



Office Productivity

# Open Office

Office Productivity Suite

- Word Processor
- Presentation
  Database

Database
Spreadsheet
Draw

• This program is compatible with numerous vendor formats including Microsoft, Corel, dBase, Quattro Pro, Adobe, etc.

OpenOffice.org

• Works on PC, MAC, Linux, & Solaris

<u>http://www.openoffice.org</u>







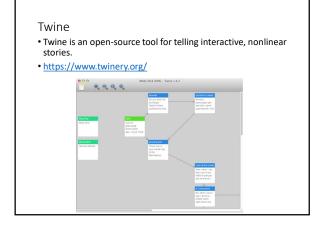
# Dictionary Program

- Can be used as a stand alone program or inside of any other program to get definitions, synonyms, antonyms, and pronunciation of words.
- Available for PC, Android & iOS
- <u>http://www.wordwebsoftware.com/</u>

# Merriam-Webster Apps

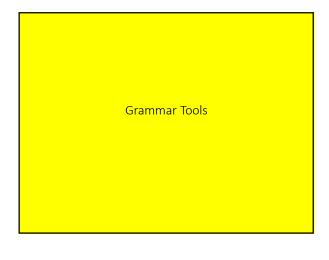
- America's most useful and respected dictionary.
- Available for Android, iPhone & iPad.
- <u>www.m-w.com</u>, then click on Free Apps.











#### Grammerly

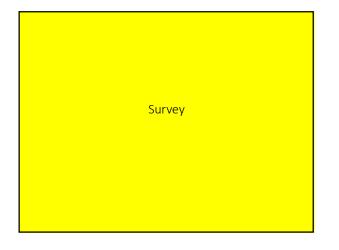
- Grammarly makes sure everything you type is easy to read, effective, and mistake-free.
- Grammarly scans your text for proper use of more than 400 advanced grammar rules, spanning everything from subject-verb agreement to article use to modifier placement.
- https://www.grammarly.com Fix Your Spelling and Grammar I can assure you this won't <u>effect</u> our timeline. • comecraces spelling effect  $\rightarrow$  affect

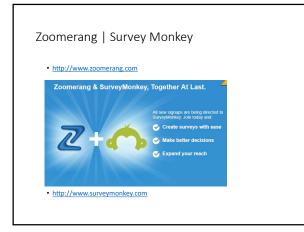
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Plagiarism Checkers

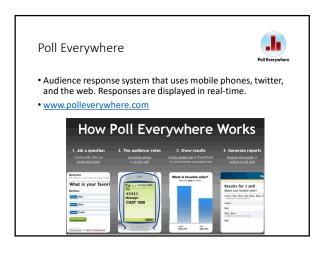






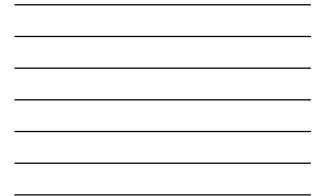
















Jot Form	Starter	
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	100 MB Available Space	
<u>http://www.jotform.com</u>	5 Forms	
	1,000 Monthly Form Views	
	500 Total Submission Storage	
	Unlimited Reports, Fields per form	



Cloud Based Storage

### DropBox

- 2 GB of space
- Sync files across devices
- Shared folders and links
- Dropbox Paper
- <u>https://www.dropbox.com</u>

# iCloud

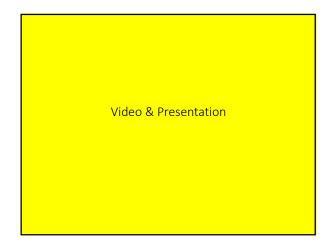
#### •5GB: free

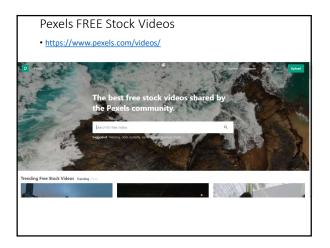
Accessible across multiple platforms:
 iPhone, iPad, iPod touch, Mac, or Windows PC at any time
 https://www.icloud.com/

