SUVA SANGAM COLLEGE
YEAR 11   COMPUTER STUDIES
WEEK 1: MONDAY 05/07 TO FRIDAY 09/07

STRAND	**11.2 Application Package**
SUB-STRAND	**12.1.2.1Using Application Software**
CONTENT LEARNING OUTCOME	**Identify and analyse software**
REFERENCE FROM TEXTBOOK	**Pg. 57-63**

Achievement Indicator: Distinguish and describe System Software and Application Software

The software is a series of instructions or a special program that performs a particular task and is recorded in some form on a computer disk. Simply, the software is an abstract collection of instructions for computers to perform specific tasks. It is also referred to as a program or software program. Computer software has two major categories. It is typically classified into **system software** and **application software** as shown in Figure 4.0.

Figure 4.0 Categories of Software

ACTIVITY

1.Descrbe software

2. Explain what application   Software is and which one is installed in the school computer laboratory PC's.

WEEK 2: MONDAY 12/07 TO FRIDAY 16/07

Achievement Indicator:	Describe different types of system software
REFERENCE FROM TEXTBOOK	**Pg. 59**

System Software

System software is a set of programs that manage or control a computer's resources. System software acts as the interface between the user, the application software, and the computer's hardware. System software is made up of four control programs which include the following:

1. *Operating systems* – coordinate computer resources, provide an interface between the users and the computer
   and run applications.
2. *Utilities* – also known as service program, perform specific tasks related to managing computer resources.
3. *Device drivers* – are specialized programs that allow particular input, output or communication devices to
   communicate with the rest of the computer system.
4. *Language translators* – convert the programming instructions written by programmers into a language that
   computers understand and process.

Operating System

- An **OS** manages the overall operation of the computer system.
- It is a set of programs that instructs and controls the hardware functions of the computer system. Operating system software interacts between applications software and the computer hardware.

The three main functions of an OS include:

1. **The provision of the user interface that allows users to interact with the computer systems** for example Microsoft Windows provides menus, toolbars, dialog boxes and icons that are used for a variety of tasks.
2. **Running applications.** In a multitasking operating system where multiple programs can be running at the same time, the operating system determines which applications should run in what order and how much time should be allowed for each application before giving another application a turn.
   3. Managing internal resources. It manages the sharing of internal memory among multiple applications. It handles and monitors input and output to and from attached hardware devices, such as hard disks, printers, and dial-up ports. It sends messages to each application or interactive user (or to a system operator) about the status of operation

Example 1

Explain the feature of operating system

Booting the Operating System means turning on the Computer and having the Operating System loaded.

Example 2

Discuss four control programs of system software with operating system

System

- **Operating systems**
- **Utilities**
- **Device drivers**
- **Language translators** There are two types of booting.

1. Cold Booting is switching the computer on from the power source.

2. Warm Booting is restarting the computer either by pressing the reset button on the system unit or by pressing Ctrl + Alt + Delete or by selecting restart option from the start menu.

ACTIVITY

1. Give at   least 3 examples of Operating System.

2. Describe the function of device drivers. Provide at least 5 examples of devices that require drivers to communicate with the computer

WEEK 3: MONDAY 19/07 TO FRIDAY 23/07

Achievement Indicator:	Describe different types utility programs
REFERENCE FROM TEXTBOOK	**Pg. 62-63**

A utility program is a type of system software that performs a specific task, usually related to managing a computer, its devices, or its program. In simple terms it performs the house keeping functions of the computer system. There are many types of utilities available and some common ones are listed below.

- Troubleshooting or diagnostic program A program that recognizes and correct problems, ideally before they become serious.

- Antivirus program - Is a program that guard your computer system against viruses or other damaging programs that can invade your computer system.

- Uninstall program - A program that allow you to safely and completely remove unneeded programs and related files from your hard disk.

- Backup program - A program that make copies of files to be used in case the originals are lost or damage

ACTIVITY

1. List at least 10 examples of Anti-Virus Program.

2.Explain why backup of data and information important.

WEEK 4: MONDAY 26/07 TO FRIDAY 30/07

Achievement Indicator:	Describe different features of presentation graphics
REFERENCE FROM TEXTBOOK	**Pg. 71**

A presentation graphics program can display numeric data in a visual format for analysis and presentation purposes. These programs are often used by marketing or sales people as well as many others. Most commonly used presentation graphics programs are Microsoft PowerPoint, Corel Presentation and Lotus Freelance Graphics.

Features that are common to most presentation graphics include the following:

Most programs include features that help you organize the content of your presentation such **design layout** and **schemes** that includes preformatted text for many different types of presentations from selling a product to reporting on progress.

Professionally designed **templates** or models are provided. They include selected combination of text layouts with features such as title placement and size. Additionally, various bullet styles, background colors, patterns, borders and other enhancements are provided.

Animations include special visual and sound effects. These effects include blinking text and transitions between topics. You can insert audio and video clips that play automatically or when selected. You can even record your own voice to provide a narration to accompany a slide show. **Utility Suites**

- ❖ Utility suites combine several programs into one package.
- ❖ Buying the packages is less expensive than buying the programs separately.
- ❖ The three best-known utility suites are McAfee Office, Norton System-Works, and V Communications System Suite.
- ❖ These suites provide a variety of utilities, including programs that will protect your system from dangerous programs called computer viruses.

WYSIWYG: stands for **"What You See Is What You Get"**. This means that the image on the screen display looks the same as the final printed document. The WYSIWYG feature allows the user to preview the document's appearance before it is printed out

ACTIVITY
1. Describe how to keep the anti-virus software up-to-date
2. Describe types of operating system

Software, also called a **computer program**, is the series of instructions that tells the hardware of a computer what to do.

1.   **System software** controls the operations of the computer and its devices and serves as the interface between a user and computer hardware.

2.   System software consists of a variety of programs including: *operating system* which contains instructions that coordinate the activities of hardware devices, *utility program*, which performs specific tasks usually related to managing a computer, *device drivers* are specialized programs to allow input and output devices to communicate with the rest of the computer system.

3.   **Application software** are program which are written for specific and general tasks which are not related to the computer system itself. Contrast must be drawn between application software and operating system software.

4.   There are two broad categories of application software: and general-purpose programs and special-purpose programs.

5.   **General-purpose applications** are widely used in nearly all career areas. Programs include word processing documents, spreadsheets, databases, or presentation graphics.

6.   **Specialized (special purpose) applications** focus on specific disciplines and occupations. These programs are as follows

Word processors	Microsoft Word, Lotus Word Pro, Corel WordPerfect
Spreadsheets	Microsoft Excel, Corel Quattro Pro, Lotus 1-2-3
Database Managers	Microsoft Access, Corel Paradox, Lotus Approach
Presentation graphics	Microsoft PowerPoint, Corel Presentations, Lotus Freehand
Integrated packages	Microsoft Works, Lotus Works
Software suites	Microsoft Office 2007/2010/2013/2016, Open Office

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Write an essay of approximately 200 words to answer each question.

System software is a set of programs that manage or control a computer's resources.

With reference to the above statement, discuss three

• main functions of an operating system   (**3 marks**)

• categories of operating systems   (**3 marks**)

• types of utility programs   (**3 marks**)