

final

by Jaylan Lee

Submission date: 22-Jul-2023 11:32PM (UTC+0100)

Submission ID: 210552984

File name: 47458_Jaylan_Lee_final_503793_793784537.docx (2.31M)

Word count: 4140

Character count: 24673

Software Solutions for Business



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INTRODUCTION

The purpose of this essay is to examine the importance of Mind Mapping, e-commerce website development, Office applications, communication and collaboration tools, and e-commerce websites. There are a number of roles that these software play within the business and the importance of them in the business is the focus of this essay.

ECOMMERCE

Electronic commerce or ecommerce for short, is the transactional exchange of goods and services on the internet. (Anon., n.d.) These transactions can be done in many types of ways such as business to business or less common consumer to consumer to business. The main difference between ecommerce and a traditional store is that you do not need to enter a store or talk to anyone, all you need to do is press a button and the money will be swiftly sent to the seller's bank account and your package will be on its way. (Anon., n.d.)

Spotify

The best for drop shipping according to forbs is Spotify. (K. Haan, 2023) Originally in 2004 when Shopify was made it was not a platform for building websites it²³ as an online store for selling snowboards called Snow devil. (J. Merritt, 2022) The website was founded by Tobias Lütke, Daniel Weinand, and Scott Lake but in 2006 the online store was changed to Spotify creating the platform we know today. (Anon., 2015) It was rated the best drop shipping website by Forbes because of its features that aim to help sellers sell products online and its pricing for using their service. (K. Haan, 2023)

WIX

Wix another popular ecommerce website that was founded in 2006 is rated by Forbes as the best drag-and drop editor because of its ease-of-use templates and features that create more Flexible payment options. (Anon., n.d.) (K. Haan, 2023)

WEEBLY

Weebly, an ecommerce website builder that started in 2007, is ranked the best value by Forbes because of its \$10 or £9 a month Professional subscription plan that gives you a verity of features such as password protection, shopping cart, Item Badges, Item Options, Inventory Management and many more at a lower price than their competitors. (Anon., n.d.) (K. Haan, 2023)

BIGCOMMERCE

Big commerce stands out compared to their competitors because of their focus on the growth of small businesses. This was rated the best platform for boosting sales by Forbes. (Anon., n.d.)

BIG CARTEL

Big Cartel is an ecommerce website that focuses on artists like musicians and people in the industry of creating they have been doing this since 2005. (Anon., n.d.)

WOOCOMMERCE

WooCommerce, rated best for their versatility, can turn a website made from word press into an online store and they are also the most popular open-source ecommerce solution in the world. (Anon., n.d.)

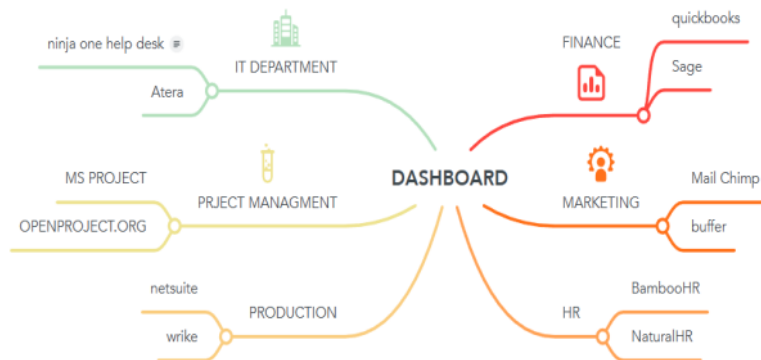
SQUARESPACE

The best overall ecommerce platform for businesses according to Forbes is Squarespace. Anthony Casalena created Squarespace in his University of Maryland dorm room in 2003. (A. Bloomenthal, 2023) Since its launch millions of businesses have utilized the Squarespace platform to build a website. Squarespace allows you to sell a wide range of things from products and services to memberships & courses for the price of £23 a month. (Anon., n.d.)

Mind Mapping

Organizations are continuously looking for cutting-edge tools and approaches to enhance their operations in today's fast-paced and complicated business environment. Mind mapping is one such potent tool that has become incredibly popular. Mind mapping is a creative solution tool that allows you to display a visual representation of data to present ideas and the connections between them. (Mammen, & Mammen, C. (Anon., n.d.)R. (2018) According to Mind maps mind mapping makes it easier for businesses to keep track of data which enhances productivity, visual-spatial thinking, keeping track of data and the retention of information. (Frey, 2021)

In 2021 there was research conducted by Chuck Frey, a world leading expert on mind mapping. The research was done by conducting surveys and it found that there was a 20%-30% increase in productivity and 50% increase in Creativity among the participants. (Frey, 2021) The survey also found that people who used mind mapping also saved a significant amount of time that ranged from 1 to 7 hours. Furthermore, the survey also shows the top ten types of business applications people use mind mapping for these are Project management, to do list, Knowledge management, Creative problem solving, Capture ideas from a group brainstorming meeting, decision making, give presentations, writing reports/outlining content and Take meeting notes. (Frey, 2021)



17 WORD PROCESSING SOFTWARE

MICROSOFT WORD

It was Launched in 1983 by the Microsoft Corporation, Microsoft Word is a word processing software. (Britannica, 2023) The original version of Microsoft Word was produced by ex-Xerox programmers Charles Simonyi and Richard Brodie., known as Word 1.0. (Wright, n.d.)It was referred to as Multi-Tool Word. (Wright, n.d.)

It was created to be used with computers running UNIX. 15 Later that year, the program was modified to work with Microsoft's version of DOS (disc operating system), or MS-DOS, and was given the new name Microsoft Word. (Wright, n.d.)

When Microsoft Word was first introduced, it was hailed as an MS-DOS application that would enable users to pick and edit text using a mouse for the first time. (Spencer, 2019) What You See Is What You Get (WYSIWYG) was a feature of the Word program, This 17 meant that a document would print exactly as it appeared on the screen. (Wright, n.d.) Microsoft Word is a versatile word processing software application predominantly utilized for generating various types of documents in diverse formats. (Spencer, 2019)

Microsoft Word is primarily intended for use with text-based documents like academic papers, informal notes from a call or lecture, business documents or student papers. (Melendez, n.d.)also there is a number of functions in Microsoft Word that are intended for document editing, reviewing, and commenting. In word you can modify how the text looks by changing the size or its color, and in many more ways with style settings. (Melendez, n.d.) This makes it easier for users to draw attention to certain parts of the text, or to customize the look of the entire document. (Melendez, n.d.) Additionally, fonts can be changed to further emphasize certain points or match the theme of the document. You can also save documents to get back to them later. (Melendez, n.d.)The documents that are typed can be saved on the cloud or directly onto your computer. (Melendez, n.d.)

Advantages

On a range of personal computers, including workstations at the institution business or classroom computers, and individual PCs, Microsoft Word is easily accessible. Because of this extensive accessibility, users may easily store their papers on thumb drives, which gives them the freedom to take their work with them and continue working wherever they are. (Arthur, n.d.)

Utilizing Microsoft Word will help you write better. The software immediately underlines misspelt words and, upon clicking, offers alternate spelling suggestions. Similar to this, Word will highlight and highlight any sentences with bad grammar, alerting the user to a possible mistake. (Arthur, n.d.)

