

I.



Skills for the Workplace

Module Assignment Submission

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Module Title:	Smart Technology in The Workplace
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Statement of Confirmation of Authenticity

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II. Introduction

In this report, I will be comparing two web based emails. Yahoo and Gmail. I Will also be comparing the differences between one chosen smartphone and a tablet. From this I will be creating an essay investigating how useful they are in the workplace. I am going to create some professional accounts and how these will help your communication and collaboration in the workplace.

Part 1

Demonstrate the ability to evaluate the appropriate use of technology (including mobile devices) to improve workplace efficiency and employability by the following means:

I have chosen to compare Gmail and Yahoo Mail as the web based emails.

Yahoo Mail and Gmail are both popular websites that are used by a lot of people in today's world. Yahoo Mail started 8th October 1997 (Broussard, 2015) whereas Gmail started 21st March 2004 (McCracken, 2014) This means the older generation would have used Yahoo Mail from 1997 and may not have switched to Gmail later. As Gmail launched later most likely the younger generation will be using this. But this is not exactly right as some people may have switched to Gmail later if they found out that it seemed more appropriate for them.

The main difference between Yahoo Mail and Gmail that you first notice when opening the web is that they are laid out differently. Gmail has the box where you type in the middle of the page as Yahoo Mail has placed it to the right side of the webpage. This may show that Gmail is making that the centre of attention as Yahoo have got a message written in the middle. They are very similar on the first page of login but have their differences. There are benefits of using both the different email types. I'm going to list some of the benefits and compare them with each other.

Yahoo Mail has got numerous benefits such as if you use this email service then you can access an address book which will be easier for you to look for your contacts when wanting to send an email. It has its own virus protection which others may not use for their email service. It has an automatic email response when you go on a holiday or vacation so you don't get disturbed. Another very useful feature of Yahoo Mail is that you can check your emails from other accounts such as Gmail or Hotmail while still logged into your Yahoo account but you will just have to connect those accounts with your Yahoo account using either the Mail Accounts or Mail Options section. (Yahoo! To The Max: An Extreme Searcher Guide, 2005)

Gmail has many benefits as an email service. If you choose to use Gmail you can get more than 2GB of disk storage so you can store as much attachments and emails as you want without having to worry about the storage and having to delete the messages. (Google Gmail: Visual QuickStart Guide, 2005) Gmail has very good security and only the owner of the account will be able to recover the password through certain steps that are taken. You may also customise the page for your likings. You can change various aspects of the page such as font, colours and display.

Web based emails are very useful in the workplace as they help the staff to email their colleagues and attach any documents that are needed to help them complete their work. As for Gmail they have Google Drive which they can save their attached documents to for reference for later on. As for Yahoo Mail it has Finance and News as part of the Yahoo web so if you had to quickly check on the financial update in the industry and email it to your colleague or use it as part of your work then it would be easier to use Yahoo as its all connected together and easier to access.

I have chosen to compare iPhone 6 and iPad Mini as the Smart Phones and Tablets.

Samsung Galaxy tablet S3 and iPad Mini are both popular devices that re used by a lot of today's generation. Samsung Galaxy tablet S3 is one of the newest versions. Released on March 31st 2017. (Swider, 2017) As for the iPad Mini 4 it's launch date was on September 9th 2015. (Macro, 2018)

The main difference between the both is that the iPad mini 4 is more convenient as it has got a smaller sized screen. Whereas the Samsung Galaxy S3 is more wider. Also the iPad mini 4 does not come with a pen to use but can be bought separately. So there are downsides and advantages to both the tablets.

Samsung Galaxy S3 is one of a kind. This is because it has a AMOLED screen plus HDR video support which therefore makes it more appealing to look at. The pictures on the screen seem to come to life. Included with it is the most talked about S pen which has now upgraded and is made a thinner tip for more lifelike handwriting. iPad Mini 4 has a lot of unique features such as it is perfect for on the go and fits perfectly into ur bag as it is only 8 inches. The screen resolution is 2048 x 1536 pixels which makes it a crystal clear screen which is perfect even on an 8 inch screen.

Smartphones and tablets are useful in the workplace as today's generation has become more modern. They now use tablets to take orders in restaurants. This is much easier as you can travel to each customers table to take their order. This way the customer doesn't have to come to the desk to get their order taken. Also the old version is writing on a paper but writing can be hard to read so if an order is taken on

a tablet. It will come up on a computer for the chef and it will be easier for them to process the order as well. It is a more quicker and faster process.

