Personal Computing
EN1301

Introduction to Computer Application Software (1 hrs.)

Instructional Objectives

- Identify different types of computer software
- Distinguish the difference between System and Application software
- Demonstrate software installation
- Practice different files and folder handling techniques

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Sub Topics

▸ **Introduction to Computer Software**
  ◦ System Software
  ◦ Application Software

▸ **Computer Software Installation**

▸ **Files and Folders**

Introduction to Computer Software

- Computer Software
  - a program that tells a computer what to do
- Two main categories
  - System Software
  - Application Software
- Software Licenses
  - a legal instrument governing the use or redistribution of software
  - Includes
    - Proprietary
    - Free and Open-source

Activity: Distinguish the difference between computer software and computer hardware.

System Software

- the programs that control and manage the basic operations of a computer
- acts as an interface between the hardware of the computer and the application software
- includes
  - Operating Systems (Solaris, Linux, Microsoft Windows, Mac OS X, Unix etc.)
  - Utility Software (scanners, file compression programs, data backup programs etc.)

Activity: Find out more examples for system software and identify their main functionalities.

Application Software

- a computer program that causes a computer to perform useful tasks.

- employs the capabilities of a computer directly and thoroughly to a task that the user wishes to perform.

- includes
  - Word processing programs, Spread sheet programs, web browsers, media players, image editing programs, database applications etc.

Activity: Find out more examples for application software .

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Computer Software Installation

- act of making a program ready for execution.
- Software comes with an installer.
- The installation procedure
  - varies based on the program and operating system.
    - Copy the file directly into a folder and execute.
    - Follow an installation procedure.
- The installer may test for system suitability and available mass storage space.
- Once installed can be used again and again.

*Activity: D*ownload and Install the following programs using the given links .

Open Office: www.openoffice.org
GIMP : www.gimp.org
Try it on both Windows and UNIX/LINUX

Files and Folders

- A file
  - is a resource for storing information / container for data
  - is represented using a picture / icon
  - is accessed using a name (filename)
  - e.g. a plain text file, a letter in word/writer, music file
- A folder / directory
  - is a container for files / links to files / folders
  - is also represented using a picture / icon
  - provides the opportunity to store files / subfolders logically

Activity: *C*heck relevant properties for files and folders.

Files and Folders

- Files & Folder operations
  - Open
  - Copy, Cut, Paste
  - Delete
  - Rename
  - Create a link / shortcut … etc

Activity: Identify unique operations for files and folders .

Files and Folders

▶ File Naming
  ◦ Unique identifier to identify one file from another.
  ◦ No two files can have the same name within a specific folder
  ◦ Differs based on the operating system
  ◦ Many computer systems uses an extension to a file to identify what it contains.

  e.g. On Windows computers file is represented using Filename.extension

Activity: Try naming files and folders using different Character combinations

END of Section 1

▶ By now you should be able to
  ◦ identify different types of computer software
  ◦ distinguish the difference between System and Application software
  ◦ demonstrate software installation
  ◦ practice different files and folder handling techniques

▶ *Next Section*
  ◦ *Word Processing Applications*