Information Technology Skills:

Choosing Appropriate Software ***Handout #1 - SAMPLE ANSWERS***

Research an example of one of the following types of software:

* **Productivity software** (word processing, presentation, spreadsheet, database, finance/tax, personal information management [PIM] [e.g., notes, calendar, address books])
* **Business software** (includes productivity software as well as finance/accounting, project management, blogging/website management, customer relationship management [CRM], backup/retrieval, e-commerce, email marketing, security, Voice over IP [VoIP])
* **Multimedia software** (image editing, video editing, audio recording and editing, gaming)

(Specific examples to research include QuickBooks, Microsoft [MS] Word, Google Sheets, osCommerce, Adobe Photoshop, MS PowerPoint, MailChimp, Skype for Business, GNU Image Manipulation Program [GIMP], McAfee Endpoint Protection Essential for SMB, and WordPress.)

Who makes the software? \_\_\_***Microsoft***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of software is it? (Check all that apply.) Open Source X Proprietary  SaaS

Describe the purpose of this piece of software:

***Microsoft Word is a graphical word processing program. Users can type and save documents. Word is similar to other word processing software. Word includes helpful tools to make documents.***

SAMPLE

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When might someone use this software at home or at work?

***People use Word every day at home, at school, and at work. Word can be used to write a letter to someone or to write a research paper for an English class. Word can also be used to write a letter when applying for a job or to craft a press release for a business.***

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What other software options may accomplish similar tasks?

***An alternative to Microsoft Word is Google Docs. Google Docs is a free web-based application in which documents can be created, edited, and stored online. Files can be accessed from any computer with an Internet connection and a full-featured web browser. Plus, Google Docs is compatible with most presentation software and word processor applications.***

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*If your group can demonstrate the use of this software to the rest of the class, prepare to demonstrate it briefly.*