


Question 2. Using DTP software create the following document as it is . Save it as software in drive A. Print your publication (50 marks).

SOFTWARE

COMPUTER SOFTWARE



System software
system software performs a variety of fundamental operations that avails computer resources or to help the user accomplish specific tasks.

Functions :-

- Booting the computer and making sure that all elements of the hardware are working properly
- Perform operations such as retrieving, loading, executing and storing programs.

System Software can further be divided into :

Application software
Designed to help the user accomplish specific tasks.

Classification according to acquisition

- ♣ In-house developed programs
- ♣ Standard software

Advantages of standard software over the in-house developed programs

- They can be easily installed and run
- They are ready available for almost any task
- Since they are thoroughly tested before they are released , chances of errors in them are rare.
- They can be easily modified
- They are less expensive to acquire

Software	Uses	Examples
Word processor	Typing documents like letters.	Ms Word, Lotus, WordPro, WordStar
Spreadsheets	Calculating budgets	Ms Excel, Lotus 123
DTP	Design Publications like Newspapers	Adobe Page Maker, Publisher
CAD	Technical Drawing	AutoCAD
Databases	Keeping records and files	Ms Access Dbase
Graphics Software	Creating & Manipulating pictures	Corel Draw, Adobe Photoshop

Factors to consider when selecting software

The following factors should be considered when selecting software:

Authenticity
This refers to genuineness , validity and or legitimacy of an item. Software should be accompanied by licenses and certificate of authenticity.

Compatibility and system configuration
Refers to the ability of the computer program to run the software depending on the system setup.

User friendliness
This is a measure of how easily the user can be able to operate the computer.

User needs determines the type of operating system and application programs that should be considered for application.