

HOËRSKOOL STAAT PRESIDENT C R SWART
COMPUTER APPLICATION TECHNOLOGY
GRADE 10

INSTRUCTIONS

1. NOTE: Please use a **192** page workbook, leave **TWO** pages open and then copy the notes that are provided.
2. Make sure to underline each heading and sub-headings, and also to rule of after each module.
3. All drawings must be included in your notes.
4. Please mail me at kleso@hspcrswart.co.za if you have any questions.
5. Welcome and see you soon!



Date

Module 1.2: Software

Application vs System Software

Application Software

Group of programs that perform specific tasks for us as users.

- **Word Processing programs**
- **Gaming software**
- **Typing tutor software**

The operating system

Software which controls all activities that take place inside the computer.

- **Windows XP, Vista, Windows 7**
- **Apple OSX**
- **Linux**

- **Mobile devices: Windows mobile, iOS and Android.**

Functions of the operating system

1. Managing all the hardware and software on the computer.
2. Giving the computer instructions on how to do very basic tasks.
3. Maintaining security (with the use of password, etc).
4. Providing us with an interface.

The interface

Graphic User Interface (GUI)

- Menu
- Icons
- Buttons
- Using menus (Shortcuts keys, not currently available, further sub menus, and alt key)
- The desktop (widgets & gadgets)
- Other components (dialog box, textbox, spinner, radio button, command button, tab in dialog, checkbox, combobox and listbox)

Accessories

1. Start button
2. All Programs
3. Accessories

The snipping tool accessory

- The free-form snip
- Rectangular snip
- Window snip
- Fullscreen snip

Application software

- Graphics and design
- Word Processor
- Spreadsheet
- Database
- Presentation software
- Communication software
- Office suite
- Desktop publishing
- Games
- Web authoring software
- Web browser
- Plug-ins
- Financial applications

Homework

Written module activity

Question 1 to 8 on page 21