# Module 3

This Module will teach you **how to use common applications such as email, web browsers, word processing, and presentation software.** You will learn how to **create and format** **documents, spreadsheets, presentations, and databases.** You will also explore the uses of these common applications to **store information**, **support problem solving**, and **prepare professional reports**.

**NOTE**: There is not much reading in this module as the best way to learn these topics is by doing. Run through the activities as many times as you feel necessary. The more you do, the more you will learn.

**Module Sections**

* 1. Common Computer Applications
  2. Create, Format, Present

# 3.1 Common Computer Applications

Think back to some of the tutorials in Module 1. You learned about application software which is a type of software that performs specific tasks. Some of the most common applications in use today include word processors, web browsers, email, media players, and real-time communication applications. There are also spreadsheet, presentation, and database applications which are more common in the business world and when combined with word processor applications, they are called productivity software. We will go more in depth into email, web browsers and productivity software in the next section.

Review the articles at the links to get a better understanding of computer applications and why proficiency with them is important.

**The best web browser 2019**

<https://www.techradar.com/news/the-best-web-browser>

**The 8 Best Email Clients for Windows in 2019**

<https://tinyurl.com/y5p9vqhx>

**Office 365 vs G Suite**

<https://tinyurl.com/y9svoveo>

**Computer Skills: Definitions and Examples**

<https://tinyurl.com/y2q2l8sq>

# 3.2 Create, Format, Present

Probably the most used and most important applications for any person or business are email, web browsers, and productivity software. After all, how else would we navigate the Internet and conduct business in the virtual world?

# Email

Complete the tutorials found at the link below to better understand the capabilities of email applications.

<https://edu.gcfglobal.org/en/email101/>

These tutorials are provided by [Goodwill Community Foundations](http://www.gcflearnfree.org/) and cover the following topics.

1. Introduction to Email
2. Common Email Features
3. Contacts and Calendars
4. Email Etiquette and Safety
5. Time-Saving Email Tips
6. Email Violations Can Jeopardize Your Job
7. Avoiding Spam and Phishing print
8. How Formal Should an Email Be?

**Work through the Email Basics Lessons, Interactives, and take the quiz under Extras. The quiz is not graded, but will provide you a good feedback on your understanding of the content.**

# Web Browsers and the Internet

Complete the tutorials found at the link below to better understand the capabilities of web browsers and navigating the Internet.

<https://edu.gcfglobal.org/en/internetbasics/>

These tutorials are provided by [Goodwill Community Foundations](http://www.gcflearnfree.org/) and cover the following topics.

1. What is the Internet?
2. What Can You Do Online?
3. Getting Started with the Internet
4. Connecting to the Internet
5. Understanding the Cloud
6. Using a Web Browser
7. Understanding Hyperlinks
8. Downloading and Uploading
9. Using Search Engines
10. Understanding URLs
11. How to Set Up a Wi-Fi Network
12. Choosing a Web Browser

**Work through the Internet Basics Lessons, Interactives, and take the quiz under Extras. The quiz is not graded, but will provide you a good feedback on your understanding of the content.**

# Productivity Software (Microsoft Office Suite)

What is a business without productivity? There are several productivity suites available, but Microsoft Office is certainly one of the most recognized.

NOTE: Before you begin these lessons, you will need to ensure that you have access to a recent (2013 or higher) version of Microsoft Office.

Complete the tutorials found at the link below to better understand the capabilities of web browsers and navigating the Internet.

MS Word - <https://edu.gcfglobal.org/en/word2016/>

MS Excel - <https://edu.gcfglobal.org/en/excel2016/>

MS PowerPoint - <https://edu.gcfglobal.org/en/powerpoint2016/>

MS Access - <https://edu.gcfglobal.org/en/access2016/>

These tutorials are provided by [Goodwill Community Foundations](http://www.gcflearnfree.org/)

**Work through the Word, Excel, PowerPoint, and Access Lessons, Interactives, and take the quiz for each under Extras. The quiz is not graded, but will provide you a good feedback on your understanding of the content.**

# Module 3 Project

The goal of this project is to demonstrate your ability to use common applications to communicate and store information. Reflect on your projects from Module 1 and 2. Now that you have a learned how to use email, web browsers, and productivity software, you can start to apply those skills.

1. First, you will use Microsoft Word to create a professional proposal document that is intended for some potential investors of your idea. It will need to be a comprehensive report using various formatting and styles. It should have clearly defined sections, images, and supporting tables and charts with data (fictional but realistic) regarding cost and other considerations. Apply as many of the concepts you learned in the tutorials as are reasonable to make this proposal look and feel professional.
2. Next, you will use Microsoft Excel to continue the proposal by created spreadsheets with formulas and formatting to enhance the proposal. Whatever data you wish to invent and provide, there must be actual formulas used to calculate in the spreadsheet. You must also have both absolute and relative cell references, and at least one function. You will need to be sure to reference the spreadsheet in your proposal as an attachment or appendix. Remember this is part of a professional package that is intended for your investors! Make it look polished!
3. Then, you will create a Microsoft PowerPoint presentation that gives a solid overview of your proposal and spreadsheets. There should be charts and tables derived from your Excel spreadsheet data, as well as information and images relating to your Word document inserted into the presentation. You must also apply themes, animations and transitions to your work.
4. Once your three artifacts are complete, reviewed, and polished, you will create a folder in your OneDrive to store these items and upload them there. Create a shared link to this folder. In the appropriate discussion board create a post in the form of an email to your investors.  In a professional, business-like tone, you will ask them to review your documents via the link or via the attachments and consider your proposal in so many words. DO NOT COPY the previous sentence and assume that is enough for the body of the email.
5. **Last, you must also comment (provide feedback) to at least two (2) other students’ posts. All comments are to be at least two complete sentences and contain more than just concurrence (“I agree”).**