**Editors and Word Processors**

* **Basic Concepts**: Editors are tools for creating and editing text, while word processors provide advanced features for formatting, editing, and printing documents.
* **Examples**: MS-Word, Google Docs.
* **MS-Word**: A powerful word processor that offers tools for creating documents with formatting, styles, tables, and images. It supports mail merge, spell check, and template use.
* **Introduction to Desktop Publishing (DTP)**: DTP software is used for creating professional-quality publications (brochures, magazines). It provides precise layout control over text, images, and other elements.
  + **Examples**: Adobe InDesign, QuarkXPress.

**Spreadsheets and Database Packages**

* **Purpose**: Spreadsheets help in organizing, analyzing, and storing data in tabular form. Database packages manage large volumes of structured data.
* **Usage**: Data entry, calculations, creating charts (Spreadsheets), managing data records (Databases).
* **Command Examples**:
  + **MS-Excel**: Formulas (e.g., SUM, AVERAGE), functions, data analysis, pivot tables.
  + **MS-Access**: SQL commands for querying, creating tables, reports, and forms.
* **Creation of Files in MS-Access**: MS-Access allows users to create databases, design tables, create relationships, and run queries using SQL. It supports reports and forms for data input and output.

**Switching Between Applications**

* Most operating systems, including Windows, allow users to switch between applications using the **Alt+Tab** shortcut. This feature is useful when working with multiple programs like MS-Word, Excel, and Access simultaneously.

**MS-PowerPoint**

* **Purpose**: Used for creating presentations with slides, which may include text, images, videos, and animations. It supports transition effects and speaker notes for presentations.