Disadvantage

Finding the precise feature, you're looking for in Microsoft Word can be tough due to the vast diversity of options that are available. Furthermore, there's a chance that you'll mistakenly use functions that are superfluous to your current activity.

MICROSOFT POWERPOINT

Microsoft PowerPoint is a virtual tool that was made for presentation created by Dennis Austin and Robert Gaskins for the American software business Forethought, Inc. (Britannica, T. Editors of Encyclopaedia, 2023)

PowerPoint was first named Presentater but due to someone taking the name before them they had to change it to PowerPoint. (Pia Lehner-Mittermaier slidelizard, 2020) PowerPoint was created to make visual demonstrations for group presentations more convenient in the commercial setting. (Britannica, T. Editors of Encyclopaedia, 2023) A presentation is made up of many specially created "slides" that each contain text, graphics, or other things. PowerPoint is included in Microsoft's office suite. (Britannica, T. Editors of Encyclopaedia, 2023)

The first version of PowerPoint was released on Macintosh in 1987 it was PowerPoint 1.0. (Pia Lehner-Mittermaier slidelizard, 2020) Later that year Forethought the company that was developing PowerPoint at the time was bought by Microsoft. (Pia Lehner-Mittermaier slidelizard, 2020) The second iteration of the software was released in 1988. It introduced color, more word processing features, search and replace, spell checking, color schemes for presentations, a guide to choosing colors, the possibility to modify the color scheme in the past, and shaded filling.

There are many benefits of Microsoft PowerPoints compared to the other office applications. (Bell, n.d.) You are able create more visually appealing presentations through multimedia that helps keep the people you are presenting to attention longer. (Bell, n.d.) Use of images, audio, and video in PowerPoint create a more powerful visual impact. (Bell, n.d.) These visual and auditory cues may enable a presenter to be more improvisational and interactive with the audience.. (Bell, n.d.) To avoid having your message lost in the noise, try not to rely too heavily on these sources. (Bell, n.d.)

Slides can be fully customized to meet your needs. You might choose to have a text- or image-heavy presentation, or a mix of the two, depending on your strategy. (Bell, n.d.) If you're lecturing a group of people at work and want them to take notes, text-heavy presentations are usually a smart idea. (Bell, n.d.) Since there are only visual clues in an image-heavy presentation, it can help to make your presentation more conversational in tone. (Bell, n.d.) The advantages of both notes and visual assistance are provided to listeners by combining the two strategies. (Bell, n.d.)

A disadvantage of PowerPoint Making rapid changes or adding annotations to slides while speaking is not practical. Instead, you oversee advancing the slides or wrapping up the presentation. Therefore, it is crucial to make sure that your presentation is finished before the presentation itself.

MICROSOFT ACCESS¹

Microsoft Access is a data base application software that is designed to manage and store large amounts of data in a format that makes it simple to access and utilize in a variety of applications. (Johnson, 2021) it was released in November 1992 (Terra, 2023) The Major Features of Access is Tables, Relational databases, Forms, Queries Reports. (Johnson, 2021)

³⁷ Microsoft Access is a part of the Microsoft 365 package, and it has many similarities to Microsoft Excel in terms of the way both of these applications store data. (Johnson, 2021) Having said that, the major difference between Excel and the rest of the spreadsheet software is that Excel is designed to be used for personal projects and for making quick calculations. Comparatively, Microsoft Access on the other hand, is designed to store and manage large amounts of data in a format that can be accessed and utilized by many kinds of applications. (Johnson, 2021)

Access has many more features such as tools that let you make reports that are presented professionally using information from one or more tables. Making graphs, charts, and summaries is a part of this. (Terra, 2023)

Microsoft Office suite programs like Excel and Word are integrated with MS Access. This enables you to import and export data, create reports and graphics utilizing data from many sources, and more. (Terra, 2023) From programs like Excel, Word, and PowerPoint are easily integrated with Microsoft Access. (Taylor, 2023)

MS Access has a user-friendly interface that enables drag-and-drop database creation and management. (Terra, 2023)

Disadvantages

Some of the disadvantages of using Microsoft Access are their restricted performance and scalability. Although Access is appropriate for small to medium-sized databases, it may experience performance and scalability issues when working with large, complicated datasets. (Taylor, 2023)

Access can manage a reasonable number of users, but issues could develop if numerous users try to view and alter data at the same time. Larger teams or companies may find it difficult to collaborate and maintain database-driven systems with these problems. (Taylor, 2023)

The Windows operating system is the primary target platform for Microsoft Access databases. As a result, using Access databases on non-Windows platforms may lead to compatibility and portability problems. (Taylor, 2023)

Microsoft Excel

In 1985, the Microsoft Corporation released the spreadsheet program Microsoft Excel. In the popular spreadsheet program Excel, data is organized in columns and rows that may be modified using equations, which allow the computer to perform mathematical operations on the data. (T., 2023) It is the industry standard for spreadsheet programs and is frequently an essential tool for data entry, financial forecasting, and budgeting. (Lemoine, n.d.)

Benefits

There are many benefits of excel, some of these are having the capacity to arrange massive volumes of data into coherent spreadsheets and charts. (Lemoine, n.d.)

You can make batch computations significantly faster than using a calculator to figure things out individually using formulas and equations which are simple to learn. (Lemoine, n.d.)

Excel integrates with practically all the other programs in the Microsoft Office suite. (Lemoine, n.d.)

Spreadsheets make easy work of manipulating data. businesses can create pivot tables, remove duplicates, extract data from other tabs, perform various operations on datasets, such as addition, subtraction, division, and multiplication, as well as search across all rows and columns for particular words or conditions. (Brudner, 2022)

Disadvantages

When working with a lot of data, spreadsheets can get complicated and daunting. Although they provide customizable possibilities and a comfortable user interface, handling large datasets can be difficult and time-consuming. (Brudner, 2022)

Spreadsheets don't work well on mobile devices in general. Every time you want to enter or amend customer data, you have to utilize a laptop, which might rapidly get annoying. (Brudner, 2022)

MICROSOFT EXCEL

Apply PMT function to find Monthly Payment

Hotel Hilton UK									
Loan Calculation sheet									
Loan Amount Taken	Interest Rate	Payback Period	Months per year	Monthly Payment	Payment status	Total amount with interest	Interest only	Monthly interest	monthly payment without interest
£150,000.00	3.50%	36	12	<code>=PMT(3.5,36,-150,0)</code>					
£200,000.00	2.25%	48	12						
£125,000.00	4%	24	12						
£100,000.00	4.50%	12	12						

If Monthly payment is >4500 then display payment status as "High Risk"
 If Monthly payment is <4500 then display payment status as "Low Risk"

Apply Conditional formatting to colour "high Risk" status as Red and "Low Risk" status light Blue

PMT formula is used in excel to calculate the monthly payment.

