

## WORKSHEET 7 – TYPES OF SOFTWARE

Make sure that you are familiar with all of the information detailed in this booklet. There are a number of tasks for you to carry out, be sure to read the information fully whilst completing the tasks. You could be asked about any of this in the test!

Use the theory notes in the worksheet 7 section of the [teach-ict.com](http://teach-ict.com) site to help you complete this booklet.

### TASK 1: DEFINITION OF SOFTWARE

Remind yourself of the definition of the term 'software' by writing one in your own words below:

SOFTWARE REFERS TO THE PROGRAMS THAT WE RUN ON OUR COMPUTER SYSTEMS. SOFTWARE IS MADE UP OF A SERIES OF INSTRUCTIONS OR COMPUTER CODE. IT IS THESE INSTRUCTIONS WHICH TELL THE HARDWARE THAT IT NEEDS TO DO SOMETHING

### TASK 2: SOFTWARE CATEGORIES

**System software** includes the operating system and utility programs that control how the hardware of a computer works

**Application software** includes the everyday programmes that you use such as Word Processors, Spreadsheets and Databases. It also includes e-mail packages, web browsers and anti-virus software

Use the words below just once in order to fill in the gaps in the paragraph over the page

SPREADSHEETS	OPERATING	SOFTWARE	WORD
VIRUS	WEB	DATABASES	APPLICATIONS

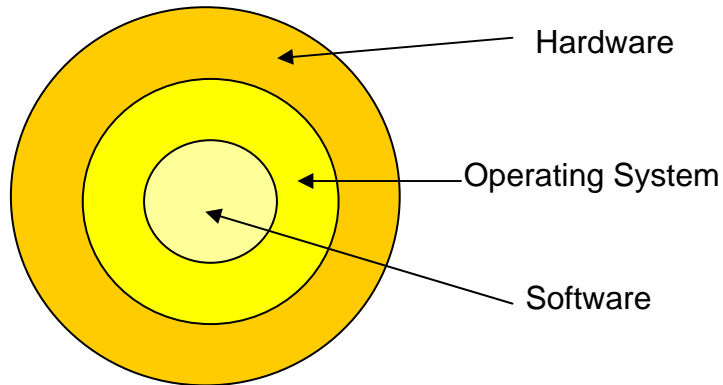
**SOFTWARE** is the programmes or **APPLICATIONS** that allow you to perform your various tasks. System software includes the **OPERATING** System and controls how the hardware of a computer works.

Application software includes common programs that you use daily, for example **WORD** processors, **SPREADSHEETS**, and **DATABASES**. It also includes e-mail programmes, **WEB** browsers and anti-VIRUS software.

### TASK 3: OPERATING SYSTEMS

All computers have an operating system. It controls the hardware and is the link between you and the computer.

An OS is a program that allows applications software to communicate with the hardware. A computer is useless without one.



