



LESSON 2: PRODUCTIVITY TOOLS FOR DATA VISUALIZATION

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Productivity Tools Definition and Use Data Visualization

LC 11 defines concepts and underlying principles in productivity tools (Productivity and Presentation Tools such as Word Processing, Spreadsheet, Publisher, PowerPoint, Paint, Image Manipulation Systems, Graphic Interface Software and online productivity tools) applied in data visualization;

Productivity Tools

**software applications or platforms
designed to enhance efficiency,
organization, and collaboration in
personal or professional tasks.
achievement of goals**

EMAIL

Email is one of the most commonly used mediums for businesses to communicate. Using email management tools — users can eliminate the inflow of unnecessary communication and gain a focused view of essential tasks and processes.

GMAIL

Gmail is one of the most popularly used email services provided free of cost by Google.

MICROSOFT OUTLOOK

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CONFERENCING

Easily accessible video-conferencing applications have significantly simplified the lives of millions of employees. In a very short span of time these applications have become the primary tools for conducting business meetings. Video-Conferencing applications are now indispensable for a number of users.

ZOOM

is one of the most reliable video-conferencing applications that are easily accessible for all kinds of users.

GOOGLE MEET

is a free communication platform that facilitates hassle-free communication between its users.

TL;DV

is an AI meeting assistant that records, transcribes, and summarizes Zoom, Google Meet, and Microsoft Teams calls in 30+ languages. It helps teams automate meeting notes, extract action items, and improve productivity without manual follow-ups.

COLLABORATION

Collaboration software has made it simple for organizations to not only manage work from home but to actually significantly improve efficiency when teams of individuals are working together from remote areas.

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SLACK

is a messaging application that allows users to conduct all their communications from one platform.

Microsoft Teams

is an excellent collaborative tool that has been developed for assisting businesses in communicating through sharing files, hosting meetings, and facilitating chats.

GENERAL PURPOSE AUTOMATION

These softwares automate unnecessary and repetitive tasks and also indicate organizations about bottlenecks in their workflows.

QUIXY

is an award-winning no-code platform that has swiftly gained recognition as one of the leading no-code application development tools for automating workflows and building simple to complex business applications.

IFTTT

is a free cloud-based integration software that supports a variety of services and applications.

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ZAPIER

is a cloud-based application development platform that empowers business users to easily automate their business processes.

MINDMAPPING

Also commonly known as concept mapping software, these applications allow individuals to create visual representations of ideas and concepts. These applications simplify the process of connecting and developing brainstormed

XMIND is a powerful mind mapping platform with a feature-rich interface carefully designed to encourage creativity and productivity.

LUCID CHART is a feature-filled diagramming tool that empowers business users in brainstorming ideas and managing projects.

COGGLE is an outstanding mind-mapping service that assists users in the process of developing and presenting their ideas.

DATA STORAGE AND SHARING

Data storage and sharing software are cloud-based tools that are an inexpensive source for storing and synchronizing data. These applications facilitate seamless collaboration between users, so from low productivity to the new heights of better efficiency.

Google Drive is one of the most commonly used cloud storage systems globally, providing tons of free data storage to all its users.

WeTransfer is a data storage and sharing software that enables users to share files and data over the internet easily.

Dropbox is a cloud-based software that allows users to store, sync, and share their data without hassle.

DATA MANAGEMENT

Data management software enables individuals and teams to streamline all their data in one place —eliminating the need to store and locate unnecessary data or paperwork. The intuitive interface of these applications allows multiple users to share and edit the data.

Airtable

is a highly flexible data management software that can accommodate all types of teams and businesses.

Google Sheets is a web-based tool that simplifies everyday spreadsheet-related tasks.

GRAPHICS AND DESIGN

By using the latest graphics and design software users are able to produce images, resumes, videos, and pictures without having any coding experience.

The Canva logo, featuring the word "CANVA" in a bold, black, sans-serif font. The letter "C" is partially enclosed by a red circle, and the letters "A" and "V" have a slight shadow effect.

is a no-code design software that enables users to create professional graphic designs.

The Freepik logo, featuring the word "FREEPIK" in a bold, black, sans-serif font. The letters "F" and "P" are partially enclosed by a red circle, and the letters "I" and "K" have a slight shadow effect.

is a vector graphics site that features a wide variety of free resources for graphic designers.