

**Content:**

Introduction to Office Management Software -Various Functions of Office Management Software-Introduction to Cloud Computing-Activity based Working-Bring Your Own Device (BYOD) and its Concepts.

Learning Objectives

- To comprehend the students about the importance of Office Management Software.
- To acquire knowledge about Activity based working by using office tools.
- To understand the basic concepts related to own devices that can be used to office management.

5.1 Introduction

The most common software currently being used for office work is word processing software like Microsoft Word, spreadsheet software like Microsoft Excel, and presentation software like Microsoft PowerPoint.

Office Tools

MS-PowerPoint:

Retail Cross-Platform presentation tool/ Lotus Freelance: proprietary software

presentation tool. Google Slides: Freeware Cloud Based presentation tool. LibreOffice Impress: Open Source presentation tool.

Office Tools are a type of application software. They help the users to perform office-related tasks easily and efficiently. Therefore, these tools help to create, manage, and manipulate large amounts of data and documents. Moreover, they help create presentations, reports, databases, etc.

Meaning of Office Management Software

Office management software gives us much-needed storage space. By using office management software to scan the existing business documents and store them on the desktop computers or in the cloud, we'll get rid of file cabinets and the stacks of paper that are taking up precious space in your facility.

Management Software:

Management software is that which is designed to streamline and automate management processes in order to lessen the complexity. Many other projects and tasks, trying to encourage or facilitate team cooperation, collaboration and proper project reporting.

5.2 Various Functions of Office Management Software**E-Office Management system in PHP (Hypertext Preprocessor)**



Fig.5.1 Office Management Software

- Office management
- Employee manager
- Attendance system
- Leave application manager
- Payroll
- Accounts management
- Transactions
- Employee portal

Key Benefits of Using Task Management Software

- (i) Managing everything from a single place
- (ii) Make task prioritization easier
- (iii) Access data from anywhere time
- (iv) Keep an eye across all tasks
- (v) Boost your productivity
- (vi) Make task delegation easy
- (vii) Improve team collaboration
- (viii) Track time spent on projects

Advantages of Office Management Software

1. Collaboration
2. Sharing resources
3. Cost and time
4. Flexibility and automation
5. Report preparations

Disadvantages of Office Management Software

1. Unnecessary investment
2. Difficult to adapt
3. Vulnerability
4. Added complexity
5. Software dependency



5.2 Office Management Software

5.2.1 Application of Office Management Software

Top free software for small businesses

- **Wix** – Best free software for creating websites
- **Mailer lite** – Best free software for email marketing

- **Profit books** – Top free accounting software
- **Google docs** – Best free office suite
- **Canva** – Best free image editor
- **Buffer** – Top free social media manager
- **Calendly** – Best free tool for scheduling meetings
- **Hubspot** – Best free Customer Relationship Management (CRM) software
- **Slack** – Best free tool for team communication
- **Trello** – Free software for managing projects
- **Fresh desk** – Free helpdesk system
- **Xtensio** – Create and share beautiful documents

Ten Best Software Tools for Small Businesses in 2021

1. The best accounting software – **Xero**
2. The best e-commerce software – **Shapify**
3. The best project management software - **Trello**
4. The best time tracking software – **Toggl**
5. The best online payment software – **Paypal**
6. The best email marketing software – **Mail chimp**

7. The best collaboration tools – **Slack**
8. The best document management software – **G-suite**
9. The best human resources / payroll software : **Gusto**
10. The best customer relationship management software – **Act**

Most Popular Office Management Software Examples

- a. Making sure no one's too hot or cold – **Comfy**
- b. Communicating and sharing information – **Slack**
- c. Managing task and monitoring projects – **Trello**
- d. Worry-free video conferencing – **Zoom**



Fig.5.3 Popular Office Management Software

Office managers should be very experienced with Microsoft office. It's great to mention their level of proficiency. They acquired very good knowledge in each program, reference, and also any other related software skills that they have.

Common types of Software used in Business are

1. Word processing programs
2. Accounts software
3. Billing software
4. Payroll software
5. Database software
6. Asset management software
7. Desktop publishing software

Software that we use Daily

- Microsoft office
- Mozilla Firefox
- Google apps
- Adobe Photoshop
- Adobe acrobat professional

5.3 Introduction-Cloud Computing

5.3.1 Meaning

Cloud Computing is the delivery of computing services such as servers, storage, databases, networking, software, analytics, intelligence, and more, over the Cloud (Internet). Cloud Computing provides an alternative to the on-premises datacenter.

