























IT Tools On a Page: What should I use to ...?

APPLICATIONS	<p>Create a document</p>  <p>Microsoft Word</p>	<p>Create a slide deck</p>  <p>Microsoft PowerPoint</p>	<p>Create a spreadsheet</p>  <p>Microsoft Excel</p>	<p>Manage Documents</p>  <p>Microsoft Teams Microsoft SharePoint</p>	<p>Analyse Data</p>  <p>Microsoft PowerBI Tableau Microsoft Excel</p>	
	COMMUNICATIONS	<p>Make a telephone call</p>  <p>Chorus</p>	<p>Host a video conference</p>  <p>Microsoft Teams</p>	<p>Host a telephone conference</p>  <p>Chorus</p>	<p>Store my files</p>  <p>Microsoft Outlook Microsoft OneDrive Local Machine Shared Drives</p>	
		<p>Share my screen</p>  <p>Microsoft Teams</p>	<p>Have an online chat</p>  <p>Microsoft Teams</p>	<p>Host a webinar</p>  <p>Panopto Microsoft Teams</p>	<p>Share files</p>  <p>Microsoft Teams Microsoft SharePoint OXFile Department Drives</p>	
		TASKS	<p>Run a survey</p>  <p>Microsoft Forms JISC Survey</p>	<p>Book a meeting</p>  <p>Microsoft Outlook</p>	<p>Organise my work</p>  <p>Microsoft Planner Microsoft Excel</p>	<p>Store my research data</p>  <p>Microsoft OneDrive ARC Research File System Electronic Lab Note Book</p>
CONNECTIVITY	<p>Connect to the University Network</p>  <p>CISCO VPN Client</p>		<p>Access University Applications</p>  <p>Remote Desktop Service Single Sign On Service</p>	<p>Store published research</p>  <p>ORA / ORA-Data</p>	<p>Archive my files</p>  <p>DIGISafe</p>	<p>Backup my data</p>  <p>HFS</p>



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