

Computer Software Study Guide

| <u>Software</u> | <u>Type</u> | <u>Uses</u> |
|------------------------|--------------------|------------------------------------|
| ▪ Windows | ▪ Operating system | ▪ runs all the other programs |
| ▪ Microsoft Word | ▪ Word Processor | ▪ type a poem, story, or report |
| ▪ Microsoft Excel | ▪ Spreadsheet | ▪ do some math or graphing |
| ▪ Microsoft PowerPoint | ▪ Presentation | ▪ create a digital slide show |
| ▪ Internet Explorer | ▪ Browser | ▪ access on-line info & activities |

Do you know these icons?



folder - stores (saves) files



network drive – not on your computer



word processing document



spreadsheet



presentation

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