

IT Fundamentals Guided Notes (ANSWER KEY)

Lesson 3.3.1 - Productivity Software

1. What is the purpose of productivity software?

To help with certain (productivity) tasks and creating information

2. Give two examples of word processing software.

Answers will vary; Microsoft Word, Google Docs, LibreOffice Writer, Pages, etc.

3. What is spreadsheet software utilized for?

Used to organize, manipulate, and analyze data that are usually contained in a cell.

4. Give two examples of spreadsheet software.

Answers will vary; Microsoft Excel, Google Sheets, LibreOffice Calc, Numbers, etc.

5. Microsoft PowerPoint and Google Sheets, LibreOffice Calc, Numbers, etc.

Presentation Software

6. Provide three examples of web browsers.

Answers will vary; Google Chrome, Microsoft Edge, Apple Safari, Mozilla Firefox, Tor, etc.

7. What is visual diagramming software utilized for?

To help design buildings via 3-D creations or blueprints