



WHEN WOULD I EVER USE

DIGITAL TOOLS

IN REAL LIFE?



COSMETOLOGISTS

USE

Sheets to organize work schedules
Drawings to create logos for advertising
Sites to attract clients
YouTube to learn new makeup techniques



ADMINISTRATIVE ASSISTANTS AND RECEPTIONISTS

USE

Calendar to schedule meetings
Docs to create letters, newsletters,
flyers, and posters
Sheets to develop budgets



ELECTRICIANS

USE

Sheets to track labor and give estimates
Slides to get approval from planning committees
Drawings to sketch lighting designs
YouTube to learn new techniques
Calendar to schedule installations



RETAIL ASSOCIATES

USE

Sheets to track inventory
Calendar to make schedules
Drawings to create display signs for sales
Forms to request customer feedback



CONSTRUCTION WORKERS AND CARPENTERS

USE

Sheets to plan and budget project costs
Docs to create scope of work proposals
Slides to present design plans
Forms to collect prospective clients
Sites to share portfolios of work
Gmail to communicate with subcontractors



HR MANAGERS

USE

Docs to create flyers and newsletters
for recruiting
Sheets to track payroll
Hangouts to conduct long-distance interviews
Slides to present project plans



CHEFS

USE

Sheets to keep food inventory and
know when to order more
Forms to track the popularity of each dish
Sites to advertise their restaurants
Docs to record recipes and collaborate
with other chefs
Slides to pitch investors for new locations



PHOTOGRAPHERS AND GRAPHIC DESIGNERS

USE

Slides to collaboratively build portfolios
with other artists
Sites to sell artwork
Sheets to track artwork creation for clients
Drawings to create logos and other brand
recognition materials
Photos to organize and share albums



NURSES, DOCTORS, AND MEDICAL PRACTITIONERS

USE

Sheets to track and graph patients' vital signs
Docs to collect the latest medical research
Search to learn about the latest in healthcare
Gmail to communicate with patients
Hangouts to check on remote patients
Sites to create a recruitment portfolio



HOUSEKEEPERS

USE

Sheets to track materials and costs
Docs to advertise services
Drawings to create logos and business materials
Calendar to schedule clients and swap work with
other cleaners
Sites to advertise services



MECHANICS

USE

Sheets to track costs
Forms to collect customer feedback
Docs to draft bills and contracts
Photos to document damage for insurance



JOURNALISTS AND WRITERS

USE

Docs to collect notes and compose articles
Sheets to budget and track travel expenses
Photos to organize images for articles
Slides to present research findings
Sites to blog