BASIC PRODUCTIVITY — JOHN KANE

# TECHNOLOGY FOR THE REAL ESTATE INVESTOR

A COMPUTER DOES NOT SUBSTITUTE FOR JUDGMENT ANY MORE THAN A PENCIL SUBSTITUTES FOR LITERACY. BUT WRITING WITHOUT A PENCIL IS NO PARTICULAR ADVANTAGE.

ROBERT McNAMARA

COMPUTING IS NOT ABOUT COMPUTERS ANY MORE. IT IS ABOUT LIVING.

NICHOLAS NEGROPONTE

VS

Windows 10

# WHAT TYPE OF COMPUTER SHOULD YOU USE?

▸ Construction Quality – Mac

▸ Ease of Use – Mac

▸ Cost – PC/Windows

▸ Most Widely Used – PC/ Windows

▸ Most Applications – PC/Windows

  ▸ However, you can use Parallels or VMWare Fusion and get the best of both operating systems

# BASIC COMPUTER APPLICATIONS

▸ Email

▸ Browser

▸ Word Processing

▸ Spreadsheet

▸ Presentation

▸ Real Time Text/Video Communication

▸ Graphics

▸ Web Builder

▸ Smart Phone

  ▸ Camera

  ▸ Smart Phone versions of Apps

  ▸ More Apps

Office 2017

Google docs

PAGES

NUMBERS

Apache OpenOffice™

# WHAT EMAIL PROVIDER SHOULD I USE?

▸ Gmail

▸ Yahoo — going downhill

▸ **Your Own Domain (you@yourbusiness.com)**

▸ UNDER NO CIRCUMSTANCES SHOULD YOU USE AN EMAIL ADDRESS FROM AOL.COM, HOTMAIL.COM OR OTHER BOTTOM-OF-THE-BARREL EMAIL SERVICE PROVIDERS. Recently that is starting to include Yahoo

# WHAT EMAIL CLIENT SHOULD I USE?

▸ PC/Windows

  ▸ Mail

  ▸ Outlook – MS Office

  ▸ Outlook.com

  ▸ Gmail

  ▸ Yahoo

▸ MacOS

  ▸ Mail

  ▸ Outlook – MS Office

  ▸ Outlook.com

  ▸ Gmail

  ▸ Yahoo

# WHAT PRODUCTIVITY SUITE SHOULD I USE?

▸ PC/Windows

  ▸ Office

  ▸ Google Docs

  ▸ Open Office

▸ MacOS

  ▸ iCloud

  ▸ Office

  ▸ Google Docs

  ▸ Open Office

# MICROSOFT OFFICE — $69 – $99/YEAR (OR ONE-TIME FEE)

▸ Word – word processing

▸ Excel – spreadsheets

▸ Power Point – presentations

▸ Outlook – email

▸ AND MORE

# GOOGLE DOCS — FREE TO $5/MONTH PER PERSON

▸ Docs – word processing

▸ Sheets – spreadsheets

▸ Slides – presentations

▸ Gmail – email

# ICLOUD — FREE

▸ Pages – word processing

▸ Numbers – spreadsheets

▸ Keynote – presentations

▸ Mail – email

# OPEN OFFICE — FREE

▸ Writer – word processing

▸ Calc – spreadsheets

▸ Impress – presentations

▸ Mail – not in package

# OTHER APPLICATIONS

▸ PC/Windows

   ▸ Paint (built in)

▸ MacOS

   ▸ Preview (built in)

▸ Web Builder

   ▸ Network Solutions

   ▸ Go Daddy

   ▸ Wordpress