Excel Exercise 1

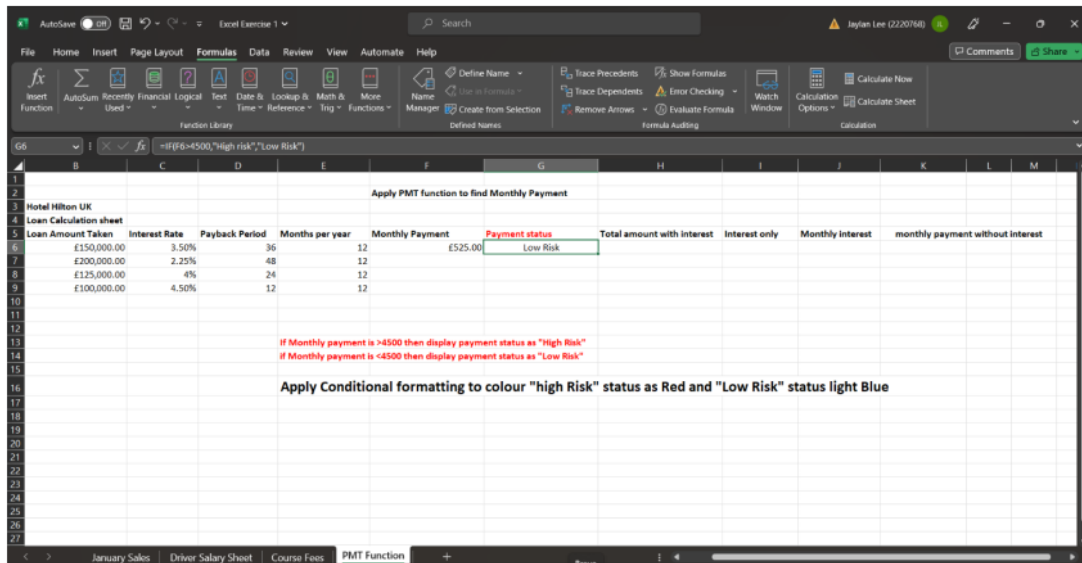
London Taxi Services

Wage Calculation sheet for the last Month

Mile Rate	Contracted Mileage	Miles Driven	Rate for Exceeded Mileage	Contracted Mileage income	Exceeded Mileage income	Tax 5% for Exceeded Mileage income	Net Salary
£1.96	500	500	£2.00	£980.00	£0.00		
£1.28	400	900	£2.10	£512.00	£560.00		
£1.50	600	600	£1.80	£900.00	£0.00		
£1.62	400	750	£2.20	£648.00	£350.00		
£1.10	600	700	£1.50	£660.00	£100.00		
£1.50	550	550	£1.60	£825.00	£0.00		
£1.97	500	860	£2.30	£985.00	£360.00		

If the driver has exceeded the contracted mileage, then 5% tax needs to be charged for the exceeded mileage income, otherwise no Tax - Apply IF CONDITION

I used the Sum formula to calculate the Contracted Mileage income by multiplying the mileage rate and contracted mileage. I also used the formula to calculate the Exceeded Mileage



I used the if function

Employee ID	First name	Last name	Date of birth	Date of employment	Department	Age	Salary
1024	Abigail	Aalderink	2/5/1981	4/8/2013	Sales	34	£60,569.00
1025	Sanford	Bartolo	1/5/2009		Sales	60	£81,603.00
1024	Samuel	Bernick			Sales	30	£86,281.00
1026	John	Dumas			IT	34	£84,186.00
1024	Kristi	Hines			Production	53	£85,775.00
1027	Apple	Lyn			IT	32	£75,144.00
1024	Lee	Nazal			HR	36	£82,162.00
1028	Lindsey	Kline			Marketing	24	£98,915.00
1029	Vicky	James	5/6/1955	1/6/2015	HR	60	£83,207.00
1030	Bradley	Sack			IT	59	£64,717.00
1031	Steven	Lamar		7/6/2011	Sales	32	£64,931.00
1032	Tom	Briones			IT	34	£70,988.00
1033	Mike	O'Neil	2/6/1974		HR	41	£72,254.00
1034	Ely	Kam			Administra	40	£63,434.00
1035	Steven	Davidson			Administra	49	£62,637.00
1036	Nate	Harris			HR	25	£70,556.00
1037	Bryan	Sloane		7/5/2010	IT	33	£74,243.00
1038	Chris	Borgogni	5/6/1959		Sales	56	£89,758.00
1039	David	Goods	9/8/1973	6/9/2013	Sales	42	£79,876.00
1040	Chatsworth	Miller		2/4/2010	Marketing	25	£71,358.00
1041	Stephanie	Miller			Administra	37	£84,889.00
1042	Scott	Joyce			Administra	60	£63,713.00
1043	Mary	Oms			Sales	43	£62,108.00
1044	Jeremy	Davis			Administra	56	£65,200.00
1045	Daniel	Holtby			Sales	29	£68,302.00
1046	David	Jones			Production	24	£99,458.00
1047	Mitch	Gramlow			Production	64	£89,276.00
1048	Valerie	Stevens		8/5/2010	Sales	39	£72,179.00
1049	Andrew	Gupta			Administra	42	£92,985.00
1050	Sam	Zaborsky			Accounting	51	£85,065.00
1051	Joe	Keenan			Accounting	52	£75,120.00

Employee ID

Salary

=VLOOKUP(1030,A:H,8,FALSE)

VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

Your job
Use VLOOKUP to return the Salary of the employee with ID = 1030.

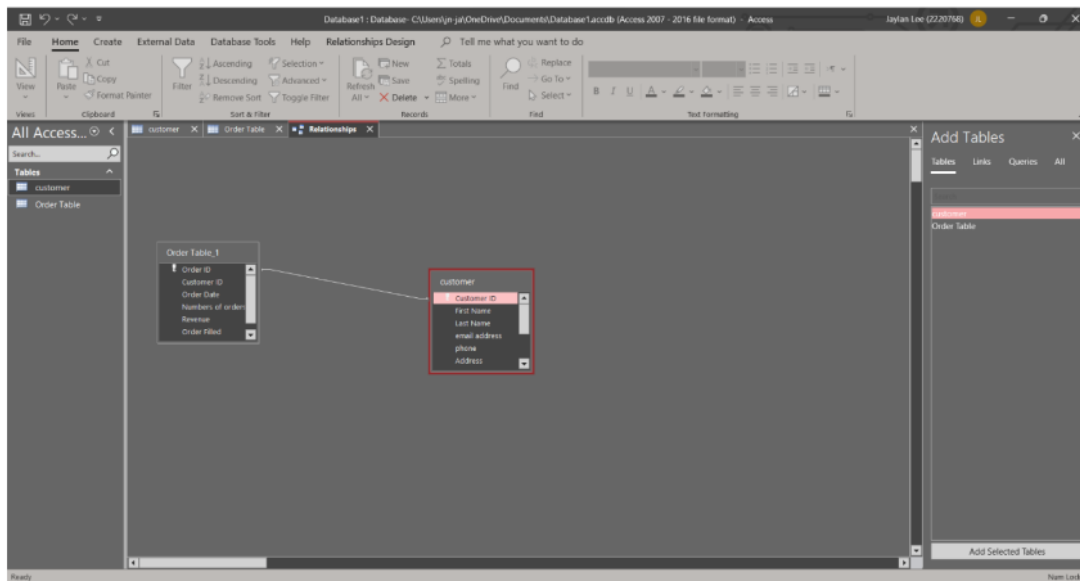
Employee ID	
Salary	=VLOOKUP(1030,A:H,8,FALSE)

VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

Your job

Use VLOOKUP to return the Salary of the employee with ID = 1030.

