**Task 6**

**Admin Task 2**

Support staff are forming teams to look at different areas. You are part of the team creating a table of the recommended software applications for compressing files (making ‘zipped’ files).

You are, as part of the team, to identify up to six applications that can compress files to be attached to emails and reduce file size for storage.

The task requires you to identify up to 6 applications that can do this task, detail the strengths and weaknesses of each application and summarise this information in a table.

You will need to include the following information in the table:

* Name of the application
* URL Address (Internet Site Address) where the application can be purchased
* Strengths of this application (in dot points)
* Weaknesses of this application (in dot points)
* Country in which the application appears to come from

Finally your team is to provide a recommendation which application should be used by our staff. The decision is to be made on the criteria of:

* Effectiveness
* Flexibility of use
* Features of the application Cost
* Security

The recommendation is to have a paragraph addressing each of the criteria.

You will need to hold virtual meetings other team members and work together on this activity. As a team you will need to:

* Split the activity into individual tasks.
* Allocate the tasks between the team.
* Set timelines for completing the tasks.
* Monitor your progress.
* Share the findings of individual tasks.
* Agree on the content and recommendations.
* Prepare your team's report in an Excel table.
* Submit the table and recommendation to your supervisor (teacher).