



# PHF ELITE SCHOOLS

EDUCATION SKILLS FOR ALL

## Making Learning Easier

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### Computer Programs

A computer program is a set of step-by-step instructions. These instructions tell the computer how to do its job.

#### 1. Operating System Software

This software works with the operating system. It controls how you, the software, and the hardware work together. Windows, Apple, Android, and Chrome are common operating systems. Computers and laptops usually use Windows or Apple. Cell phones and tablets usually use Apple, Android, or Chrome software.

#### 2. Application Software

This software is what the computer uses to carry out a job as specified by the user. There are different kinds of application software.

- Office Productivity Software. Word Processing is software that lets you work mostly with text. You can enter, edit, format and print documents. Microsoft Word is a popular example of word processing software.

- Spreadsheet is software. Spreadsheet software helps you work with numbers and text too. You can enter, edit, format, print, sort and do

math with spreadsheet software. Microsoft Excel is a popular example of spreadsheet software.

- Communications Software. Communications software helps you read, write, talk to, and listen to other people. Examples are the Internet and Email. Internet Explore and Chrome are examples of Internet browsers. Browsers help you use the Internet.

- Educational Software. These are computer applications that help people learn.
- Entertainment. Entertainment applications are popular. Many people use applications to listen to music or books. They also use these entertainment applications to play games and watch movies.

## **Input Devices**

Mouse: The mouse lets you work with text and objects on the computer screen. You use the mouse to:

- Double Click
- Right Click
- Click and Drag
- Drag and Drop

***1.0.2 Mouse Practice is completed on the computer using the Mouse Practice file.***

Keyboard: The keyboard lets you put text and numbers into the computer. The keyboard you see in the United States is called a QWERTY keyboard. Find the letters Q W E R T Y on your keyboard. That is where the name comes from.

There are special groups of keys on the keyboard. Your teacher will show you where these are on your keyboard.

1. Character Keys. Most of the keys that you use to type are character keys. These are letters, numbers, and punctuation keys.
2. Backspace and Delete Keys. These 2 keys erase your text.
3. Navigational Keys. These keys help you move in your document. They include Space, Enter, Tab, Directional Arrows, Home, End, Page Up/Page Down.
4. Modifier Keys. These keys - Ctrl, Shift, Caps - help you make capital letters and keyboard shortcuts.

5. Function Keys. These keys do special things depending on your keyboard. You will not use the Function Keys for typing text.

**1.0.3 Keyboard Practice** is completed on the computer using the *Keyboard Practice file*.

**File Management**

Take notes as your teacher shows you File Management.

MyComputer

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MyDocuments

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Folders

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Subfolders

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Files

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FileNamingConventions

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## FileTypes

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