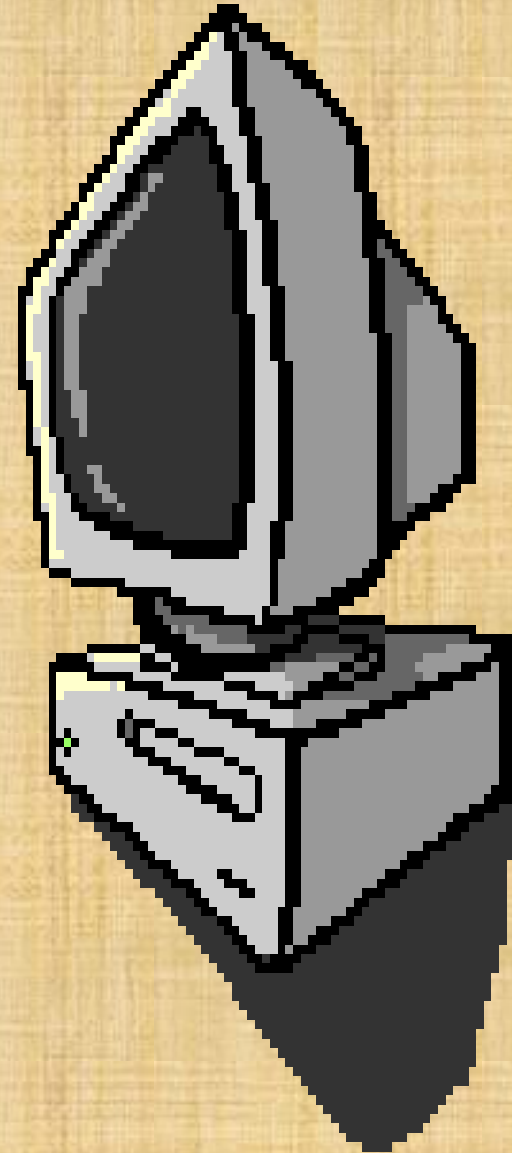


Software:

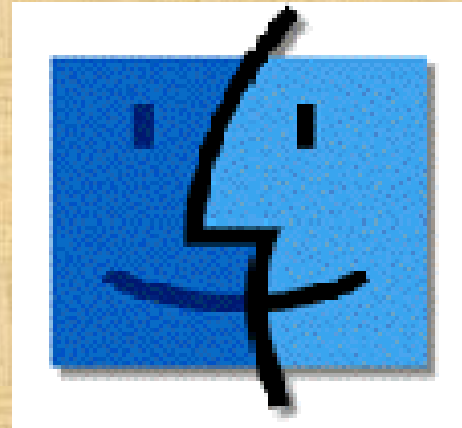
- ❑ In order to do tasks computers need to use software.
- ❑ Software is the term for all the different kinds of programs computers use.
- ❑ Software is grouped into categories depending on what it does.



The Operating System

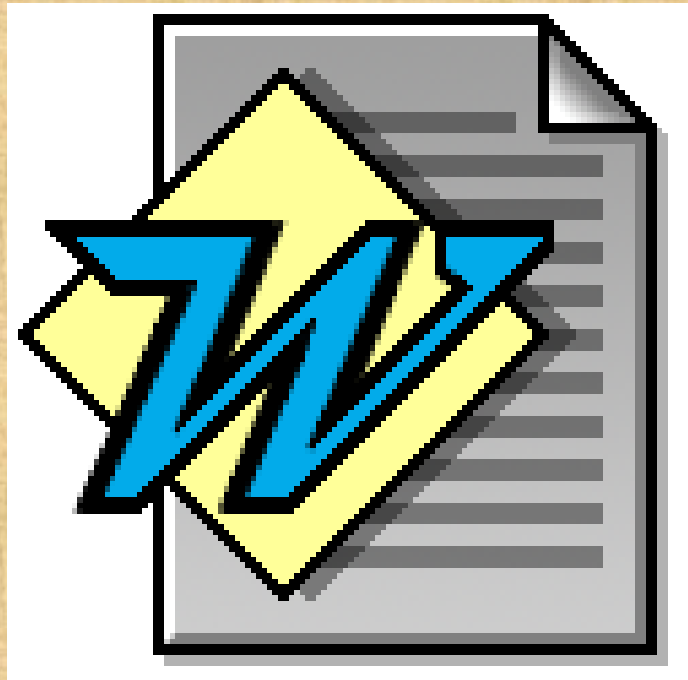


- ▶ All computers need a piece of software called the operating system or os.
- ▶ The os is the program that manages the parts of the computer like the monitor and the keyboard.
- ▶ The os also manages the other software on the computer.
- ▶ The os is always running when the computer is on.
- ▶ Windows is an OS.



Word processing software

- ▶ Word processing software lets you create and edit text files.
- ▶ Microsoft Word is a word processing software.
- ▶ You use Ms Word to type reports and paragraphs.



Presentation Software



- ▶ Presentation software lets you build electronic slide shows for presentations.
- ▶ MS Power Point is an example of presentation software.

PowerPoint

Spreadsheet Software



- ▶ Spreadsheet software lets you create and edit tables and graphs.
- ▶ Ms Excel is an example of a spreadsheet program.
- ▶ You use Excel to organize data in tables and create line, bar, and pie charts.



Database software

- ▶ Database software lets you store, and organize large amounts of information.
- ▶ Schools and businesses use database software to maintain all their information.
- ▶ Ms Access is an example of a database software.



E-mail Software

- ▶ E-mail software lets you send and receive electronic messages.
- ▶ Electronic messages are notes and letters sent on the Internet.
- ▶ MS Outlook is an example of an e-mail software.



