# IMPORTANT SOFTWARES YOU SHOULD HAVE ON YOUR LAPTOP

## MICROSOFT OFFICE SOFTWARES

**WORD -** This is a must for all students to write reports, assignments, papers and any type of paperwork

**POWERPOINT -** For making presentation slides

**EXCEL -** For creating tables, calculations and organizing your data

**TEAMS -** This software is used for chat, video conferencing, files sharing between class members and your professor.

***MICROSOFT OFFICE 365** is free for all Ryudai students!

## ONLINE CONFERENCE SOFTWARES

**ZOOM -** A popular online video conference software

**SKYPE -** Another popular online video conference software

(Graduate School of Engineering and Science, D3)