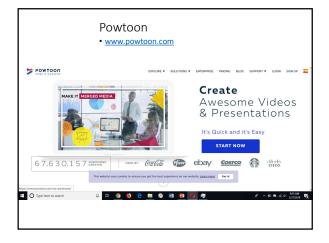
Dropbox

# Could Could Draw Could Draw











### CamStudio

- CamStudio is able to record all screen and audio activity on your computer.
- $\bullet$  Output: AVI video files and Streaming Flash videos (SWFs)
- Platform: Windows
- <u>http://www.camstudio.org/</u>











#### Animoto

- Drag and drop your photos, videos and music to create and share videos online. New Layouts & Templates. FB Marketing Partner. Make a Video in 5 Minutes. Pro-Quality Videos. Social Media Videos
- <u>http://animoto.com/</u>

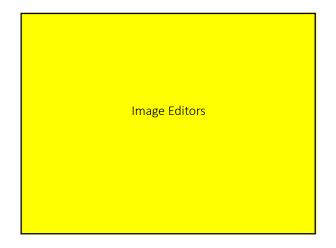


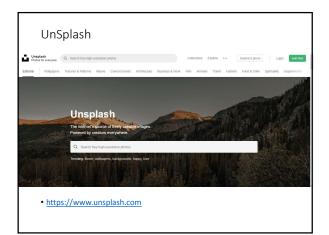


# Clip Champ

- Clipchamp is a free service that doesn't require you to upload your video to its website. The files stay on your computer unless you opt for one of the company's integrated options. There is no limit on file size. Services include:
- Flipping or mirroring the video
- Trimming unwanted parts from the video
- Rotating files clockwise or counterclockwise
- Cropping out unwanted sections of the video
- Adjusting color, brightness, and saturation
- <u>http://clipchamp.com</u>





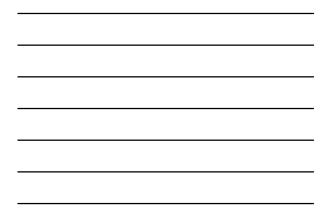


# Gimp

- Image Manipulation Program similar to Paint or Photoshop
- Performs photo retouching, image composition and image authoring
- Works with Windows, Mac and Unix.
- http://www.gimp.org/





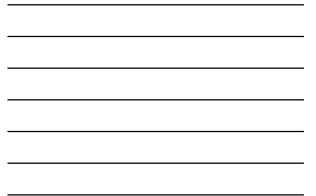


# Cool Text

Create neat logos and buttons – online.
Download over 1,200 fonts
Can be useful for creating handouts or developing online content
<a href="http://www.cooltext.com">http://www.cooltext.com</a>



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	DESIGN TYPES	TEMPLATES	PHOTOS	ICON5		
	Logo	Flyers	Free Photos	Social Media		
Desi	Posters	Résumé	Wallpapers	Web & SEO		
Pub	Business Cards	Brochures	Nature	Files & Folde	75	
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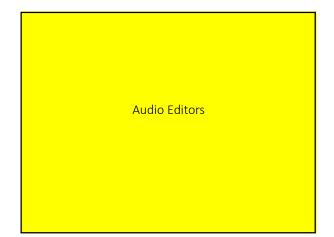








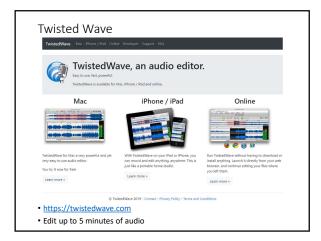




# Audacity

- Audacity<sup>®</sup> is an open source program for recording, editing & exporting sounds
- Available for PC, Mac, Linux/Unix
- <u>http://audacity.sourceforge.net/</u>