The formula used above is used to find the employee ID 1030



Connecting Customer data and order table

Database1: Database - C:\Users\j...OneDrive\Documents\Database1.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Help Table Fields Table Tell me what you want to do

Views: Views, Filter, Sort & Filter, Records

Tables: customer, Order Table

Customer ID	First Name	Last Name	email address	phone	Address	City	County	Postcode	Country	Notes
1	Sara	Fisch	Sara.fisch@gmail.com	956-557-4170	123 New Street	Coventry	Leicestershire	CV3 1DA	UK	Very demanding
2	John	Davis	john.D@yahoo.com	801-583-3652	3215 Riverside Lane	Coventry	Leicestershire	CV3 3BA	UK	friendly
3	Alex	Shresta	Shresta@gmail.com	920-339-6259	4660 Lake Road	Leicester	Leicestershire	LE1 2FA	UK	Orders a lot
4	Ileem	Ahmed	Ileem@gmail.com	947-766-7690	1521 Redbud Drive	Nottingham	Leicestershire	NG1 2BD	UK	New
5	Emily	Montaz	E.Montaz@yahoo.com	975-655-2909	2217 Lonely Oak Drive	Nottingham	Leicestershire	NG2 5HJ	UK	new customer
6	(New)									

Record: 1 of 6

Creating a Pivot table

Database1: Database - C:\Users\j...OneDrive\Documents\Database1.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Help Form Layout Design Arrange Format Tell me what you want to do

Views: Views, Filter, Sort & Filter, Records

Tables: customer, Order Table

customer

Customer ID: 1

First Name: Sara

Last Name: Fisch

email address: Sara.fisch@gmail.com

phone: 956-557-4170

Address: 123 New Street

City: Coventry

County: Leicestershire

Postcode: CV3 1DA

Country: UK

Notes: Very demanding

Record: 1 of 6

Save As dialog box:

Form Name:

Order Form

OK Cancel

Changing the Form's name

40

Microsoft Teams

Microsoft Teams is a business communication software that has been incorporated with Microsoft Office 365 and it was announced by Microsoft in 2017. (Withee, 2021) (Wea, 2021) It allows you to make unlimited video calls and screen share. Additionally, the Microsoft team has the capability to establish numerous group conversations, each designated for specific subjects, in order to facilitate discussions on different topics. (Withee, 2021) According to a survey done at Nusa Napa University has shown that students who use Microsoft Teams application had an excellent perspective on it. (Wea, 2021) Microsoft Teams also have a Calendar area that can be used to schedule meetings in Microsoft outlook.

MICROSOFT SHAREPOINT

Microsoft SharePoint facilitates the efficient and suitable delivery of business applications for organizations. (Khumalo, 2019). It is a crucial business technology that can help firms share knowledge effectively, Organize company material and documents and work together on projects. (Mearns, 2019) SharePoint is an example of a web-enabled program that can be accessed from many computers on the network using a web browser. It is deployed on Microsoft Windows servers. (Khumalo, 2019) There are four subscriptions plans that include Microsoft share point these are Microsoft 365 business basic, Microsoft 365 Apps for business, Microsoft 365 Business Standard and Microsoft 365 Business Premium. (Anon., n.d.)

ASANA

Asana is a project management program made to encourage teamwork and collaboration. (Monnin, n.d.) The primary aim is to enhance effectiveness throughout your entire organization through a solution that is adaptable and user-friendly for all teams. This will enable you to collaboratively produce high-quality work in a more expedited manner. (Anon., n.d.) In Asana you can create tasks for project documents as soon as a task is finished, a recurring task can be created by a team and then reappear. (Monnin, n.d.) In the basic edition, there is no restriction on the number of projects or tasks. (Monnin, n.d.)

TRELLO

Trello provides a web-based platform for collaboration and project management. (Kaur, 2018) It is offering users a choice between four versions: Free, Standard, and Enterprise Trello's Business Class and Enterprise editions provide a wider range of functionality. (Kaur, 2018) Trello boasts a design that is both user-friendly and intuitive, allowing users to interact with its features seamlessly. (Stojanovic, 2021) additionally it finds extensive usage across diverse professional domains, enabling professionals from business to education to effectively manage teams and projects (Shchetynina, 2022)

ZOOM

Zoom is a video conferencing software that became very popular in 2020 because of Covid 19 that led everyone to be locked in their home. That substantially increased the demand for video communication software applications. (Dooley, 2020) Zoom is headquartered in San Jose, California and was founded by Eric S. Yuan. (Anon., n.d.) Zoom web conferencing platform provides a lot of services such as video

conferencing, online meetings, chat, and mobile collaboration. (Rishabh Rathi, 2022) Zoom has 5 plans with different prices that range from free to £185 a year With each plan giving you more features or enhancing the ones that are already there. These plans are called Basic, Pro, Business, Business Plus and Enterprise. (Anon., n.d.)

GOOGLE MEET

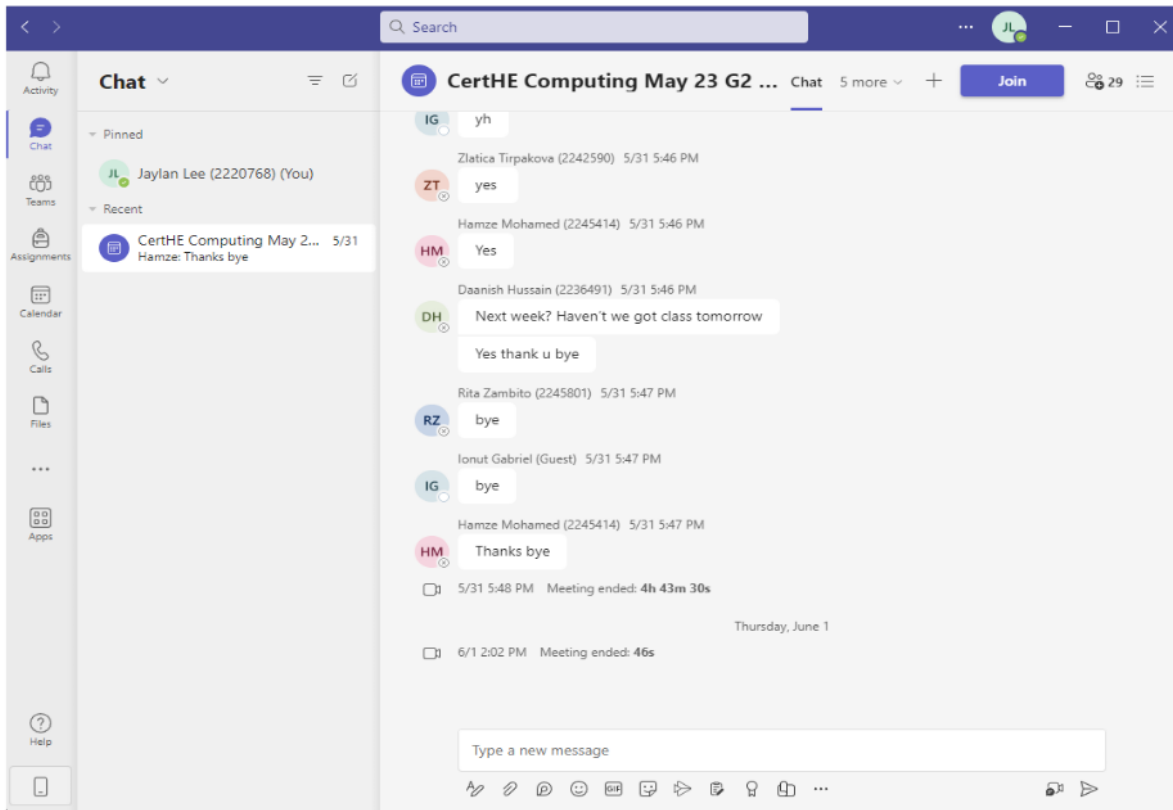
Google Meet is a video communication platform for businesses. (Anon., n.d.) It allows its users to easily join meetings from their smartphones by dialing in because each meeting has its own dial in detail. This feature allows users that prefer to talk on the phone or doesn't have an internet connection another way to access a meeting. Additionally google meet allows users to have seamless access to their google calendar information and teams that use meeting systems like skype that are based on SIP and H.323 standards through the Pexip Infinity Platform can easily join a Google Meet meeting. (Anon., n.d.)

