

7. INTRODUCTIONS TO PRODUCTIVITY

PROGRAMS:-

1. Productivity software is a tool such as Excel, PowerPoint, Word, Kid Pix, Publisher, and many more.
2. Productivity software is a category of application programs that help users produce things such as documents, databases, graphs, spreadsheets and presentations. Productivity software increases efficiency by facilitating people's tasks.
3. Productivity goals are targets to increase the amount of value you create in a unit of time.
4. Using the setting and meeting goals, prioritizing needs, managing time, working ethically, collaborating and cooperating with colleagues and clients. Accountability and productivity are interconnected.