels for specific themes or teams to organize conversation.
2. Direct messages let team members communicate privately.
3. For smooth project management, integrate Microsoft Teams with other Microsoft technologies.
4. Calendar: Arrange gatherings and other activities within Teams.
5. File sharing: Distribute files and papers throughout the team.

Asana



Source: Asana, 2020

Using Asana, teams may manage tasks, monitor progress, and communicate about projects. Asana is a project management platform. Key characteristics include:

1. Establish projects and give team members responsibilities to complete.
2. Organize your work by creating and assigning tasks that have due dates and priorities.
3. Work together and communicate about tasks in Asana using the team inbox.
4. Calendar: Use the calendar to see tasks and due dates.
5. Asana may be integrated with other apps to provide seamless project management.

Trello

Trello is a visual project management and task tracking application that gives your team the ability to manage any kind of project (Trello.com, 2020). Key characteristics include:

1. Build boards for chores and projects.
2. Making use of cards, you may track the progress of particular activities at various stages of completion.
3. Labels: Use labels to organize and categorize tasks.
4. Create checklists within the cards to ensure task completion.
5. Trello can be integrated with other tools to provide seamless project management.

Overall, these applications offer a range of capabilities for communication, collaboration, and project management, making them ideal tools for teams working remotely or in person.

References

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Link of the answer: <https://sohailali12.wixsite.com/sohail-ali-portfolio/post/analysis-of-several-contemporary-communication-collaboration-project-management-applications>

Task5(ii):

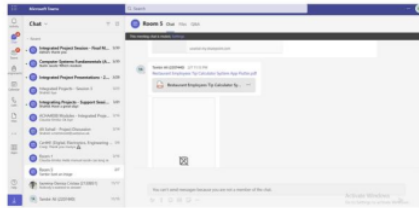
Screenshot of the answer:

Communication/Collaboration/Project Management applications

➤ The Application that I use the most for communication or collaboration is Microsoft Teams

Chat Section:

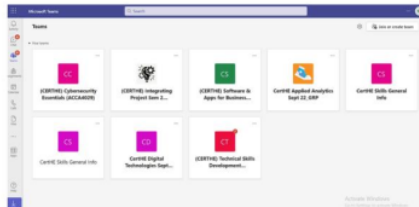
First, we will discuss the chat section of Microsoft Teams



Users and teammates can chat with each other and can be segmented by different departments. They can chat with each other on real time and can easily keep in touch with each other

Teams Section:

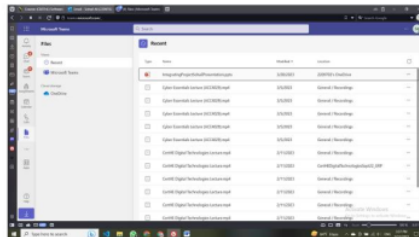
Secondly, another feature we will discuss in Microsoft Teams is the teams' section



This section ensures that every team can be divided based on their work and responsibilities. Employees of different teams can easily collaborate with each other and every team can function without the intervention of other team works.

Files Section:

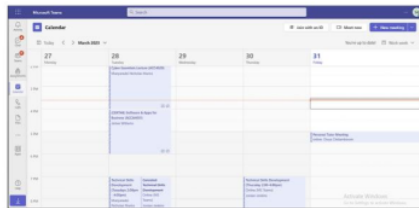
The third thing that we will discuss about the Microsoft Team Section is the Files Section



In this section teammates can easily share files with each other and teammates can also access the files whenever necessary.

Calendar Section:

Calendar is the next thing that we will discuss Microsoft Team



Microsoft Calendar is a web-based time management and organizing application. It is intended to make it simple and effective for users to keep track of their duties, events, and appointments. A number of customization options are also available with Microsoft Calendar, including the ability to set reminders for particular events, plan recurring appointments, and color-code events according to their significance or category. Users also have the option of sharing their calendar, which makes it simpler to coordinate schedules with coworkers, peers, and family.

Link to the answer: <https://sohailali12.wixsite.com/sohail-ali-portfolio/post/communication-collaboration-project-management-applications>

Software Applications for Business

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

Instructor

84/100

Total	84
1. Engagement with Literature Skills	
- IEEE Reference format not used.	15
T1: +/- Good use of formatted citations / references included.	
T2: - Good use of citations. + References included.	
T3: +/- Good use of formatted citations / references included.	
T4: +/- Good use of formatted citations / references included.	
T5: +/- Good use of formatted citations / references included.	
2. Knowledge and Understanding Skills	
T1: + e-Commerce website software solutions are clearly defined and documented. Excellent	18
T2: + Some software applications that are used to support day-to-day business/Organisation operations are defined and documented.	
T3: + Key features of several contemporary Office applications are defined and documented.	

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 clearly defined and documented with supporting citations.	
3. Cognitive and Intellectual Skills	
T1: + e-Commerce website software is analysed. T2: + Business Software applications are analysed. T3: + Key features of several contemporary office applications are analysed. T4: + Digital Dashboard/Data Analysis/Data Analytics software solutions are analysed. T5: + Communication/Collaboration/Project Management applications are analysed. with supporting citations.	1 7
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. Excellent. T3: + Practical use of a Contemporary Office application	1 7

is clearly documented with several screenshots and brief accompanying description. Good. T4: + A Digital Dashboard/Data Analysis/Data Analytics software solution is clearly illustrated/documentd with several screenshots and brief accompanying description. Excellent. T5: + Practical use of a Communication/Collaboration/Project Management application is clearly documented.	
5. Transferable Skills for Life and Professional Practice	
- e-portfolio could be more clearly structured with links to each task answer. T1: + Blog / Task answer is documented and structured. T2: + Blog / Task answer is documented and structured. T3: + Blog / Task answer is documented and structured. T4: + Blog / Task answer is documented and structured. T5: + Blog / Task answer is documented and structured.	1 7

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