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.

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

1. A letter

2._____ 4.

3._____ 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. _____ ______ 5. ____ 4. ____

3. _____

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

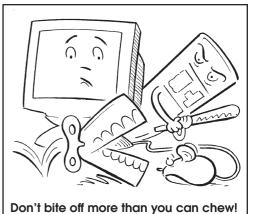
1. Add up a column of figures.

- 2. _____
- _____ 5. ____ 4. ____
- 3. _____

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.



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