



# 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

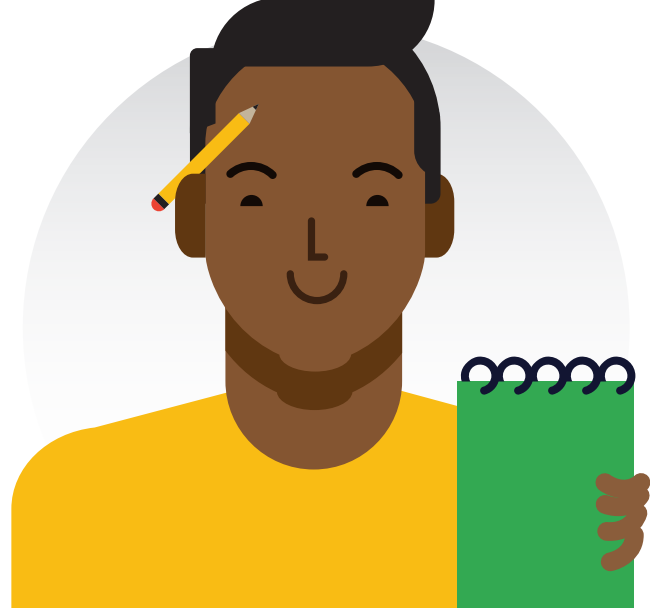
**Sheets** to track materials and costs  
**Docs** to advertise services  
**Drawings** to create logos and business materials  
**Calendar** to schedule clients and swap work with  
other cleaners  
**Sites** to advertise services



### 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