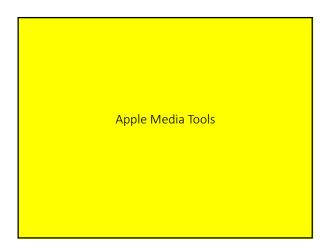






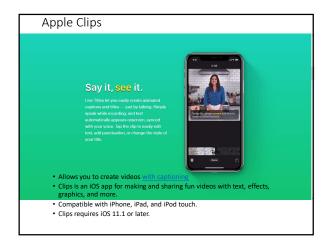




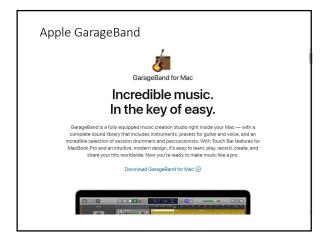
















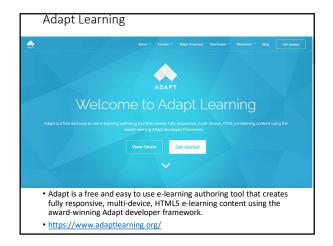
#### iBooks Author

- iBooks Author is an amazing app that allows anyone to create beautiful textbooks — and just about any other kind of book — for iPad, iPhone, and Mac. With galleries, video, interactive diagrams, 3D objects, mathematical expressions, and more, these books bring content to life in ways the printed page never could.
- Create and publish amazing books for iPad, iPhone, and Mac.
- <u>www.apple.com/ibooks-author</u>

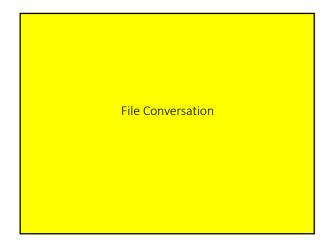
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# Cute PDF

Create professional quality PDF files from almost any printable document.
Available for PC.

http://www.cutepdf.com

CutePDF<sup>™</sup> ideas for PDF

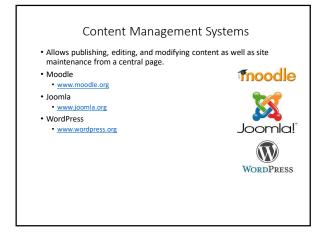
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Compress PDF Reduce the size of your PDF without loaing quality	PDF Converter Convert Word, PowerPoint and Doubling to and from PDF	PPT to PDF Convert PowerPoint presentations to PDF documents	<b>PDF to PPT</b> Convert 175% to editable PowerPoint presentations	JPC to PDF Standard JPC, FMC, EMP, G27, and THF (magins to FDF
PDF to JPC Extract images from your PDF or save such page to a separate energy	Exact to PDF Convert tocal aprendativests to PDP documents	PDF to Excel Correct PDFs to editable Dool spreadsbeets	Delete PDF Pages Norrow one or multiple pages from your PDF	Edit PDF Add text, shapes, images and feehand antebiliers to your PDF
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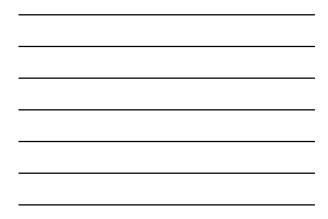
Content Management Systems

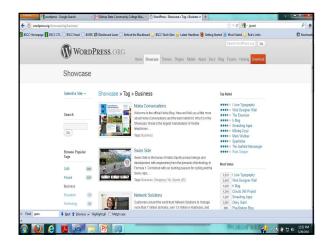






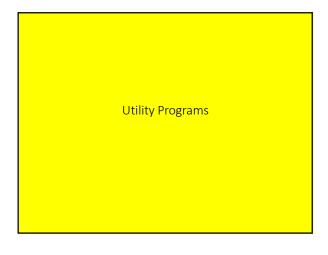












#### Wayback Machine – Internet Archive

#### <u>http://web.archive.org</u>

- The Wayback Machine is a digital archive of the World Wide Web and other information on the Internet. It was launched in 2001 by the Internet Archive
- Use it to find older website designs, files, date, etc.



