

TITLE**Computer Software****Length**

Variable

Essential Skills

Reading Text, Document Use, Thinking Skills, Computer Use.

Prerequisites

None

Course Description

Using computers can be a large component of contemporary workplace activities. Competence with computer software therefore constitutes an essential workplace advantage. Because of the vast range of software available, it is important that employees have an understanding of the different kinds of software.

The objective of this course is to help participants become familiar with the terminology and function of various types of computer software so that they can:

1. Work with word processing software.
2. Work with graphics software.
3. Work with spreadsheet software.
4. Work with database software.
5. Work with communications software.

Professional use of each of these types of software is well beyond the scope of the program. However, this course should provide a basic foundation for subsequent specific training in the workplace.

Skill Statement

Acquire skills and knowledge about computer software designed to manage words, images, numbers and desktop publishing.

Implementing Environment**Skill Component 1: Work with word processing software.****Performance Criteria**

- 1.1 Describe the function of word processing software.
- 1.2 Identify the major word processing products.
- 1.3 Launch a word processing application.
- 1.4 Create a document.
- 1.5 Input text into the document.
- 1.6 Explore the features of the software.
- 1.7 Manipulate the contents of a document.
- 1.8 Save and store a document.

Skill Component 2: Work with graphics software.**Performance Criteria**

- 2.1 Describe the function of graphics software.
- 2.2 Identify the major graphics products.
- 2.3 Launch a graphics application.
- 2.4 Create a document.
- 2.5 Input data into the document.
- 2.6 Explore the features of the software.
- 2.7 Manipulate the contents of a document.
- 2.8 Save and store a document.

Skill Statement Continued

Skill Component 3: Work with spreadsheet software.

Performance Criteria

- 3.1 Describe the function of spreadsheet software.
- 3.2 Identify the major spreadsheet products.
- 3.3 Launch a spreadsheet application.
- 3.4 Create a document.
- 3.5 Input data into the document.
- 3.6 Explore the features of the software.
- 3.7 Manipulate the contents of a document.
- 3.8 Save and store a document.

Skill Component 4: Work with database software.

Performance Criteria

- 4.1 Describe the function of database software.
- 4.2 Identify the major database products.
- 4.3 Launch a database application.
- 4.4 Create a document.
- 4.5 Input data into the document.
- 4.6 Explore the features of the software.
- 4.7 Manipulate the contents of a document.
- 4.8 Save and store a document.

Skill Component 5: Work with communications software.

Performance Criteria

- 5.1 Describe the function of communications software.
- 5.2 Identify the major communications products.
- 5.3 Launch a communications application.
- 5.4 Operate the communications software.
- 5.5 Explore the features of the software.

Course 6 Resources/Content:

- [Backgrounder: Computer Software](#) 6/5

Notes

Backgrounder Computer Software

Computer software is the collection of computer programs and related data that tell a computer what to do. (adapted from Wikipedia). Computer software can also be defined as anything that isn't hardware (monitor, keyboard, hard drive, printer, etc.). That is, software is information and instructions that a computer system uses to do what it's designed to do. Software has to be "loaded" into a computer's memory or storage system. Once the software is "installed" in the computer system, it passes on instructions that make it possible for the user to perform the software's particular operations.

There are two main types of computer software:

- 1) Systems software that includes the operating system (for example, Microsoft Windows, Apple Mac X, as well as other less common ones);
- 2) Applications ("apps) that do the real work. Included are applications for word processing, graphics, spreadsheets, communication, databases and games.

A number of websites provide information about applications, including references to both free and purchase types:

- <http://www.webopedia.com/TERM/S/software.html>
- <http://www.wordiq.com/definition/Software>
- <http://www.ctdlc.org/remediation/indexWord.html>
- <http://www.ctdlc.org/remediation/index.html>

Backgrounder Computer Software

For example, browsers are one type of communication software. All browsers have the same features:

- Back and forward tabs;
- A record or history of websites visited;
- An address bar for URLs;
- A search bar for a search term (Google is the most common and most popular search engine).

Summary of basic types of applications

- Word processing: For example, Microsoft Word, but free types are available.
- Graphics: For example, Adobe Photoshop, but free types are available.
- Spreadsheets: For example, Microsoft Excel, but free types are available.
- Communication: For example, browsers like Microsoft Explorer, Apple Safari, Google Chrome, and Mozilla Firefox, all free. Others include software like Facebook for keeping in touch with other people, and free email programs for emailing communication.
- Databases: For example, Filemaker, but free types are available.