

Looking at software

Software is the term used for the programs that we install on our computers. Different programs do different tasks.

Word processing is a program for writing.

Task 1

Think of five things that people might want to write using a wordprocessor. The first one is done for you.

1. A letter
2. _____
3. _____
4. _____
5. _____

How can a word processor make a writer's job easier?

A **spreadsheet**, sometimes called a worksheet, works with numbers.

Task 2

Find five things that people might want to use a spreadsheet for. The first one is done for you.

1. Working out how much pocket money you spend.
2. _____
3. _____
4. _____
5. _____

Find five things that you can do on a spreadsheet. The first one is done for you.

1. Add up a column of figures.
2. _____
3. _____
4. _____
5. _____

A **database** is a type of filing system.

When might your teacher want to use a database?

Extra

Find out what other software your school uses and why it is used. If you are able to you might discover some interesting software in the school office.

