IT Fundamentals

Unit - Hardware

Lesson 3.3.1 - Productivity Software

IT Fundamentals Objectives (FC0-U61)

Objective 3.3 – Explain the purpose and proper use of software

- Productivity software
    - Word processing software
    - Spreadsheet software
    - Presentation software
    - Web browser
    - Visual diagramming software

Grade Level(s)

8, 9

Cyber Connections

- **Hardware & Software**

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Productivity Software

Productivity software is software that helps with certain (productivity) tasks and creating information. One popular type of productivity software is a *word processing software* that is used to create/edit text documents that can also include images, graphs, etc. Popular word processing softwares include Microsoft Word, Google Docs, LibreOffice Writer, Pages, etc. Another productivity software is spreadsheets. *Spreadsheet software* is programs that are used to organize, manipulate, and analyze data that are usually contained within a cell. Some popular examples are Microsoft Excel, Google Sheets, LibreOffice Calc, Numbers, etc.

A third type of productivity software is presentation software. *Presentation Software* is a program that displays information in the form of slides or a slide show, usually used with a person presenting alongside. Some popular presentation software are Microsoft PowerPoint, Google Slides, LibreOffice Impress, Keynote, etc. There's also the *web browsers* which are used to explore and access the World Wide Web. Popular web browsers are Google Chrome, Microsoft Edge, Apple Safari, etc. The last productivity software covered by the IT Fundamentals exam is *visual diagramming software.* These are used to help design buildings via 3-D creations or blueprints. Popular visual diagramming softwares are Adobe Illustrator, AutoCAD, Adobe Photoshop, etc.

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