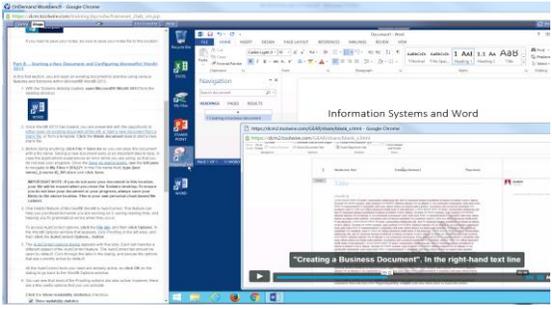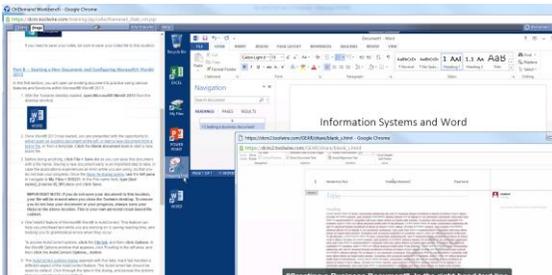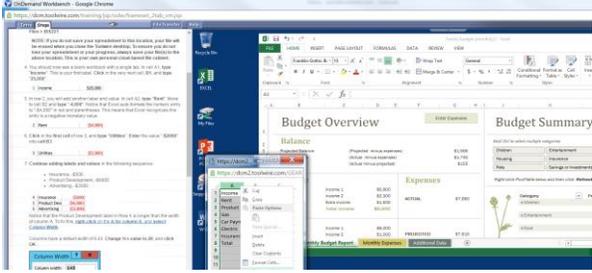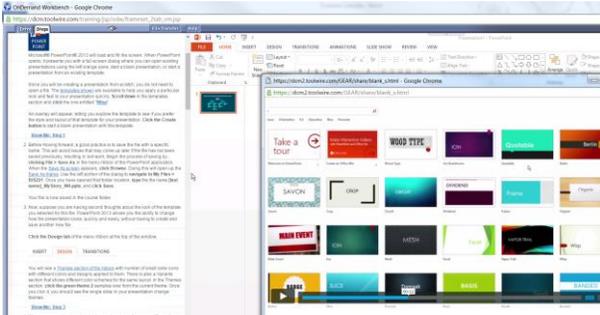# TOOLWIRE

Toolwire LiveLabs
Introduction to Business Applications

Toolwire LiveLabs provide hands-on access to LIVE software in a hosted virtual desktop sandbox environment; these are NOT simulations. Embedded within the frameset, lab guides present students with learning content and provide step-by-step text and video-based instructions that scaffold the learning experience and support self-paced learning that enables faculty to dedicate more time to high-value instruction.

Instructors can assign labs as assignments that take 15-30 minutes to complete. In order to increase student engagement, LiveLabs present learning in the context of workplace scenarios. This approach challenges students to apply their knowledge to solve real world problems.

LiveLabs help institutions reduce course costs associated with learning content, software licensing, computer lab hardware and equipment, and technology support. In addition, these labs are backed by Toolwire's value added services including LMS integration, onboarding, and 24x7x365 faculty and student support from our dedicated Learner Advocacy team.

Toolwire Lab	Learning Objectives	This Lab Covers
Information Systems and Word Processing Tools 	• Create a document using word processing tools. • Demonstrate the use of a search engine for research.	Using Web Browsers to Conduct Research; Starting a New Document and Configuring Microsoft® Word®; Auto Correction options; Readability Statistics; Grammar Settings; Formatting; Inserting Images; Spell check; Undo, and Editing; Illustrating, and Proofreading Documents
Description: As a columnist for a local online newspaper, learners must submit an article to their editor. First, they must perform Internet research to find the information needed for the story. Learners must research a topic online and modify part of an existing Word document with new information.		
Creating a Business Document 	• Create a Microsoft® Word® document to communicate a business message.	Applying the Features and Functions of Microsoft® Word®; Enabling Editing; Creating Headers and Footers; Adding Page Numbers; Adding Watermarks; Applying Styles; Adding Numbered and Bulleted lists; Inserting Images and Wrapping Text; Formatting; Using Track Changes
Description: The learner is a Business Analyst at a medium-sized corporation that is upgrading its old computers systems and needs to make sure its information and systems are fully functioning and secure. The learner must write a short piece that explains the importance of information systems and information security. The learner will use various functions in Microsoft® Word® to apply a document template, add a document header and footer, apply text styles, include a page numbers and images, and generate lists of items.		

Toolwire Lab	Learning Objectives	This Lab Covers
Using a Spreadsheet to Build a Budget 	• Create a business budget using Microsoft® Excel®.	Applying Microsoft® Excel® features and functions to your work; Adding and Organizing Labels and Values; Adjusting Columns widths; Formatting; Using Formulas; Using the Format Painter; Creating a Chart

Description: As a finance professional working for a small company, the learner is asked for a simple budget, which the CEO needs to present in a meeting. The learner uses Microsoft® Excel® to generate a budget with labeled line-items and numeric figures on a spreadsheet. The learner will insert a series of labels for an itemized list, input the value for each item, and then calculate the total using formulas.

Toolwire Lab	Learning Objectives	This Lab Covers
Social Networking and Presentation Tools 	• Use presentation tools to communicate business messages.	Creating and Configuring a PowerPoint Presentation; Choosing a Template; Working with Themes; Slide Master View; Adding Content to a Presentation; Using Speaker Notes; Formatting; Lists; Inserting and Formatting Images; Proofreading and Performing a Presentation; Using the Thesaurus function

Description: As a manager for a team within a medium-sized company, the learner must provide a short presentation about themselves, their experiences, and their familiarity with social media. The guided instructions and videos help the learner to create a presentation that will be presented in a cross-functional business meeting. The presentation can include content in the form of text, imagery, and even tabular data.