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**Information and communication technologies**

Discover ICT and their impact on society.

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***Introduction:***

**What’s ICT?**

ICT has been around since the late 90’s and it encompasses any device or system used to create, store, transmit, or exchange information. This includes hardware such as computers, smartphones, and routers, as well as software, applications, and networks. ICT also covers the various ways in which information is communicated and telecommunicated, it includes all technologies that facilitate the processing, transmission, and use of information making human-to-human, human-to-machine and machine-to-machine communication easier and more efficient. It has already made its process impacting our daily life and it is now considered a must in modern employment.



**So, what are the main soft tools used in ICT and how do they serve us?**

**1-Microsoft office:**

Microsoft Office is a suite of productivity software applications developed by Microsoft. It includes a variety of programs that are commonly used in both personal and professional settings. The primary applications in Microsoft Office include:  
  
  Microsoft Word: A word processing program used for creating and editing documents. It is widely used for tasks such as writing reports, creating resumes, and drafting letters.

 Microsoft Excel: A spreadsheet program that enables users to create and manipulate data in a grid of cells. Excel is commonly used for tasks like financial analysis, data organization, and creating charts and graphs. It can also be used as a Data-base.

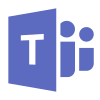
 Microsoft PowerPoint: A presentation program used for creating slideshows with text, graphics, and multimedia elements. It is widely used for business presentations, educational materials, and more.

Microsoft Outlook: An email client and personal information manager that includes features for email, calendar, contacts, and tasks. Outlook is commonly used for managing communication and scheduling.

 Microsoft Access: A database management system that allows users to create and manage databases. It is often used for tasks involving data storage, retrieval, and analysis.

 Microsoft OneNote: A note-taking program that allows users to capture and organize notes in various formats, including text, images, and audio.

 Microsoft Publisher: A desktop publishing program used for creating brochures, newsletters, flyers and other professional documents with an emphasis on design and layout.

 Microsoft Teams: A collaboration platform that integrates chat, video conferencing, file storage, and application integration. It is commonly used for team communication and collaboration.

**2-Google services:**

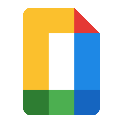
Google offers a wide range of services and products, covering various aspects of online communication, productivity, entertainment, and information. Here are some of the key Google services:

Google Search and Google Chrome: The search engines that made Google famous. Users can search for information, images, news, videos, and more.

 Gmail: Google's email service, which provides users with a free email account and features such as conversation view, labels, and integration with other Google services.

 Google Maps: A mapping service that provides directions, real-time traffic updates, and information about landmarks, and points of interest.

 Google Drive: A cloud storage service that allows users to store and share files online.

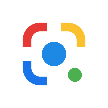
Google Docs, Sheets, and Slides: for creating and editing documents, spreadsheets, and presentations (it offers the same services as Word, Excel and PowerPoint).

 Google Calendar: A web-based calendar application that helps users organize their schedules, set reminders, and share events with others.

 Google Photos: A cloud-based photo and video storage service that allows users to back up, organize, and share their media.

 YouTube: A video-sharing platform where users can upload, share, and view videos.

 Google Translate: A language translation service that can translate text, speech, and images between different languages.

 Google Lens: It’s an image and text recognition Program, designed to display information about the objects it identifies using the smartphone's camera.

 Google Play: An online store for Android apps, games, movies, music, and books. It serves as the primary platform for distributing digital content to Android devices.

 Google Meet: A video conferencing service that enables virtual meetings, webinars, and collaboration. It became particularly popular for remote work and online education

 Google Classroom: An educational platform that facilitates online learning and classroom management. Teachers can create classes, distribute assignments, and communicate with students.

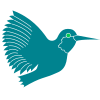
 Google Duo: A video and audio calling app for smartphones and tablets.

Google News: A news aggregator that provides personalized news feeds based on user preferences and interests.

**Google constantly develops and updates its services, so new ones can be offered at any time.**

**3-Overleaf & LaTeX:**

Overleaf offers the LaTeX writing process by providing a collaborative online platform where users can work on LaTeX documents without the need for local installations of LaTeX software. Overleaf also offers features like project sharing. LaTeX documents often use templates that define the overall structure and formatting. Templates help ensure that documents adhere to specific style guidelines.



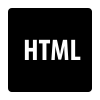
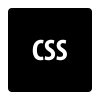
**4-Canva:**

Canva is a graphic design platform that offers to its users a various range of features and tools for creating visual content including posters, presentations and much more. It has a simple interface making it easy to use and beginner friendly. Canva’s key features offer professionally designed templates for the user to choose from. They also include design tools like text and image editing.



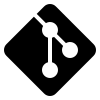
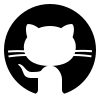
**5-HTML-CSS:**

HTML is the language used to create and structure web pages and applications; it consists of a series of tags that defines the content of a web page where each tag serves a different purpose. While CSS is another language that allows developers to control the appearance of the web page by changing the layout and style, while also defining the fonts, colors and the borders of said web page. Their job together is to create well structured, engaging and user-friendly web experiences.

**6-Git & GitHub:**

Git is a version control system that allows different developers to work on the same project, it also allows them to create change and add features without affecting the main codebase. While GitHub is a platform that allows its users to store their Git repositories making it easy to collaborate and manage their projects without losing information about the modifications that were done by the users.

**Constent impovement and impact on humanity:**

**USER**

**Some statistics:** (according to 2022)

|  |  |
| --- | --- |
| Google services : | * Over 2.5 billion people were using Google Drive for cloud storage and collaboration. * Gmail had over 1.5 billion active users. * YouTube had over 2 billion logged-in monthly users. * Over 1 billion people were using Google Maps every month. |
| Microsoft office Apps : | * Microsoft reported over 300 million paid seats for Office 365. * Microsoft total number of employees in 2022 was 221,000. |
| Overleaf and HTML & CSS : | * Overleaf is used by over 14 million students and academics at 6,800 institutions worldwide. * Many web development frameworks and libraries, such as Bootstrap and Foundation, rely heavily on CSS for styling * Practically every website on the internet uses HTML to structure its content. |
| Git & GitHub : | * GitHub is one of the largest code hosting platforms in the world. * In 2018, Microsoft acquired GitHub for approximately $7.5 billion. * GitHub hosts millions of repositories, including both public and private projects. |

**Conclusion :**

The societal impact of ICT software is profound, making economic growth, performing global connectivity, and facilitating access to information. The efficiency of ICT software continues to shape a more interconnected, dynamic, and technologically advanced society.