Cisco Webex Teams

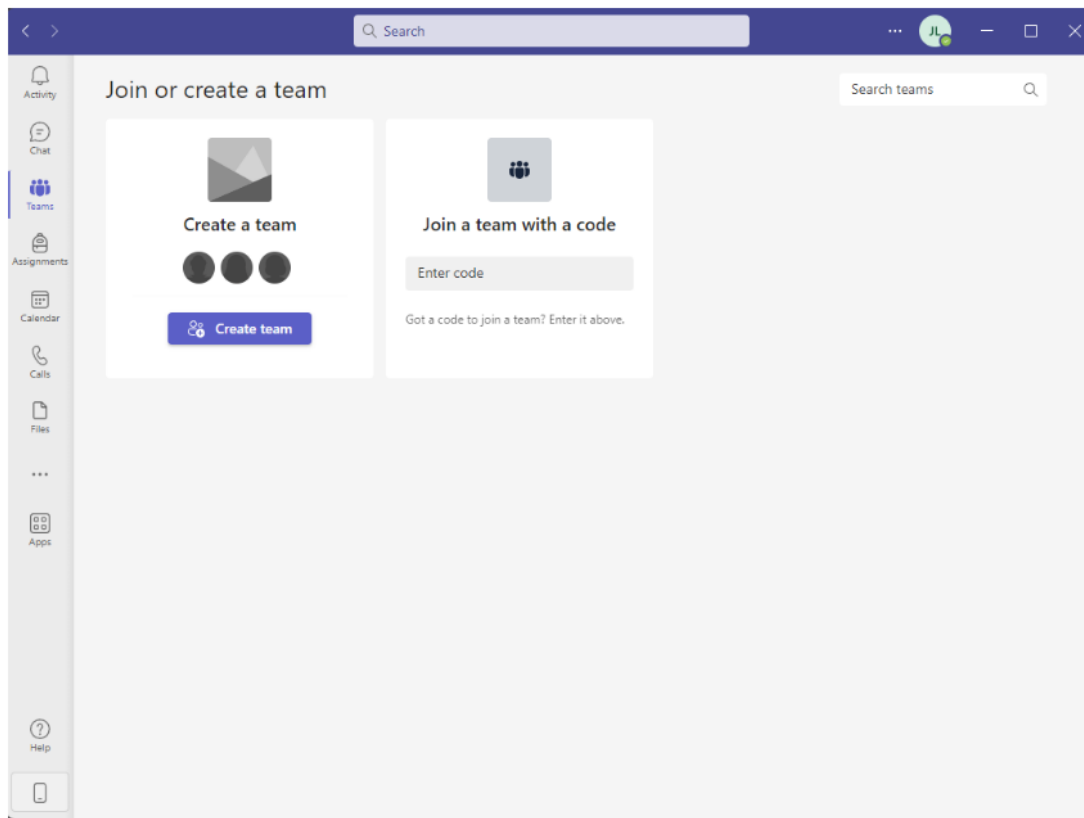
Cisco Webex Teams is an intuitive collaboration tool, that keeps people and teams always connected. (Anon., 2019) The Cisco Spark team collaboration software and the Cisco Webex web conferencing platform have been combined to produce the Webex suite. To unify Cisco's collaboration portfolio, the services underwent a rebranding in April 2018 under the Webex name. (Murphy, n.d.) Users can join video conferences from a desktop or mobile application. Some of the features of Cisco Webex Teams are Webex meetings, Webex messages and Webex calling. (Murphy, n.d.) Webex Teams offers a comprehensive platform for high-definition video and audio conferencing, allowing users to easily engage in meetings from any device. (Murphy, n.d.) Webex Messages gives you the ability to engage in direct messaging or group conversations, enabling you to communicate with colleagues, share various content, and exchange ideas effortlessly. Webex Calling is a feature that allows users to make voice calls from the platform. (Murphy, n.d.)

