**Topic 12**

Ex-1. List the business processes –

* Financial Process
* Marking and communication Process
* Student support services

Ex2. 1. List the application software --

* Marking and communication Process (Photoshop)
* Financial Process (Microsoft Excel)
* Student support services ( Microsoft Word)

2. Photoshop can be used for adding markings or annotations to images or designs. For example, you can use the brush tool to draw arrows, circles, or text on an image to highlight specific areas or features. This can be useful for providing feedback or making revisions to a design.

Microsoft Excel is a powerful tool that can be used for a wide range of financial processes, such as budgeting, forecasting, accounting, and financial analysis. Here are some examples of financial processes that can be done using Excel:

* Budgeting
* Financial analysis
* Accounting …..

Microsoft Word can be used for various student support services, such as creating documents, reports, or manuals that provide information about academic programs, student services, or policies. Here are some examples of how Microsoft Word can be used for student support services:

* Student handbook
* Program Guide
* Study Guide
* Forms and Templates …

Ex-3. Excel: One example of a well-designed Excel interface is the pivot table feature. Pivot tables allow users to easily analyze and summarize large data sets by dragging and dropping fields into rows, columns, and values. The interface is intuitive and user-friendly, allowing users to quickly create powerful visualizations of their data.

Word: One example of a well-designed Word interface is the ribbon toolbar. The ribbon is a context-sensitive toolbar that adapts to the user's task, providing easy access to commonly used features and tools. The ribbon is highly customizable, allowing users to add or remove tools based on their preferences or work needs.

Photoshop: One example of a well-designed Photoshop interface is the layer panel. The layer panel allows users to easily manage and organize different elements of their design, such as text, images, and effects. The panel is intuitive and customizable, allowing users to rename, group, or hide layers to simplify their workflow and achieve their design goals more efficiently.