



# Computer Awareness

Part 4

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# Computer Awareness

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- Part 2 Computer Architecture & Memory
- Part 3 Computer Hardware



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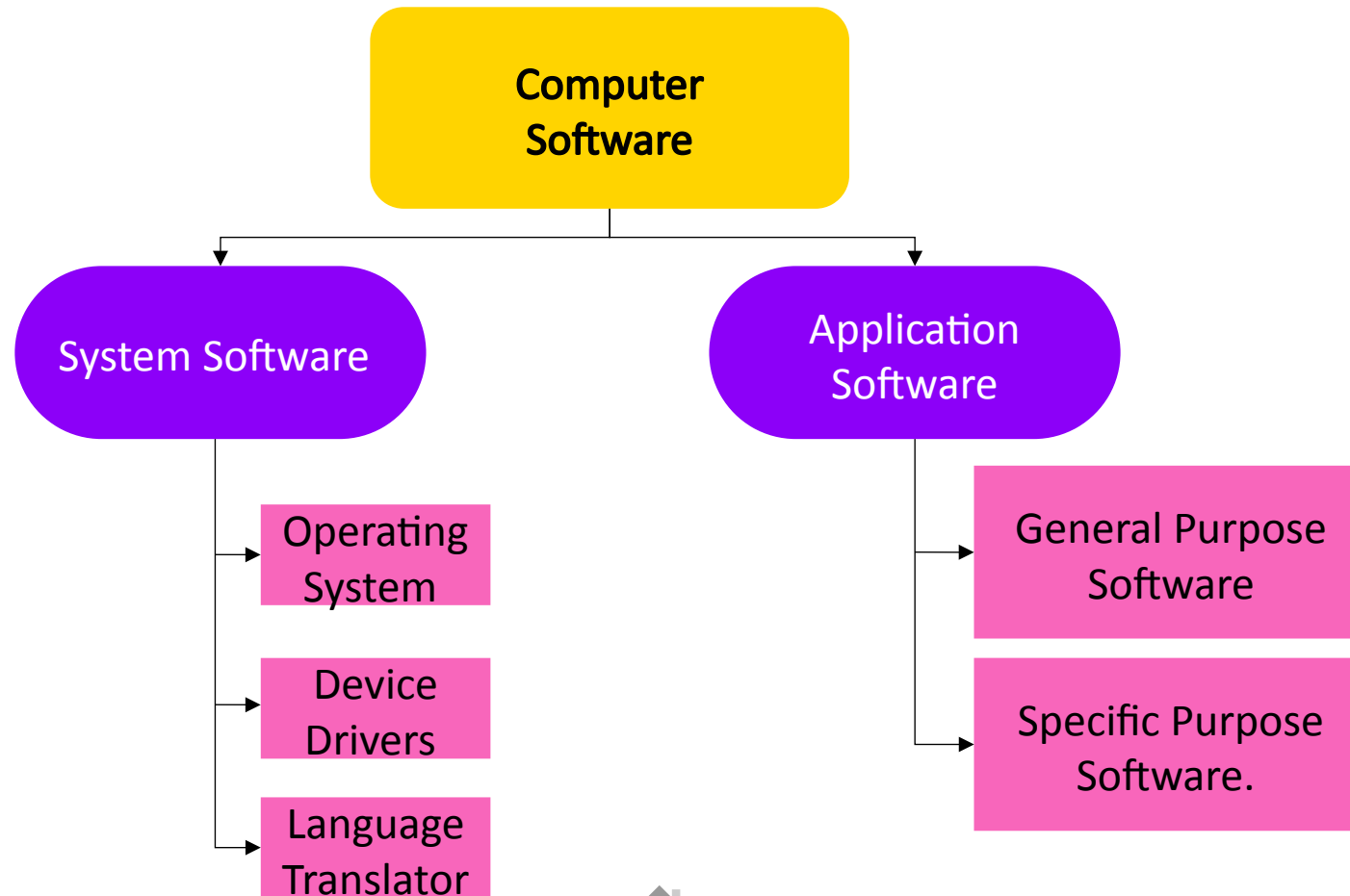
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# Computer Software



# Computer Software



Computer Software is a collection of data or computer instructions that tell the computer how to work.



A software is an interface between the user and the computer hardware.



Types of computer software:



System Software



Application Software

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## System Software



It consists of several program, which are directly responsible for controlling, integrating and managing the individual hardware components of a computer system.



System software also provides the interface between the user and components of the computer.



Depending on the functionality, the system software can be further divided into following categories



Operating System



Device Drivers



Language Translator

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## Operating System



An Operating System (OS) is an interface between a computer user and computer hardware.



An operating system is a software which performs all the basic tasks like file management, memory management, process management, handling input and output, and controlling peripheral devices such as disk drives and printers.



The operating system performs the following functions:



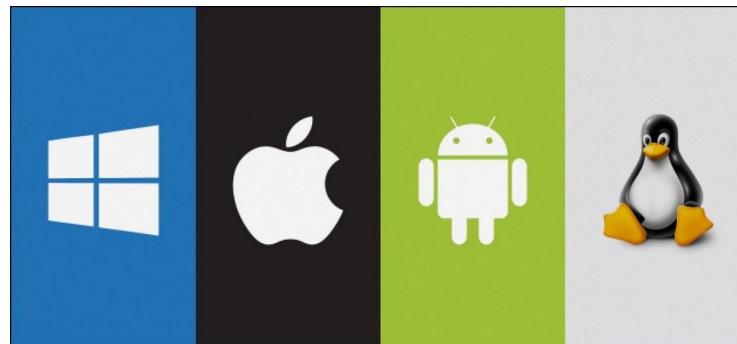
It recognizes input from keyboard, sends output to the display screen



It makes sure that programs running at the same time do not interfere with each other.