Microsoft Teams

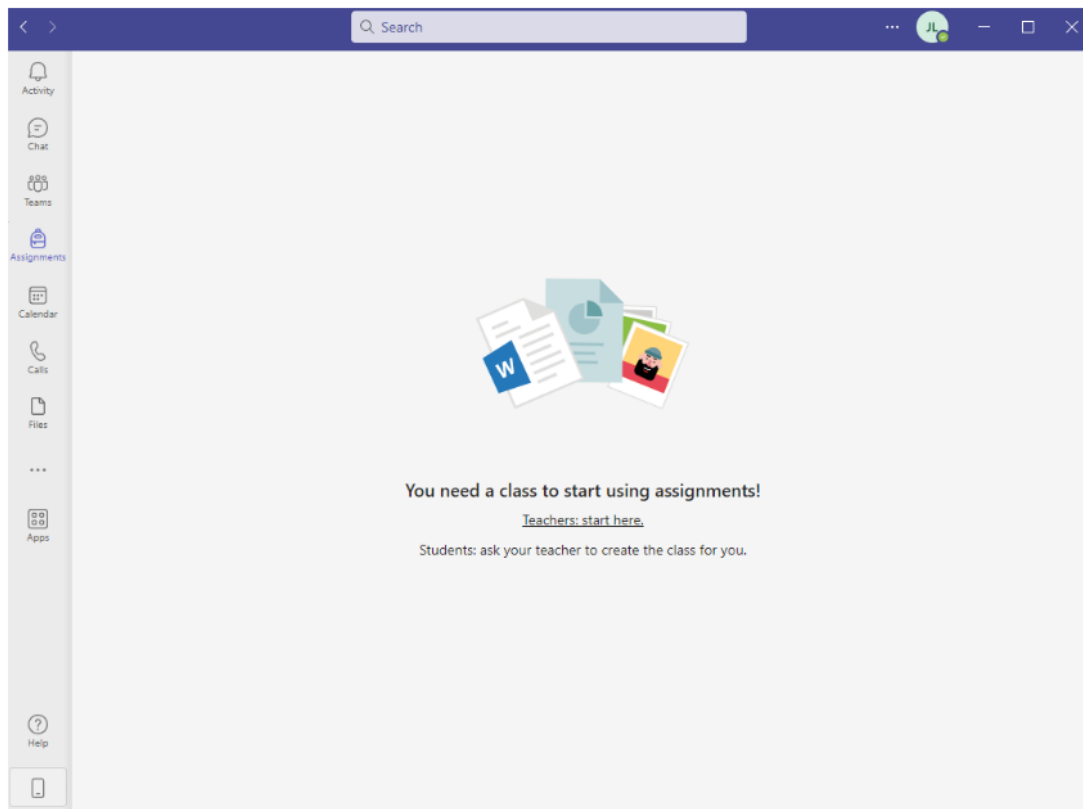
Some of it's features



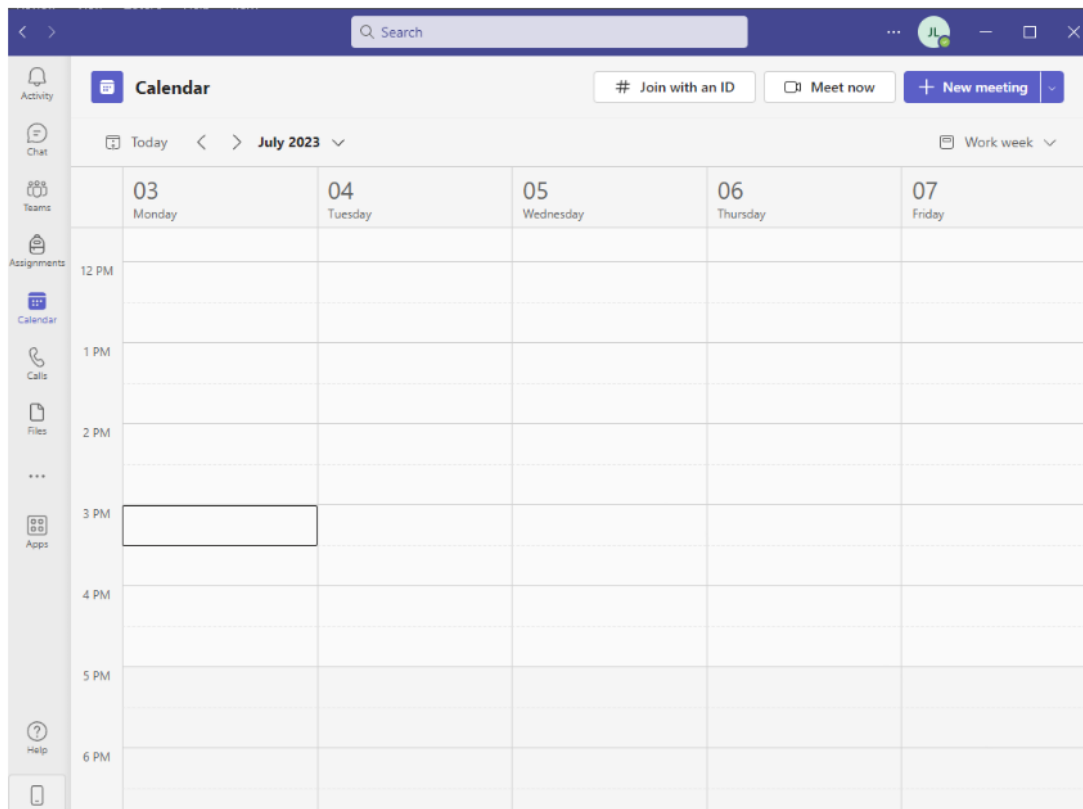
Here you can chat with people that are in the meeting and upload files from your computer or from Microsoft applications and services such as SharePoint, OneDrive, and Outlook right into the conversation, including documents, images, and videos. Use the @mention function to name certain team members in a chat message to draw their attention and ensure they read it. Users can examine previous chats and refer to crucial information by accessing the chat history. Users can rapidly locate messages or information in the chat section using the search capability.



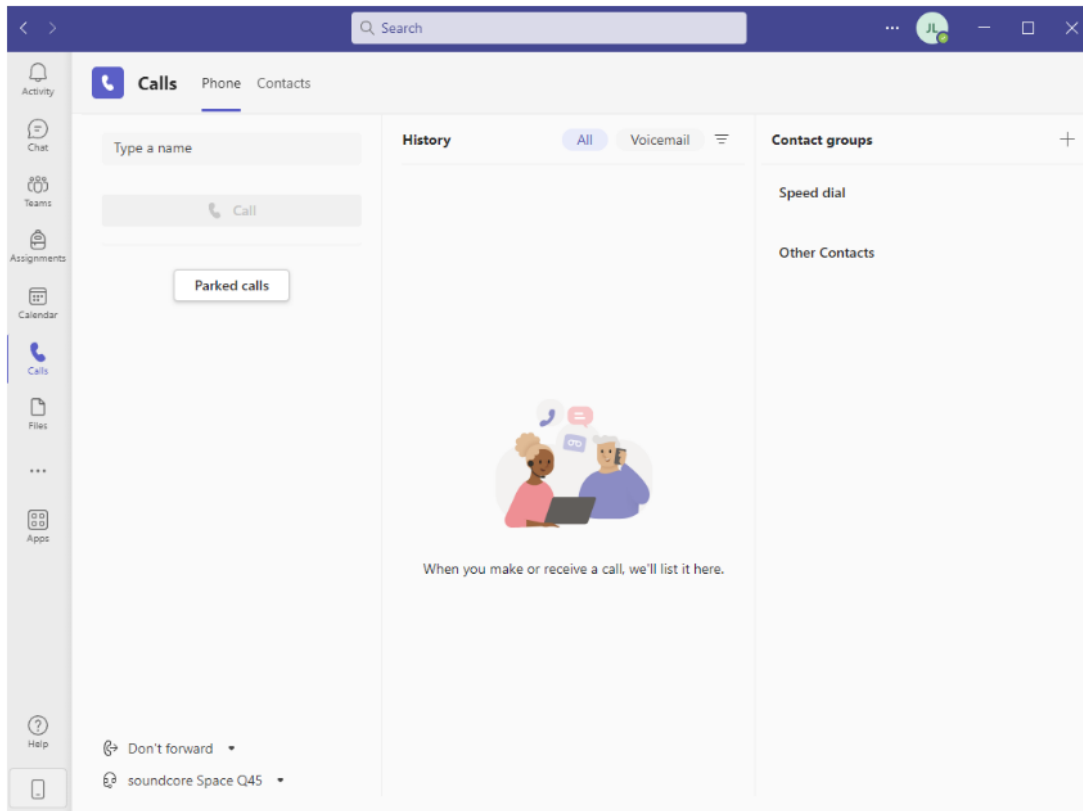
In the teams section you can create a team or join a team with a code



