

Chapter 19 Computer Basics

Section 19.2 Computer Software

Section Summary with Key Terms and Academic Vocabulary

Computer Software A computer needs instructions to perform tasks. Software tells it what to do. There are many different types of software. An operating system is software that controls the operation of a computer. It maintains files, runs software applications, and handles devices such as computer mice and printers. Application programs handle specific task-oriented functions. Word processing software is used to create, edit, and print documents. Spreadsheet software is an electronic worksheet for entering and charting data. These and other forms of software allow users to do certain tasks easily and quickly.

Key Terms _____

software A computer program that contains a set of instructions that tell a computer what to do

operating system Software that controls the operation of a computer and directs the processing of programs

word processing Writing, editing, and producing documents, such as letters and reports, through the use of a computer program

spreadsheet A computerized worksheet for entering and charting data

database management A computer program used to store data organized especially for rapid search and retrieval

presentation program Software for creating slide shows for presentations

desktop publishing Software used to produce publications such as reports, newsletters, and magazines

Academic Vocabulary _____

create To produce or bring about by a course of action or behavior

incorporate Unite or work into something already existent so as to form an indistinguishable whole

schedule A procedural plan that indicates the time and sequence of each operation

facilitate To help bring about