# 7-Zip

- Allows you to compress files & folders into "zip files" as well as open zip files.
- Works on Windows, Mac & Unix
- <u>http://www.7-zip.org/</u>



## SimpleOCR

- SimpleOCR (Optical Character Recognition)
- If you have a scanner and want to avoid retyping your documents, SimpleOCR is the fast, free way to do it.
- Works with Windows PC.
- http://www.simpleocr.com/



#### Speakonia

- Text to Speech Software
- Plan and simple, this program takes your text and reads it aloud.
- •Can export spoken text as a WAV file.
- https://download.cnet.com/Speakonia/3000-7239\_4-10125328.html











Norton Safe Web
• Allows users to verify if a website is safe or not.
<ul> <li>Analyze sites for</li> <li>Computer Threats</li> <li>Identity Threats</li> <li>Annoyance factors</li> </ul>
<ul> <li>http://safeweb.norton.com/</li> </ul>
Norton Safe Web

**Communication Tools** 

# Skype

• Allows users to communicate with peers by voice, video, and instant messaging over the Internet.

• Instructor example: Could be used for virtual guest speakers in your classroom.

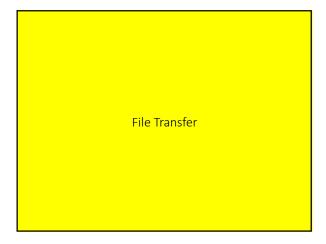
<u>http://www.skype.com</u>



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SOLUTIONS - PLANS & PR	HOST A MEETING + SIGN IN SIGN UP, IT'S		
Zoom Meeting Plans f	or Your Business	Zoore for Education	1 Zoom for Tolehealth 1 Zoom for Developers
Basic	Pro	Business	Enterorise
Personal Meeting	Great for Small Teams	Small & Med Businesses	Large Enterprise-Ready
Free	\$14.99 monthest	• \$19.99 mothest	a \$19.99 mothest a
		* Minimum of 10 hosts	* Minimum of 50 hosts
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Host up to 100 participants O	All Basic features +	All Pro features +	All Business features +
Unlimited 1 to 1 meetings	Includes 100 participants Need more participants?	Includes 300 participants     Need more participants?	Up to 1,000 participants Unlimited Cloud Storage
40 mins limit on group meetings ()	Meeting duration limit is 24 hrs	Dedicated phone support	Dedicated Customer Success
Unlimited number of meetings	User management	Admin dashboard	Manager 0
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<ul> <li>Video Conferencing Features</li> </ul>	Reporting	Option for on-premise	Bundle discounts on Webinars     and Zoom Rooms
Web Conferencing Features	Custom Personal Meeting ID	deployment Managed domains	0
Group Collaboration Features		O Single Simon	0
Security	1GB of MP4 or M4A cloud	O Sarge sign-on	0





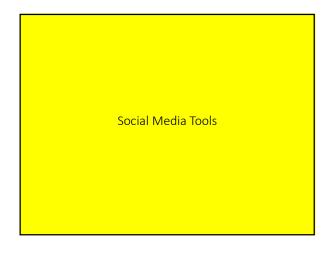


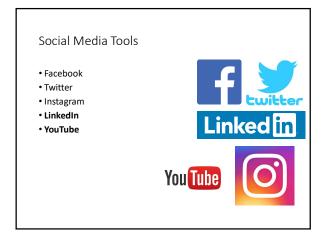


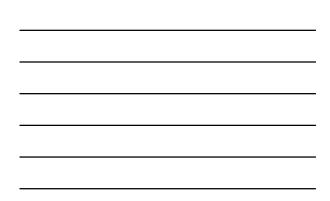
















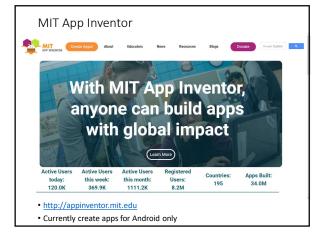
#### Pinterest

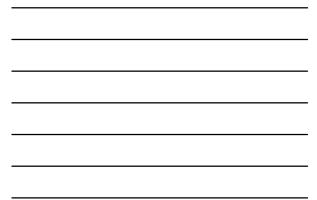
- Creative Team Brainstorming –Pinterest is still one of the best brainstorming sites out there
- Research Projects Pinterest is also a treasure trove for research projects.
- Group Projects