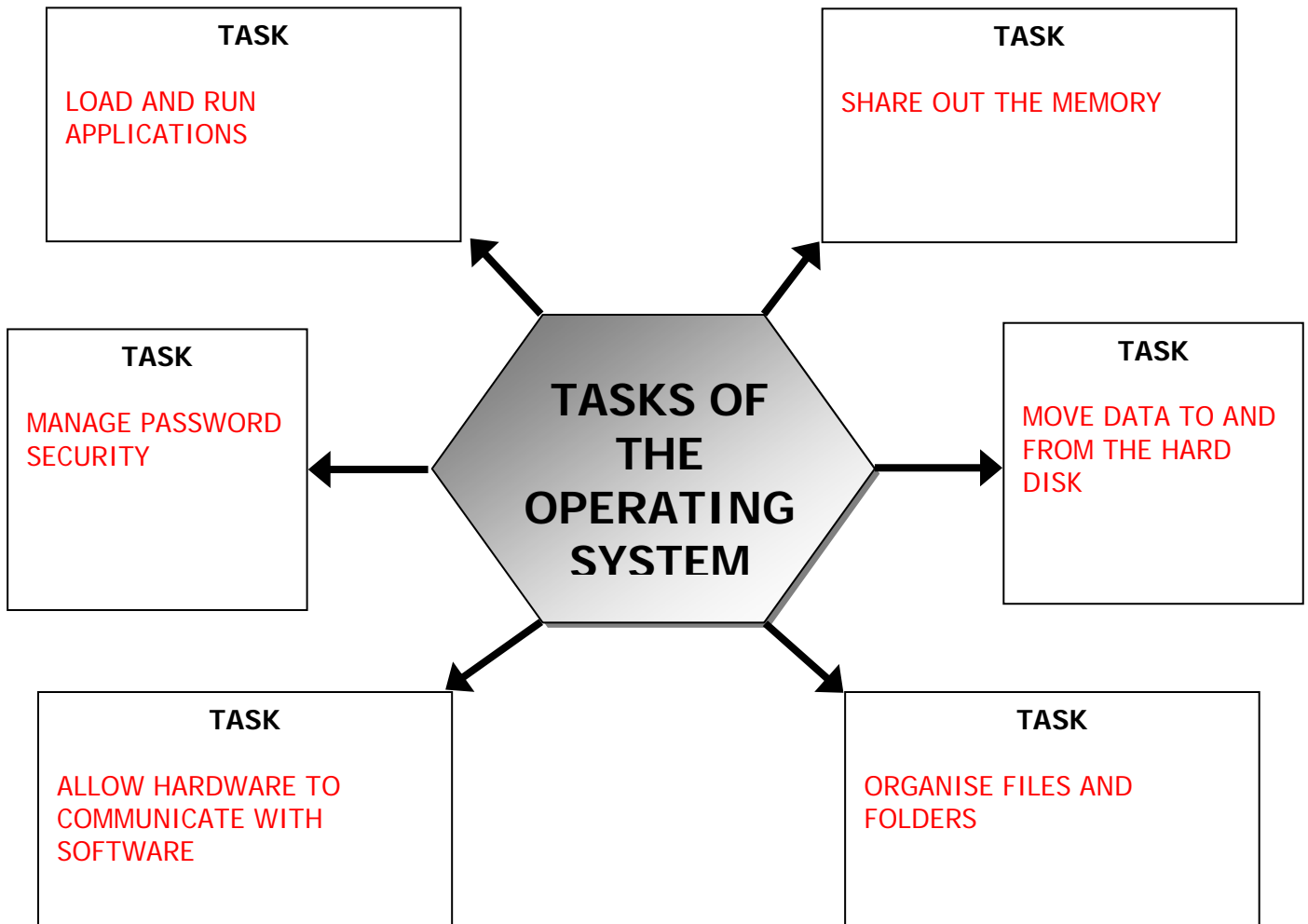
**Give the names of three common brands of operating system**

1. **WINDOWS XP OR WINDOWS VISTA**
2. **MAC OS**
3. **LINUX OR UNIX**

**Now answer the following questions:**

1. Is an operating system, applications or systems software? **SYSTEMS**
2. Do all computers need an operating system? **YES**
3. Applications software needs an operating system to be able to communicate with what? **THE HARDWARE**
4. What was the extra fact that you found out for yourself about Operating Systems?

Complete the diagram below by identifying some of the tasks of the operating system:



#### TASK 4: APPLICATIONS SOFTWARE

Applications can be classified as general purpose, specialist or tailor made.

Answer the following questions:

1. Which type of applications software would be most expensive to develop? **BESPOKE**
2. Which type would be purchased by British Airways to create an on-line booking system? **BESPOKE**
3. Which type would have most help and support available? **OFF-THE-SHELF / GENERAL PURPOSE**
4. Which type of software could you go into a shop and purchase? **OFF-THE-SHELF / GENERAL PURPOSE**

## ACTIVITY

A solicitors firm has chosen the following software to install on their computers:



Word



Excel



Outlook



PowerPoint



Access



Internet Explorer



Publisher

Listed below are tasks that the solicitors have to do. For each of the tasks, suggest which of the software listed above would be most suitable. You can use the Microsoft website to find out about the separate packages and what they do (if you need to). The website address is: [www.microsoft.com](http://www.microsoft.com)

	Task	Software
a	Create letters & documents for clients	WORD PROCESSOR E.G WORD
b	Keep a database of clients' names and addresses	DATABASE E.G. ACCESS
c	Keep track of money coming into the business and money going out	SPREADSHEET E.G. EXCEL
d	Write a report to the shareholders of the company	WORD PROCESSOR E.G. WORD
e	Produce a leaflet showing their services, including images and text	DTP E.G. PUBLISHER
f	Send, receive and store e-mails	EMAIL SOFTWARE E.G. OUTLOOK
g	Create a presentation to train staff in the workings of the practice	PRESENTATION SOFTWARE E.G. POWERPOINT
h	Research topics that they are currently working on	WEB BROWSER E.G. INTERNET EXPLORER
i	Produce graphs and charts to show changes over time in performance/income	SPREADSHEET E.G. EXCEL