

SOFTWARE AND ITS TYPES

A Fill in the blanks:

1. Software is of two types system and application.
2. Operation system controls the overall activity of a computer.
3. An Operating system manages all output and input devices.
4. Utility... program perform specific task. usually related to managing a computer, its devices or its programs.
5. The presentation software is used to present an idea or concept.

B State True or False:

1. Word processing software helps us in maintaining a document in a presentable manner. True
2. Backup is a process of shrinking files on a disk. False.
3. DTP software helps to arrange and store a large amount of information in an organised way. False

4. A spreadsheet software helps us to perform calculations and analyse data in an effective manner. *True*.
5. Multimedia Software helps in storing a large amount of information *False*.

C. Match the following by colouring the correct pair with the same colour:

"A"

"B"

1. Spreadsheet	a. Winzip	5
2. Word Processor	b. MS Power Point	4
3. Graphics Software	c. MS Excel	1
4. Presentation Software	d. Corel Draw	6
5. Compression	e. MS Paint	3
6. Desktop Publishing	f. MS Word	2

D

Application Based Questions:

1. Radhika wants to provide protection to her computer system against Virus attacks. Which software will you suggest to her to install?

Ans- Anti Virus Software

2. Surbhi has made a project on Water pollution, which is quite lengthy. She wants to mail it to her sister for further improvement. Which utility program will you suggest her for this task?

Ans- Win Zip compression Utility.

3. Which type of software can be used for publication of a brochure or a newsletter?

Ans- CorelDRAW, Page Maker.

E.

Multiple choice Questions:

1. A _____ helps us to create documents such as, letters and reports.

Ans- (b) Word Processor

2. Software helps us to arrange and store a large amount of information in an organised way.

- a) Word processor
- b) Spreadsheet
- c) Database

Ans- c) Database

3. A _____ program helps you to perform calculations and analyse data in a better way.

- a) Spreadsheet
- b) Word Processor
- c) DTP

Ans- a) Spreadsheet

4. _____ software helps us to create and display slides on a computer for business and educational purposes.

- a) Spreadsheet
- b) Graphics
- c) Presentation

Ans- c) Presentation.

range F. Answer the following:

Q.1 What is Software? Name its types.

Ans - Software is the collection of programs that are stored and run on computer hardware and help users to work on the computer.

Software is of two types:

- 1) System Software
- 2) Application Software

Q.2 What is an operating system?

Briefly explain its any two functions.

Ans - An operating system controls the overall activities of a computer. It acts as a link between the user and the hardware and enables them to work together.

functions of an operating system are:

1. Device Management (Input/Output)

An operating system controls the working of all input and output (I/O) devices.

2. Memory management

An operating system assigns memory to various programs whenever required. It also frees the memory when it is not in use.

Q.3 What is Utility Software ?

Ans- Utility programs perform specific tasks usually related to managing a computer, its devices or its programs. These programs assist in the smooth functioning of the computer system and help it to perform better.

Q.4 What is the function of Word Processing software ?

Ans- A word processor helps us to create professional looking documents quickly and efficiently. You can easily add, delete, rearrange, or beautify the text and produce a hard copy of the document as required.

Q.5 What is the use of Multimedia software ?

Ans- Multimedia software is used to create video, animation, sound, graphics and text with a high degree of interaction.