

## The Software

The fundamental software requirements of a business involve:

- ☐ Communicating with other people (email);
  - ☐ Record of appointments/events (calendar);
  - ☐ To Do list (reminders);
  - ☐ Recording/writing information (word processing);
  - ☐ Invoice creation and hopefully expense recorder (accounting);
  - ☐ Protection of information (anti-virus)
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- ☐ What application are you going to use to do the basics: Email / Diary / Task / Contact / Word-processing / Spread-sheeting and a Presentation Editor?
    - Google
    - Microsoft
    - A mismatch of apps available (usually for free)
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- ☐ How are you going to take notes? 3M sticky notes, spiral notebook, scrap of paper in your handbag or use an app?
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- ☐ Are you prepared to lose everything you have created? If so, don't worry about a backup solution. If not, get this happening today.