**Lab 4 Application Software**

Complete the following tasks based on the specifications given below and present the completed tasks in easy to read format:

* Title page
* Add References/URL at the end of document.
* Font size maximum -12
* Font style- Calibiri

**Task1**

1. Make a list of application software available to you in school or at home.
2. From your list find three application software in each classification mentioned below.

**Types of Application Software:**

**Note: add more when you find new type not listed here**

* Word processors
* Databases
* Presentation
* Spreadsheets
* Games
* Graphics Software
* Communications
* Text Editors and IDEs

**Task 2**

Name the software which you will use to perform the listed task below and categorise under which category this software falls under:

1. Send a text message to your friend.
2. Respond to an e-mail message from your mom.
3. Prepare a presentation on different application software.
4. Prepare a budget for your home.
5. Read the next week’s lesson posted by a teacher in .pdf document.
6. Prepare an invitation list for your birthday.
7. Find the directions for your today’s soccer game field.
8. You have to design an infographic about e-waste and its environmental impact
9. Set reminders for your appointments
10. Show your friends what you are eating.
11. Long Distance interview face to face
12. Prepare digital diagrams like class, use case or activity diagrams

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| --- | --- | --- | --- | --- |
| **Categories** | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| **Thinking** | | | | |
| **Identifies types of application software** | Identifies a considerable  Number about 3 of Application Software in each category | Identifies extended list more than 5 Application Software in each category |  |  |
| **Knowledge/Understanding/Application** | | | |  |
| **associates most appropriate software with its task** | Identifies the most  appropriate software  application for  specific tasks for a  few of the examples  given | Identifies the most  appropriate  software  application for  specific tasks for  most of the  examples given | Identifies the most  appropriate software  application for  specific tasks for all  of the examples  given |  |
| **Presentation** | Report is presented in a professional and easy to read format such as rows and columns of a table. |  |  |  |