

Productivity Apps



One Drive : Free cloud based data storage by Microsoft, all you need is a personal Outlook account.



Google Drive : Free cloud based data storage by Google, all you need is a Google account.

Google Docs : Free cloud based word processor provided by Google. There are also other applications that provide spreadsheets, presentations and form creation amongst others. Each application syncs with your Google Drive allowing for easy sharing and remote storage.

Diigo : A multiplatform online information management tool . It allows you to annotate webpages, attach notes, share and save webpages, quotes, images and illustrations and pull them altogether to be accessed by multiple devices. There is a free option but to unlock more functions, there is a charge.



OneNote : A free Microsoft app that allows users to share, store and interact with information. Here is an introduction to OneNote:

<https://www.youtube.com/watch?v=h07qZLLQc4I>

More Productivity Apps



Office Lens: A free Microsoft app that turns your smartphone camera into a scanner. It can use optical character recognition on printed text, convert images into PDFs, word documents and power point presentations. It saves automatically to Microsoft's OneNote.



Evernote: A similar service to OneNote, with some different features. Here is an introduction to Evernote:

<https://www.youtube.com/watch?v=UoDcluGr3LM>

Grammarly : Grammarly is an online grammar, punctuation and spell checker. It has a Google Chrome browser extension, which checks your grammar, spelling and punctuation as you work online: <https://www.grammarly.com>

StayFocusd : Wasting time on the internet when you have things to do? Stayfocusd is a Google chrome web extension that allows you to block or limit access to specified websites. Get it through the Google App Store from the Google Chrome browser.



GoConqr : A free to use learning suite that enables you to create Multiple Choice Questionnaires, Flashcards, Slideshows and keep notes.

Quick Links

Dragon Naturally Speaking	https://www.youtube.com/watch?v=lmlKOA1Mhll
Evernote	https://www.youtube.com/watch?v=UoDcluGr3LM
Grammarly	https://www.g9853(mma)2ETQy