Purpose of Cloud Computing

Cloud computing makes data backup, disaster recovery and business continuity easier and less expensive. The data can be mirrored at multiple redundant sites on the cloud provider's network.

Types of Cloud Computing

Cloud computing services fall into 3 main categories: Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). Functions as a Service (FaaS) is a relatively new Cloud service model. These are sometimes called the Cloud computing stack because they build on top of one another.

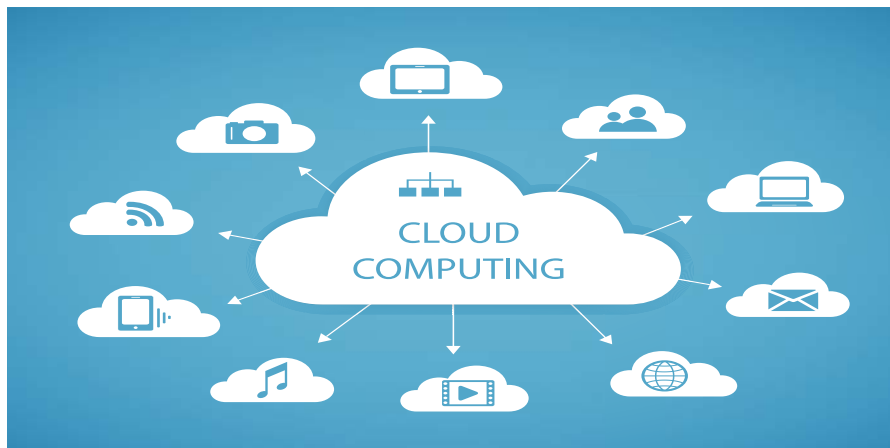


Fig.5.4 Cloud Computing

There are basically 5 essential characteristics of Cloud Computing.

- On-demand self-services
- Broad network access
- Rapid elasticity
- Resource pooling
- Measured service

Challenges of Cloud Computing

- Security issues
- Cost management and containment
- Lack of resources/expertise
- Governance/Control
- Compliance
- Managing multiple clouds
- Performance
- Building a private cloud

Components of Cloud Computers

are 1) Client Infrastructure, 2) Application, 3) Service, 4) Runtime Cloud, 5) Storage, 6) Infrastructure, 7) Management, 8) Security, and 9) Internet. Cloud computing makes a complete Cloud computing system simpler.

Future of Cloud Computing

Cloud computing is powerful and expansive and will continue to grow in the future and provide many benefits. Cloud computing is extremely cost-effective and companies can use it for their growth. The future of cloud computing is bright and

will provide benefits to both the host and the customer.

5.4 Activity Based Working:

Activity-based working is a work style. It allows employees to choose from a variety of settings according to the nature of what they are doing, combined with a workplace experience that empowers them to use those spaces throughout the day.

The concept of activity-based working (ABW) revolves around the idea of giving people the possibility to do their work tasks in a setting that is fully optimized to do that specific activity. Examples of such a setting are silent zones, collaboration zones, learning zones, social zones, etc.

