

CS1010: The Skills in Unit 2

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WHAT'S COVERED

In this lesson, you will learn how technology, initiative, results driven, and productivity connect to how you can make technology work for you.

Specifically, this lesson will cover:

1. Skills in This Unit
2. Common Productivity Software

1. Skills in this Unit

As you begin this second unit, you will explore these skills in relation to various digital tools and how you can utilize them in your daily life. You will begin to understand how these tools can help you stay organized and focused on achieving your desired outcomes. You will look deeper at how improving your skills can help you better understand the capabilities of these tools so you can use them in ways that work best for you.

In particular, we will focus on the following:

Technology

- Learning more about tools like Word and Online Calendars allows you to use technology to your advantage
- Digital tools can help you overcome barriers that get in the way of success

Initiative

- Managing your time can help you feel less overwhelmed about starting a project
- Often, the biggest step you can take as you begin any process is the first one

Productivity

- Digital tools can help you manage your time and create a plan to achieve your goals
- When working with others, being able to collaborate using technology can be the key to success

Results Driven

- It is important that you understand the capability of digital tools you are using so your final result is as intended
- It is important to recognize when you are focused on the wrong types of activities so you can get back on track

Throughout the course, be on the lookout for various call-outs to help you better see the connections between the skills and the course content.

2. Common Productivity Software

While this course will not review all of the types of software listed below, consider how they could help you be more productive. If one is unfamiliar to you, take some time to do some online research to see if it is something you should take the time to explore.

Type of Software	Common Example	Typical Use
Word Processing	Microsoft Word Google Doc Open Office Writer	Create letters, memos, newsletters, posters, reports
Spreadsheet	Microsoft Excel Open Office Calc Google Sheets	Charts, graphs, data visualizations, simple databases, grade book, invoices
Presentation	Microsoft Powerpoint Open Office Impress Google Slides	Linear presentations, hyper presentations, simple animation
Database	Microsoft Access Microsoft SQL Server MySQL	Data driven reports, electronic filing system, simple database management system



TERMS TO KNOW

Word Processing

Software used to create documents with standard text.

Spreadsheet

Software used to create charts and graphs.

Presentation

Software used to display information in an engaging manner.

Database

Software used to store and organize complex information.



SUMMARY

In this lesson, you learned how productivity, technology, results driven, and initiative skills are all important when it comes to making technology work for you. Your strength when it comes to these skills will allow you to maximize the benefits of tools like Word and calendars. When you use tools like these as intended, you will be more focused and successful both at home and at work. You also explored some common software that could help you be more productive.

Best of luck in your learning!



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