Keys:

Bundling: The distribution of productivity

applications as a set of separate but tightly

integrated applications

Digital Calendar: A calendar accessed through

a computing device such as a PC or smartphone

Digital Document: A collection of text and

images organized meaningfully using a digital

medium

Email: Messages distributed electronically from

one computer user to one or more recipients and

stored on a central server

Email Etiquette: The utilization of accepted

standards and practices when communicating

through email

Killer Application: A computer application that

is so desirable that it drives purchases of a much

more expensive technology

Online Chat: Real-time online communication

using an interface designed to send and receive

text

Portable Document Format (PDF): A digital

document format created for easy and reliable

sharing of digital documents

Presentation: Digital documents that combine

text, graphics, and media (audio and video) for

display to an audience

Productivity Application: Software applications

that help users create and process relevant

information

Spreadsheet: A specialized digital document in

which data is arranged in rows and columns for

use in business calculations

Web Conference: A meeting facilitated by

productivity applications that provide video

collaboration

Word Processor: Software application designed

to aid the user in creating digital documents

focused on language and formatting