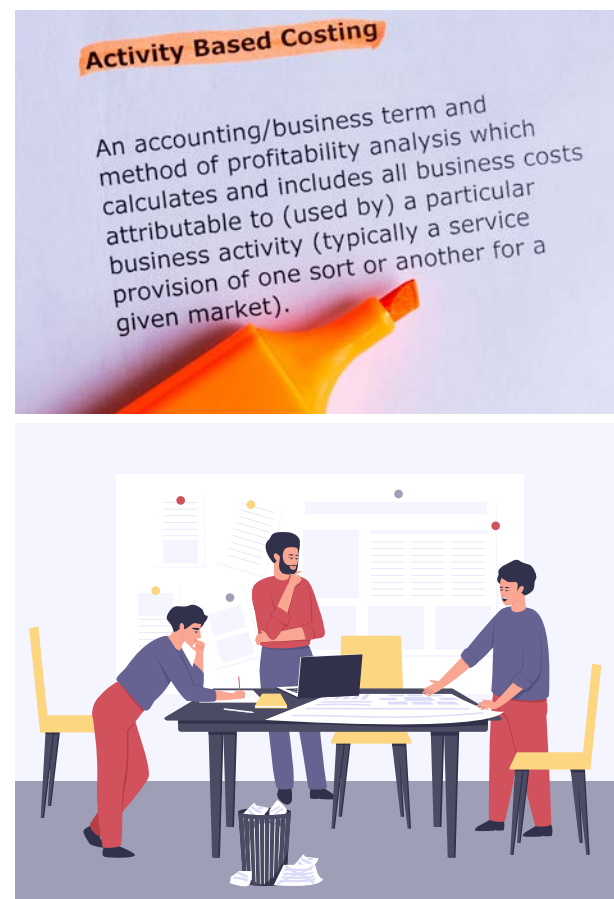


Fig.5.5 Activity Based Working

Need for Activity Based Work

Activity-based office design empowers employees and is more conducive to creativity and collaboration. It also makes it easier to encourage employees to come into the office a few times a week, rather than every day

Activity Based Office Design

The activity-based workspace or workplace (ABW, also known as activity-based working) is one that moves away from traditional assigned seating and empowers employees. This is done by giving them the necessary tools and spaces to direct their own work.

5.5 Bring Your Own Device (BYOD) :

Bring your own device (BYOD) refers to the trend of employees using personal devices to connect to their organizational networks and access work-related.

What does “Bring Your Own Device” mean? “Bring Your Own Device,” or “BYOD” for short, refers to the practice of using personal electronic devices for professional purposes.

There are some key advantages to operating a BYOD strategy, including increased employee satisfaction (they can work more flexibly), cost savings (reduced hardware spend, software licensing and device maintenance) plus productivity gains (employees are happier, more comfortable and often work faster on their own).

Bring your own device refers to employees bringing personal devices

such as laptops, smartphones or tablets to the workplace. BYOD may also refer to employees using such devices to connect to work-related systems from out of the workplace.

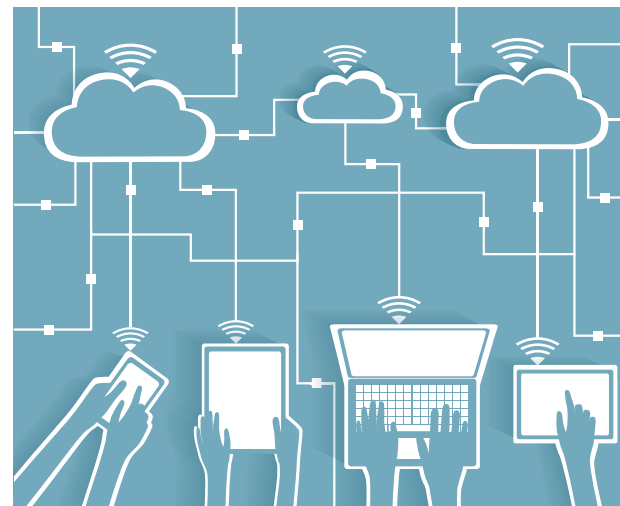


Fig.5.6 Bring Your Own Device

BYOD Policy

BYOD (bring your own device) is a policy that allows employees in an organization to use their personally owned devices for work-related activities. Those activities include tasks such as accessing emails, connecting to the corporate network, and accessing corporate apps and data.

Importance of BYOD

Users can take advantage of devices they already own, and the enterprise saves on cost. There are less security concerns if users operate with their own devices. The organization does not have to pay for a replacement if a device is lost or stolen.

Employee satisfaction is another reason employers adopt BYOD policies. Employees often have specific preferences

regarding what phones and computers they like to use and can use most efficiently, so allowing your workers to use their preferred devices can make them happier and more efficient while working.

With the BYOD approach, companies can save on costs while increasing employee satisfaction and productivity. The company can provide predictable stipends for user equipment and IT only need focus on providing a secure access method and ecosystem.

Top 10 Companies Supporting Bring-Your-Own-Device Culture

- **Air Watch:** Air Watch is a VMware company, so you would imagine it has all the virtualization tools necessary to enable BYOD in a variety of environments
- Qlik
- Parallels
- Riverbed Technology
- Trustonic
- Wombat Security Technologies

- 3CX
- Last Pass

How to Manage and Monitor BYOD (Bring Your Own Device)

Step 1: Understand the Benefits of BYOD. ...

