# **Standard Software**

Below is a list of standard software that is pre-installed on your office desktop or notebook computer.

### **Operating System**



**Microsoft Windows 7** 

## **Productivity**



Microsoft Office 2013 - Access, Excel, PowerPoint, Word, OneNote



Adobe Acrobat Reader - The application to open and view PDFs.



Winzip - A file archiver and compressor for Microsoft Windows.

#### **Browsers**



Internet Explorer - An internet browser made by Microsoft. (Often abbreviated 'IE').



Firefox - An alternative browser to Internet Explorer. Small and easy to use, it is an open source browser that has many advantages over Internet Explorer.



**Google Chrome** 

### **Media Players**



Windows Media Player - A media player application developed by Microsoft that is used for playing audio and video files on Windows.



QuickTime - Apple's media player application that is used for playing audio and video files.

#### **Remote Access**



Propalms - A fully featured remote access application that allows users to access applications and files remotely.

## Email



Outlook 2013 - An email application developed by Microsoft

# Media Creation

<b>(</b>	Panopto CourseCast - Capture and publish video, audio, slides, computer screen, notes and podcasts with just a click.