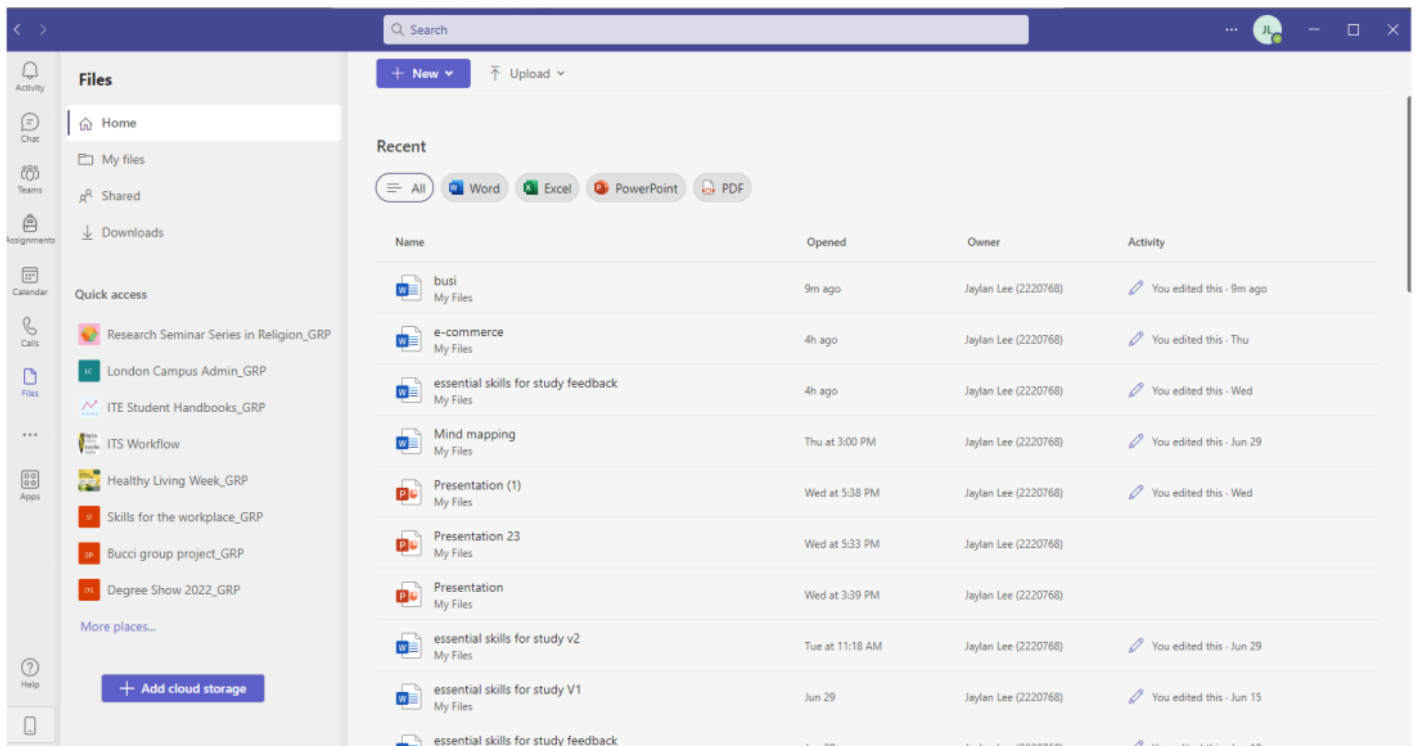
Assignments can be created and distributed here.



Teams calendars enable both individuals and groups to manage their appointments, events, and meetings.

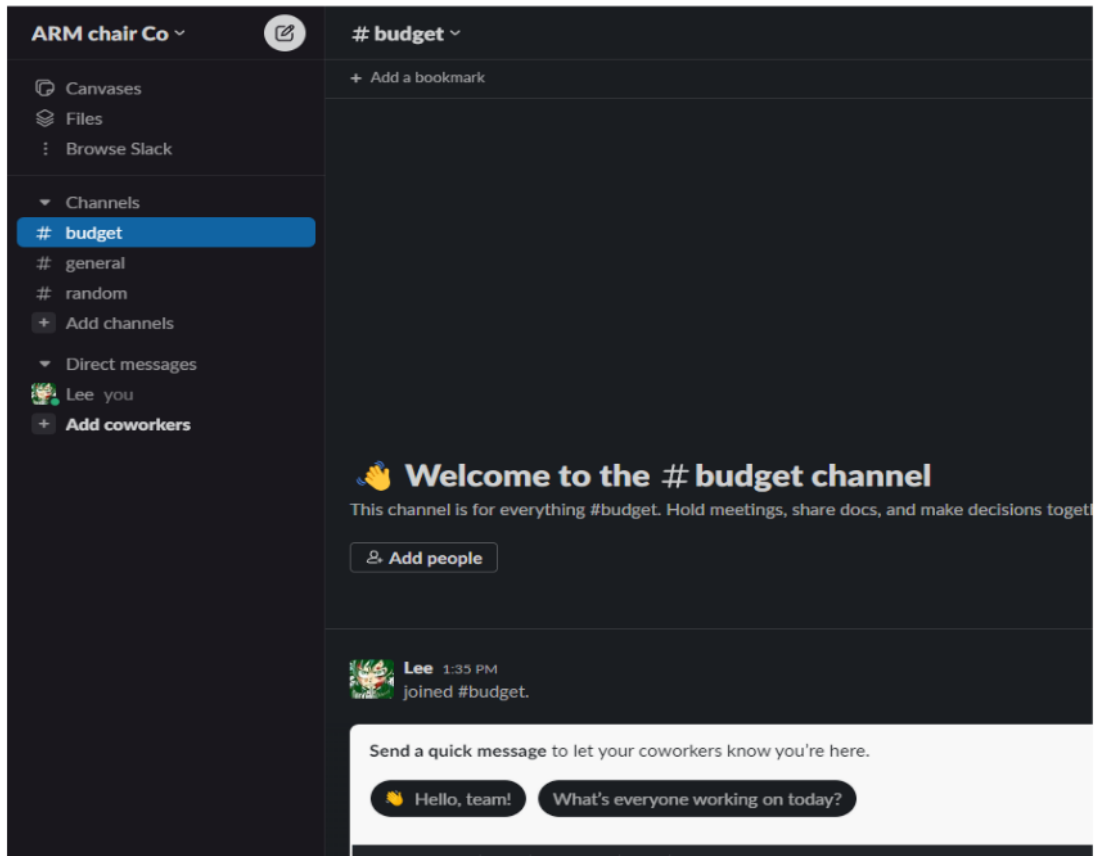


In the calling section of Microsoft Teams, you have the flexibility to engage in one-to-one voice calls, video calls, or conference calls with multiple participants. Moreover, Teams enable you to park calls, providing the ability to temporarily hold them and retrieve them from any device, ensuring uninterrupted communication. You can conveniently access call history to review past conversations and save important contacts, allowing for seamless and efficient communication management within the platform.



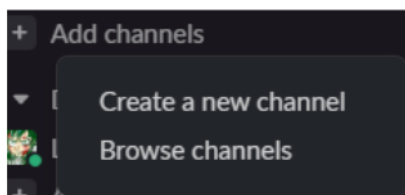
Inside of Microsoft team the files section is the, a central location for organizing, storing, and working on files with a team or organization.

SLACK



The Channels are used conversations which each channel focusing on different topics or almost anything.

You can add more channels by pressing Add channel and create a name for it



You can add more channels by pressing Add channel and create a new channel.

Create a channel ×

i Channels are a way for teams to openly collaborate. Create a channel around a topic and people can join or follow the conversation.

