

Computer Software Study Guide

Software

- Windows
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet Explorer

Type

- Operating system
- Word Processor
- Spreadsheet
- Presentation
- Browser

Uses

- runs all the other programs
- type a poem, story, or report
- do some math or graphing
- create a digital slide show
- 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

Microsoft Software Study Guide

Joan Lambert



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