

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

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folder - stores (saves) files



network drive – not on your computer



word processing document



spreadsheet



presentation

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