

1. Scenario-Based Questions (Critical Thinking)

Here are real-world scenarios to determine the **correct type of software** to use.

Your Task: Identify the correct **software type** (Productivity, Collaboration, or Business) and give an example of software that fits the scenario.

Example Scenarios:

1. A company needs to schedule tasks and track deadlines for a big project. What type of software should they use?
 2. A graphic designer wants to create blueprints for a new product. Which software category is best for this task?
 3. A teacher wants to prepare slides for an upcoming class presentation. What software should they use?
 4. A company needs to manage employee salaries, invoices, and business expenses. Which type of software is suitable?
 5. A team working remotely wants to communicate and share files easily. What software should they use?
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2. Software Matching Activity

Match a **software category** to its function or example.

Example Matchups:

Software Type		Function
Word Processing		Writing and editing documents
Spreadsheets		Analyzing and calculating data
Presentation Software		Creating slideshows
Email Clients		Managing email communication
Project Management Software		Organizing and tracking business tasks

3 ITF+ Exam Practice Quiz (Multiple Choice)

A short quiz to test your knowledge.

Example Questions:

1. Which software type is used to create and edit text documents?
 - a) Spreadsheets
 - b) Word Processing

- c) Presentation Software
- d) Accounting Software
- 2. A company needs software to help manage financial transactions and invoices. Which type should they use?
 - a) CAD
 - b) Project Management
 - c) Accounting Software
 - d) Conferencing Software
- 3. What is the primary purpose of **collaboration software**?
 - a) To help teams work together and communicate
 - b) To create documents and spreadsheets
 - c) To manage business finances
 - d) To control manufacturing processes
- 4. Which of the following is **not** an example of productivity software?
 - a) Microsoft Excel
 - b) Google Docs
 - c) Slack
 - d) Microsoft PowerPoint

Student Task: Answer the questions and explain why they chose their answers.

4. “What Software Do You Use?”

Write about the types of software you use daily.

- What software do you use at school or work?
- How do you think productivity, collaboration, and business software impact daily life?
- If you could create your own business software, what would it do?

Your Task: Share at least three software apps you use and how it help you.
