|  |  |
| --- | --- |
| DOCUMENT | WINDOWS |

|  |  |
| --- | --- |
| (01). **Definition and Purpose:**  A document is a digital container that holds information, such as text, images, or tables, often saved in formats like .docx or .pdf. | (01). **Definition and Purpose:**  A window, in computing, is a graphical interface element that represents a distinct viewing area on a computer screen, facilitating multitasking and interaction with various applications. |
| (02). **Content Structure vs. Interface Container:**  Documents focus on organizing information with features like headings, paragraphs, and formatting tools. | (02). ). **Content Structure vs. Interface Container:**  Windows serve as containers for applications, providing a platform for users to interact with the content of those applications. |
| (03). **File Formats vs. Graphical User Interface (GUI):**  Documents are often saved in different file formats, each designed for specific use cases and applications | (03). **File Formats vs. Graphical User Interface (GUI):**  Windows are part of the graphical user interface, offering a visual means for users to interact with applications and manage their tasks. |
| (04). **Editable Nature vs. Multitasking Functionality:**  Documents are generally editable, allowing users to modify content, add information, and collaborate with others. | (04). **Editable Nature vs. Multitasking Functionality:**  Windows facilitate multitasking, enabling users to run multiple applications concurrently, managing diverse tasks at the same time. |
| (05). **Focus on Information vs. User Interaction:**  Documents primarily focus on presenting information in a structured and readable manner. | (05). **Focus on Information vs. User Interaction:**  Windows prioritize user interaction, providing a platform for users to engage with applications and manage their digital workspace. |
| (06). **Saving and Exporting vs. Resizability and Mobility:**  Documents are saved, exported, and shared in various formats for distribution or archival purposes. | (06). **Saving and Exporting vs. Resizability and Mobility:**  Windows are resizable and movable, allowing users to customize their screen space for optimal multitasking and workflow management. |
| (07). **Collaborative vs. Task Management:**  Documents often support collaboration, allowing multiple users to work on the same document simultaneously. | (07). **Collaborative vs. Task Management:**  Windows contribute to efficient task management by allowing users to run and monitor multiple applications concurrently. |
| (08). **Presentation vs. Application Instances:**  Documents are a means of presenting information, ensuring it is well-organized and visually appealing. | (08). **Presentation vs. Application Instances:**  Windows represent instances of applications, providing a framework for users to interact with the functionalities of those applications. |
| (09). **Static Content vs. Dynamic User Interface:**  Documents typically present static content that can be read, edited, or shared. | (09). **Static Content vs. Dynamic User Interface:**  Windows offer dynamic user interfaces, responding to user inputs and providing a platform for active engagement with applications. |
| (10). **Archiving vs. Real-time Interaction:**  Documents are often archived for future reference or record-keeping. | (10). ). **Archiving vs. Real-time Interaction:**  Windows facilitate real-time interaction, allowing users to actively engage with applications and manage ongoing tasks. |