Name

e.g. plan-budget

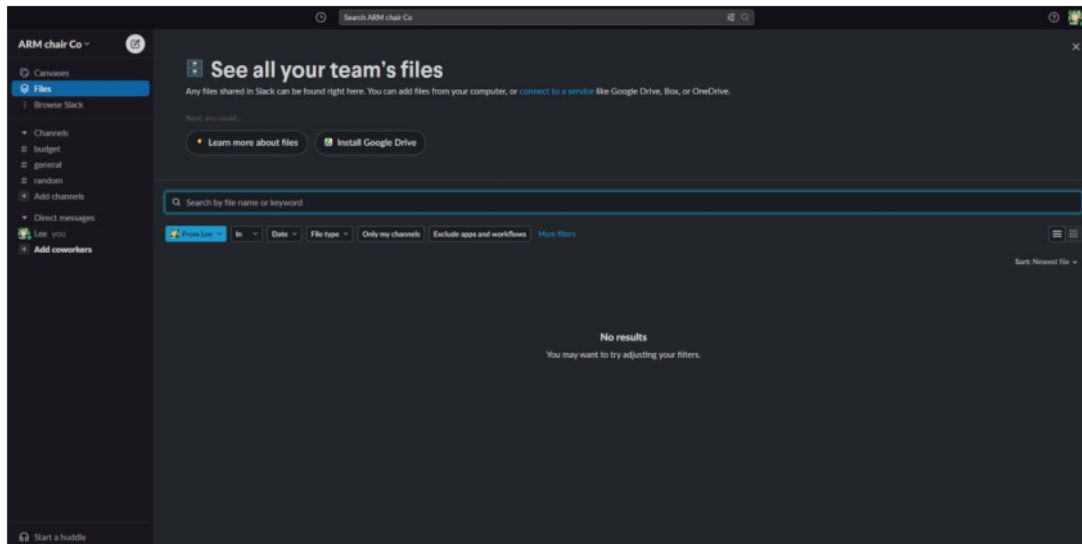
80

Channels are where conversations happen around a topic. Use a name that is easy to find and understand.

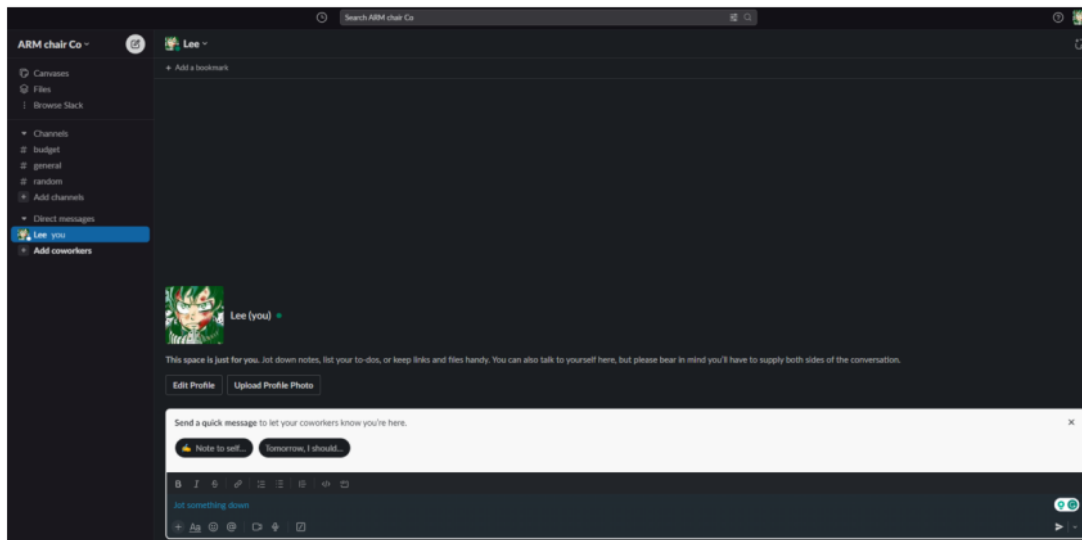
☐ Invite external people i PRO

Next

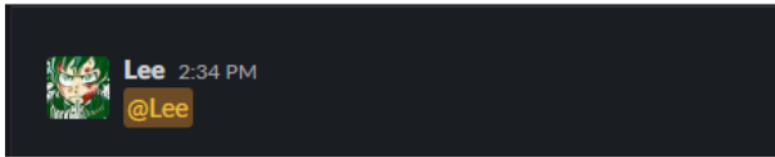
You can create the name of the channel here.



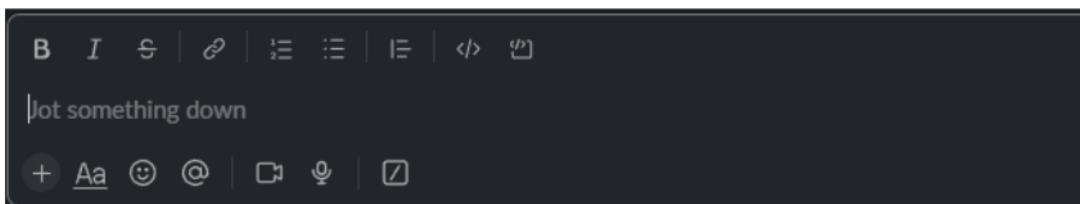
You can share files in slack, and you can see the files you shared here



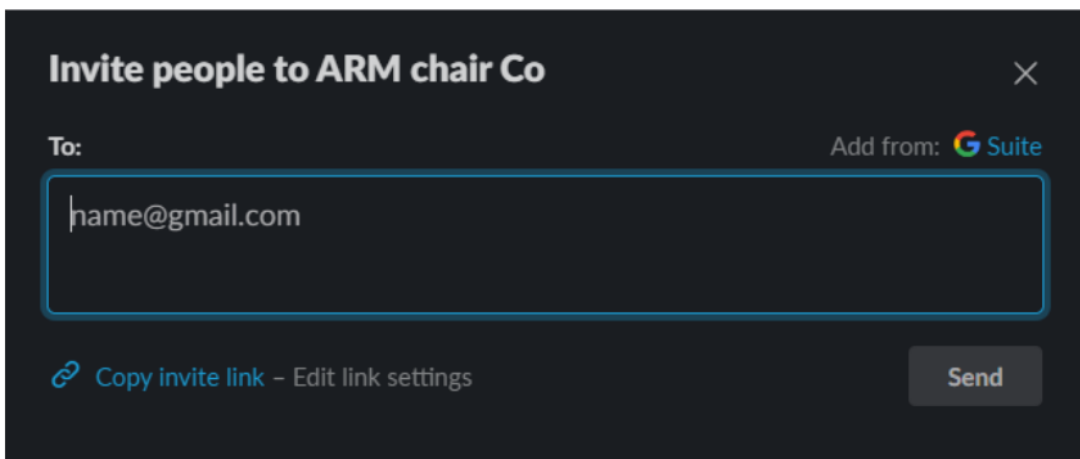
You can send direct messages to almost anyone. Direct message is a one-on-one message or a small group



You can use the @ symbol and someone's name to notify them.



The text box is used to send messages to communicate with people in the group. Additionally, it allows you to send Files, Gifs, /commands and change how messages are formatted.



you can invite more people by sending them a email or giving them a link

CONCLUSION

In conclusion software and other things like it are essential for businesses to operate and compete in today's fast-paced world. Mind maps make it easier for businesses to keep track of data, Office Applications make entering data and calculating more efficient and faster. Additionally, collaboration software has made it easier for teams to work together over long distances. Using this software has made business more efficient and competitive. They help to streamline processes and reduce costs.

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