Step 2: Consider BYOD Risks. ...

Step 3: Determine Which Employees Will Be Permitted to Use BYOD and What Type of Use Will Be Permitted

Step 4: Establish a BYOD Policy

Step 5: Provide BYOD Training to Employees and Supervisors

Security of BYOD

Make passwords compulsory on all BYOD devices

Create a blacklist of prohibited applications

Restrict data access

Invest in reliable security solutions for devices

Backing up device data

Educate your staff about security



Points to be Remembered

Office Tools:

MS-PowerPoint: Retail Cross-Platform presentation tool. **Lotus Freelance:** proprietary software presentation tool. **Google Slides:** Freeware Cloud Based presentation tool. **Libreoffice Impress:** Open Source presentation tool.

Advantages of Office Management Software:

- Collaboration
- Sharing resources
- Cost and time
- Flexibility and automation
- Report preparations

- Google apps
- Adobe Photoshop
- Adobe acrobat professional

Challenges of Cloud Computing:

- Security issues.
- Cost management and containment.
- Lack of resources/expertise.
- Governance/Control.
- Compliance.
- Managing multiple clouds.
- Performance.
- Building a private cloud.

The Most Popular Office Management Activity Based working. Software Examples:

- Making sure no one's too hot or cold – Comfy
- Communicating and sharing information – Slack
- Managing task and monitoring projects – Trello
- Worry-free video conferencing – Zoom

Activity-based working is a work style that allows employees to choose from a variety of settings according to the nature of what they are doing, combined with a workplace experience that empowers them to use those spaces throughout the day.

BYOD Policy:

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Software that we use Daily:

- Microsoft office
- Mozilla Firefox





the corporate network, and accessing corporate apps and data.

How to Manage and Monitor BYOD (Bring Your Own Device)

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Step 4: Establish a BYOD policy.

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Evaluation



PART - A

OBJECTIVE TYPES:

Choose the Correct Answer:

(1 Mark)

1. Office Tools are a type of _____

a. Application Software

b. Office related Tasks

c. Microsoft Office

d. Database Management System.

Ans (a)

2. Office Management Software Gives You Much-Needed _____

a. Storage Space

b. Computer Space

c. Physical Space

d. Software Space

Ans (a)

3. _____ is the Best free software for creating websites.

a. Mailer Lite

b. Profit Books

c. Google Docs

d. Wix

Ans (d)

4. _____ is the free software for managing projects.

a. Canva

b. Xtensio

c. Trello

d. Fresh Desk

Ans (c)

5. The best collaboration tools _____.

a. Merge

b. Slack





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PART - B

II. Very Short Answers: (3 Marks)

1. What is meant by Office tools?
2. What is management software?
3. Give any two examples for office management software.
4. Write a note on cloud computing.
5. List out the types of cloud computing.
6. What is ABW?
7. What is BYOD?
8. Give a note on BYOD policy.

PART - C

III. Short Answers: (5 Marks)

1. What are the key benefits of using task management software?



2. State the advantages of office management software.
3. State the free software for small businesses.
4. What are the characteristics of cloud computing?
5. Explain the components of cloud computers?
6. Are there any challenges for cloud computing? Explain.
7. Discuss the importance of BYOD.

PART - D

IV. Essay Type Questions:

(10 Marks)

1. Explain Office management software elaborately.
2. Explain the advantages and disadvantages of cloud computing.
3. Explain in detail about BYOD.

ACTIVITY



Teachers Activity:

1. Field visit can be made to nearby banks/software companies along with students.
2. IT industries visit can be planned to explain about BYOD, Cloud computing and Task management software.

Students Activity:

1. Students Can prepare assignments on “Cloud computing” topic.
2. Charts can be prepared and displayed in class room for “Office management software”.

References:

1. <https://www.productdossier.com>
2. <https://www.taskopad.com>



GLOSSARY

1. *Management Software: It is that which is designed to streamline and automate management process.*
2. *PHP: Hypertext preprocessor.*
3. *ABW: Activity based working.*
4. *Cloud Computing: It makes data backup, disaster, recovery and business continuity easier.*
5. *BYOD: Bring your own device*