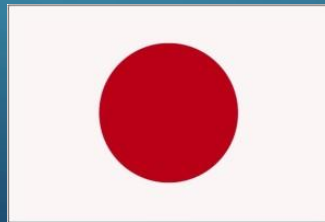


DIGITAL SKILLS JOURNEY: STEP BY STEP

LESSON 5 TITLE:

USEFUL APPS FOR WORK



Digital Skills Journey: Step by Step

Developed by Tsuyoki Koike (JICA Volunteer, South Africa)

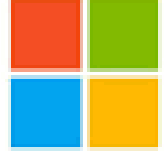
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Today's Points:

- 1 Main Office Applications
(Microsoft Office)
- 2 Paid and Free Alternatives

1 Main Office Applications (Microsoft Office)



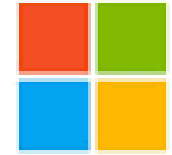
Microsoft

Main Idea:

The most common business applications are part of **Microsoft Office**.

They include **Word** for writing documents, **Excel** for making tables and calculations, and **PowerPoint** for presentations.

1 Main Office Applications (Microsoft Office)



Microsoft

Lesson point:

Knowing how to use Word, Excel, and PowerPoint helps you do office work efficiently.

2 Paid and Free Alternatives



Main Idea:

Microsoft Office is paid software. There are two types: one-time purchase and subscription. Teachers and students can get discounts. You can also use **free alternatives** such as **OpenOffice** or **Google Office** tools.

2 Paid and Free Alternatives



Lesson point:

Even if you cannot use Microsoft Office, you can still work effectively with free office software.

3 Lesson Summary (Types of Office Applications)

**Word-type
(Document
Creation)**



Main Features:

- Make and edit text documents.
- Add images and tables. Print easily.

You Can Do:

- Write reports or letters.
- Make simple manuals or notices.

**Excel-type
(Spreadsheets)**



Main Features:

- Make tables and use formulas.
- Create charts and graphs.
- Organize data easily.

You Can Do:

- Manage numbers or lists.
- Make graphs for reports.

**PowerPoint-type
(Presentations)
Main Features:**



Main Features:

- Make slides with text and pictures.
- Add animations.
- Show on screen.

You Can Do:

- Create easy-to-see slides.
- Use for lessons or meetings.

3 Lesson Summary(Office Application Suite)

These apps are free!

Company Name	Microsoft 	Apache (OpenOffice) 	Google 
Document Creation	Word	Writer	Google Docs
Spreadsheet	Excel	Calc	Google Sheets
Presentation	PowerPoint	Impress	Google Slides
Official Website (Download or Purchase Link)	https://www.microsoft.com/en-us/microsoft-365/word?utm_source=chatgpt.com	https://www.openoffice.org/?utm_source=chatgpt.com	https://docs.google.com/?utm_source=chatgpt.com

Please visit the official website below to download or purchase each application.

For detailed instructions and usage notes, please check the information on the linked page.