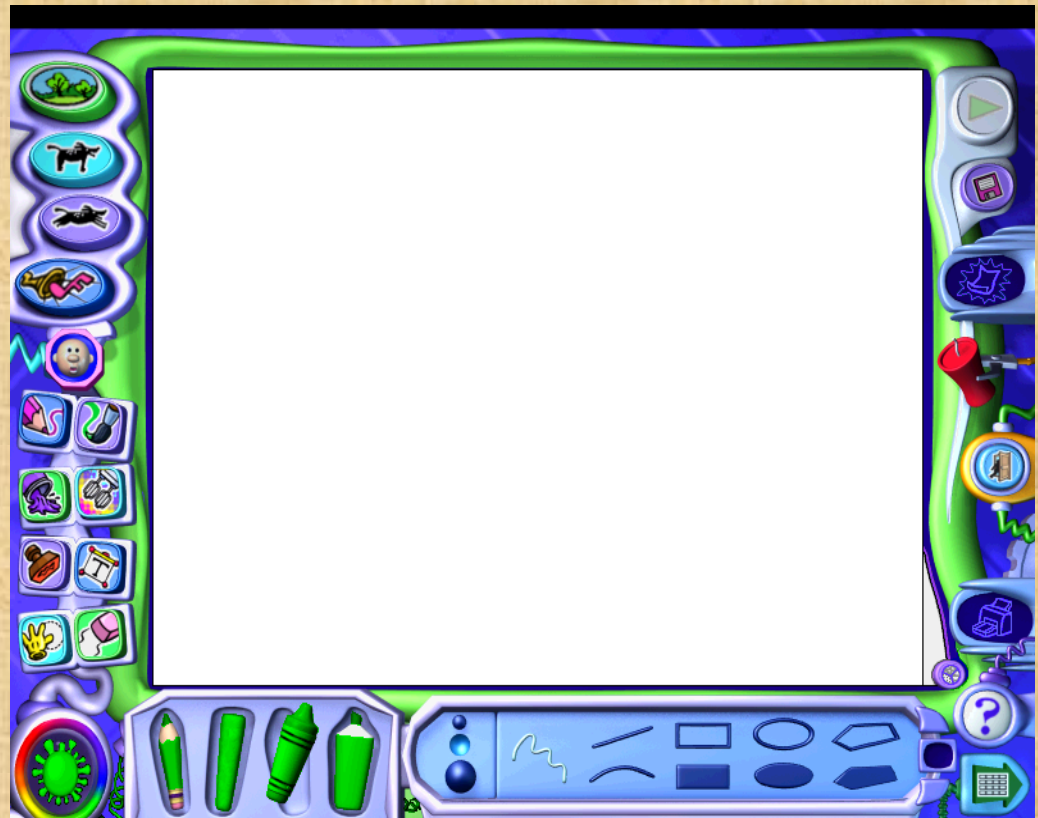
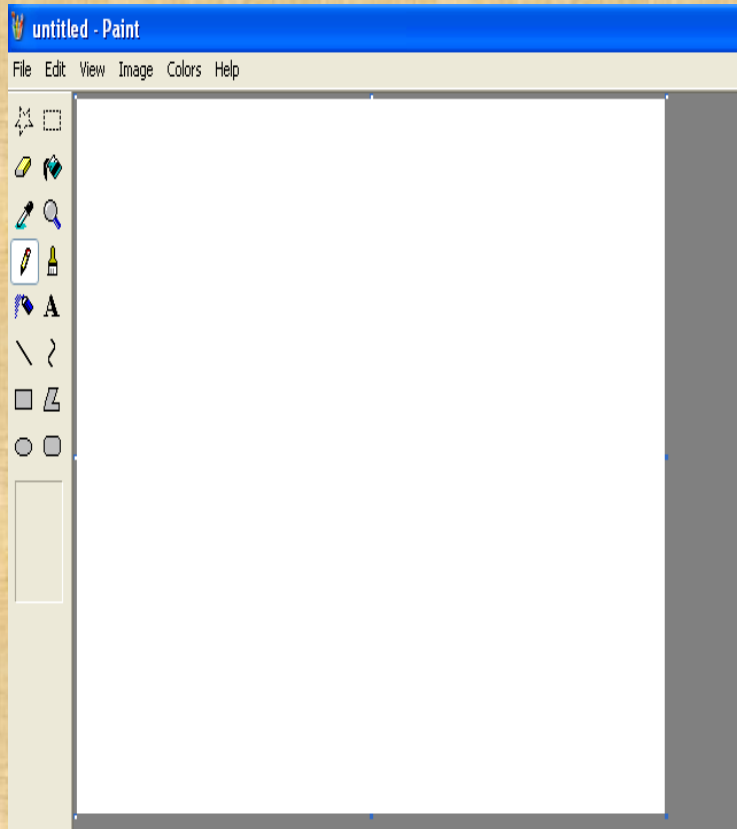
Microsoft®
Outlook®



Graphics software



- ▶ Graphics software lets you design and create pictures.
- ▶ MS Paint, and Kid Pix 3 are examples of graphics programs.



Browser software

- ▶ Browser software allows you to use the World Wide Web.(The Internet)
- ▶ Browser software lets the computer know where and how to access the information on the Internet.
- ▶ Without browser software you can't surf the net.
- ▶ Internet Explorer is a type of browser software.



Review your knowledge of software by clicking on the links below:

▶ <http://www.quia.com/jg/1130995.html>

Sounds used in this powerpoint were from:

www.learning.com July 2007 Computer Navigation: Software

Last update 2007