It is also responsible for security, ensuring that unauthorized users do not access the system.



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# Device Drivers



A software, which is written with the objective of making a device functional when it is connected to the computer is called device driver.

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# Language Translator



It helps in converting programming languages to machine language.



The translated program is called object code.



There are three different kinds of language translator.



Assembler



Compiler



Interpreter

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## Application Software



Application software (app for short) is a program or group of programs designed for end users.



Examples of an application include a word processor, a spreadsheet, an accounting application, a web browser, an email client, a media player, a file viewer, simulators, a console game or a photo editor.



There are types of application software,



General Purpose Software



Specific Purpose Software.

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## General Purpose Software



These software are those software which are used for any general purpose.



They allow people to do simple computer tasks.



Some of the general purpose software are as follows



Word Processing Software



Electronic Spreadsheets



Presentation Software



Database Management System (DBMS)



Desktop Publishing (DTP) Software



Graphics Software



Multimedia Software

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# Word Processing Software



A word processor is a software program capable of creating, storing and printing of documents.



Word processors have the ability to create a document and make changes any where in the document.



E.g. Microsoft Word, Word Perfect (windows only), AppleWorks (Mac only), etc..



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## Electronic Spreadsheets



Spreadsheet applications are the computer programs that accept data in a tabular form and allow you to create and manipulate spreadsheets electronically.



The relationship between cells are called **Formulas** and the names of the cells are called **Labels**.



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## Presentation Software



Presentation is the practice of showing and explaining the contents of a topic to an audience or a learner visually.



E.g. Microsoft PowerPoint.



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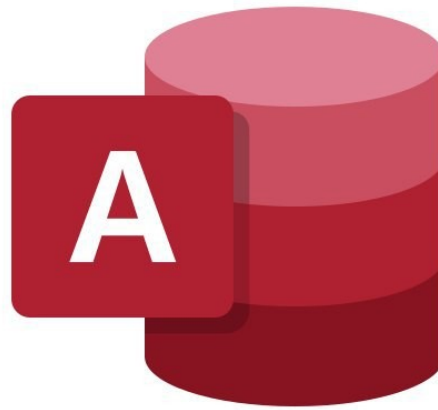
## Database Management System (DBMS)



A DBMS refers to the software that is responsible for storing, maintaining and utilizing a database.



E.g. Microsoft Access, MySQL



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## Desktop Publishing (DTP) Software



It is a tool for graphic designers and non-designers to create visual communications for professional or desktop printing as well as for online or on screen electronic publishing.



E.g. Quark Xpress, Adobe PageMaker.



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## Graphics Software



It is an application program or collection of programs that enables a person to manipulate visual images on a computer system.



E.g. Adobe Photoshop, Picasa etc..



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## Multimedia Software



Multimedia includes a combination of text, audio, still images, animation, video or interactivity content forms.



E.g. VLC Media player , Nimbuzz etc..



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## Specific Purpose Software



These software are designed to perform specific tasks.



This type of application software generally has one purpose to execute.



The specific purpose application software are described below:



Accounting Software



Report Card Generator



Hotel Management System



Inventory Management System and Purchasing System



Billing System



Payroll Management System



Reservation System

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## Accounting Software



It is an application software that records and processes accounting transactions within functional modules such as accounts payable, accounts receivable, payroll and trail balance.



E.g. Tally

POWER OF SIMPLICITY

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## Report Card Generator



It is an application software which is commonly used in schools by the examination department to prepare and generate the report cards of the students.

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## Hotel Management System



It refers to the management techniques used in the hotel sector.



These can include hotel administration, accounts, billing, marketing, housekeeping, front office or front desk.



E.g. Djubo



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## Inventory Management System And Purchasing System



Inventory is a list of goods and materials available in a stock.



Inventory management system is generally used in departmental stores or in an organization to keep the records of the stock of all the physical resources.



E.g. AdvancePro

**AdvancePro**  
*Productivity → Results → Opportunity*

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## Billing System



It refers to the software that is used to. Perform the billing process.



It handles the tracking of labeled products and services delivered to a customer or set of customers.



E.g kBilling, Billing manager.

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## Payroll Management System



It is used by all modern organizations to encompass every employee of the organization who receives a regular wages or other compensation.



E.g Namely, UltiPro etc..



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## Reservation System



It is a computerized system used to store and retrieve information and conduct transactions related to air travel, hotels, car rental or other activities.



E.g. [www.yatra.com](http://www.yatra.com) etc..

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## System Utilities



These programs perform tasks related to the maintenance of the computer system.



System utility mainly consists of the following functions



Anti-virus



Disk Fragmenter



Text editor



Backup Utilities



Disk Compression



Disk Cleaners





## Anti-virus



It is the utility which is used to scan computer for viruses and prevent the computer system files from being corrupt



E.g AVG, McAfee etc..



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## Text Editor



It is a program that facilitates the creation and correction of text.



A text editor supports special command for text editing.



E.g MS-Word, Notepad etc..



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## Disk Compression



It increases the amount of information that can be stored on a hard disk by compressing all information stored on a hard disk.



E.g DiskDoubler

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# Disk Fragmenter



It detects computer files whose contents are broken across several locations on the hard disk and moves the fragments to one location to increase efficiency.



E.g Defraggler.



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## Backup Utilities



It can make a copy of all information stored on a disk and restore either the entire disk or selected files.

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## Disk Cleaners



It is used to find files that have not been used for a long time.



This utility also serves to increase the speed of a slow computer.



E.g Bleach Bit Cleaner, etc..



# BleachBit

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# 'Hurrah!'

## We completed this section.



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Soon...