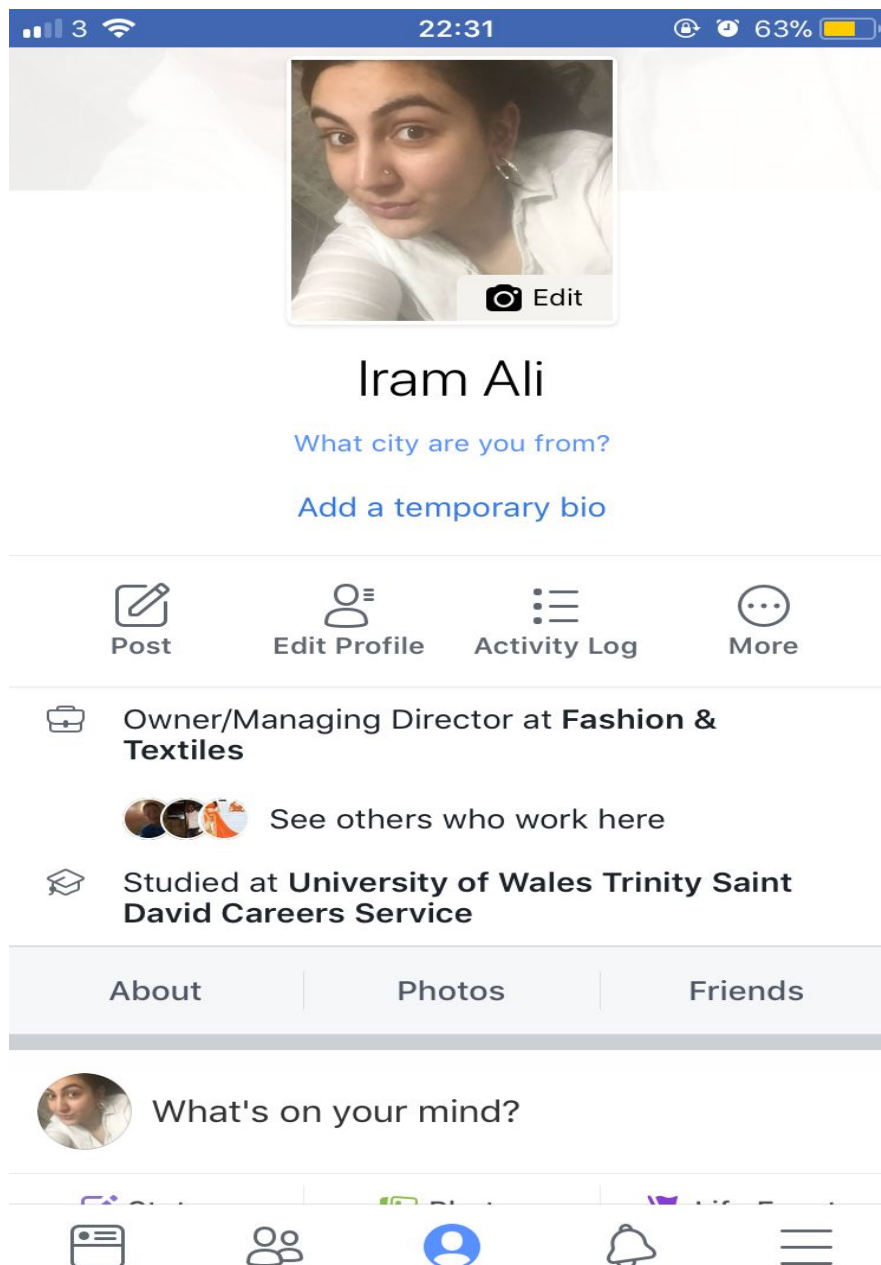
Part 2

Demonstrate appropriate use of technology and its applications in the workplace by the following means:

❖ A) Create your own professional accounts in the following social media:

Below I am including the web link to my professional Facebook account:

<https://www.facebook.com/profile.php?id=100025430047797>





Below I am including the web link to my professional LinkedIn account:

<https://www.linkedin.com/mwlite/me>

3

22:43

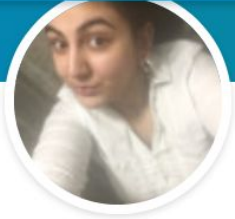
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Managing Director
Fashion and Textiles
2015 - Present

Education



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Profile

Below I am including the web link to my professional Twitter account:

<https://mobile.twitter.com/IramAli81043601>

← Iram Ali



Edit profile

Iram Ali

@IramAli81043601

Managing Director of Fashion and Textiles

Student of University of Wales Trinity Saint David
London Campus

📍 London

Tweets

Tweets & replies

Media

Likes

You haven't Tweeted yet

When you post a Tweet, it'll show up here.

Tweet now



- ❖ B) Evaluate the possibilities for communication and collaboration in the workplace that use of these social networks may provide - giving examples to illustrate your research. Your evaluation should also discuss any measures that you deem to be appropriate in safeguarding personal and professional security and safety online.

Twitter and Facebook can be social network sites that will help you in the workplace. This is because this will be your professional social media account meaning you can add your work colleagues on there and this can be a way of communication and collaborating together. As these 2 social networking sites have options where you can message your friends (in this case work colleagues) and through this communication both members can collaborate together to complete any uncompleted work or to gain information. (Work purposes)

For example you needed to contact your manager to take a day off from work. You could do this through one of these social media sites. You can message you manager and ask him and immediately a message will be sent to his or her phone. This is an example of communication in the workplace.

For example you need to get information from a colleague about an upcoming project/event. You can directly message them through these sites and this way you both will be working together to either give each other information

To help safeguard security and safety online there are many things we can do. This is a major important part as if not done properly it could impact on a big loss. To help with this first of all we can make sure that we do not (not even by accident) upload and information on our social media profiles that are secure information which are meant to be kept within the company. This could be done if in a hurry to upload some marketing about the business or could upload the secure information instead of sending privately to a colleague.

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