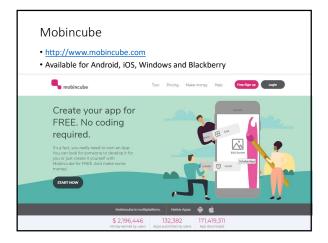
Peer Feedback
Virtual Field Trips
Collaborative Stories

- Digital Student Portfolios Teaching Self-Reliance
- P

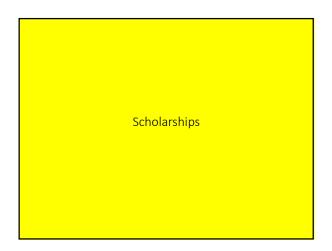
App Development

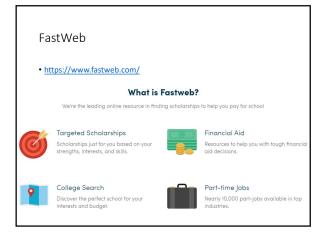


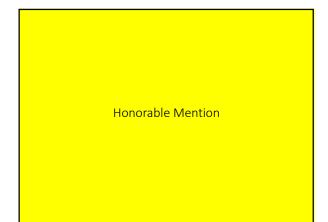










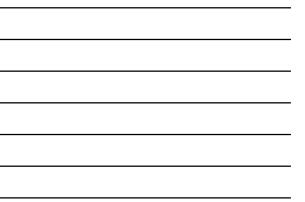


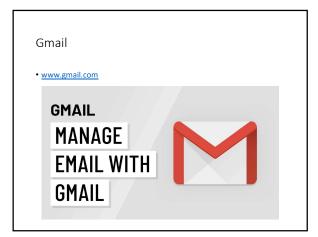
# The Google Tools

- Over 40 Online Tools Organized by:
  - Search
  - Explorer & Innovate
  - Communicate, show & share
  - Go Mobile
  - Make your computer work better
- www.google.com/intl/en/options/

Google







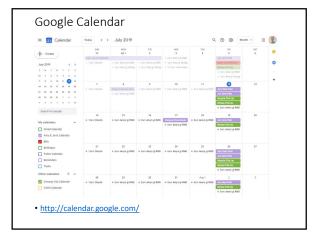


## Google Drive



# <u>https://www.google.com/drive/</u>

- Store any file
  - Keep photos, stories, designs, drawings, recordings, videos, and more. Your first 15 GB of storage are free with a Google Account.
- Share files and folders
  - You can quickly invite others to view, download, and collaborate on all the files you want—no email attachment needed.





#### Google Office Products

- Google <u>Docs</u> is a word processor included as part of a free, web-based software office suite offered by Google.
- This service also includes Google <u>Sheets</u> and Google <u>Slides</u>, a spreadsheet and presentation program respectively.
- The Google Office Products are available as a web application, mobile app for Android, iOS, Windows, BlackBerry, and as a desktop application on Google's ChromeOS.
- The app is compatible with Microsoft Office file formats.



#### Google Voice

#### <u>http://voice.google.com/</u>

- With Google Voice, you get a phone number for calls, text messages, and voicemail. You can use this number to dial domestically and internationally using your web browser and mobile devices.
- What you can do with Voice
  - Easily call people in your contacts and organization directly
  - Text using your new number from any device
  - Save time by reading your voicemail in your email inbox
  - Get protected from spam calls, block unwanted callers, and screen calls before answering





