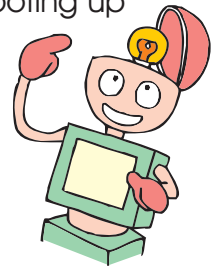


# Important Software

## Lesson 4

**Software** isn't soft. In fact, it cannot be touched or felt at all. All the information and instructions that make up software are like all the thoughts and ideas in our head. You can touch your head, but you cannot touch your thoughts. Some instructions are built into the computer when it is manufactured, and are permanently stored in ROM. This software "boots up" the computer when it is first turned on. The last part of the booting up process is to search the hard disk for some vital software called the Operating System(OS). The Operating System allows the computer to execute all the other jobs you want it to do. Without it, your computer wouldn't be able to follow programs called application software, which are written for specific tasks.



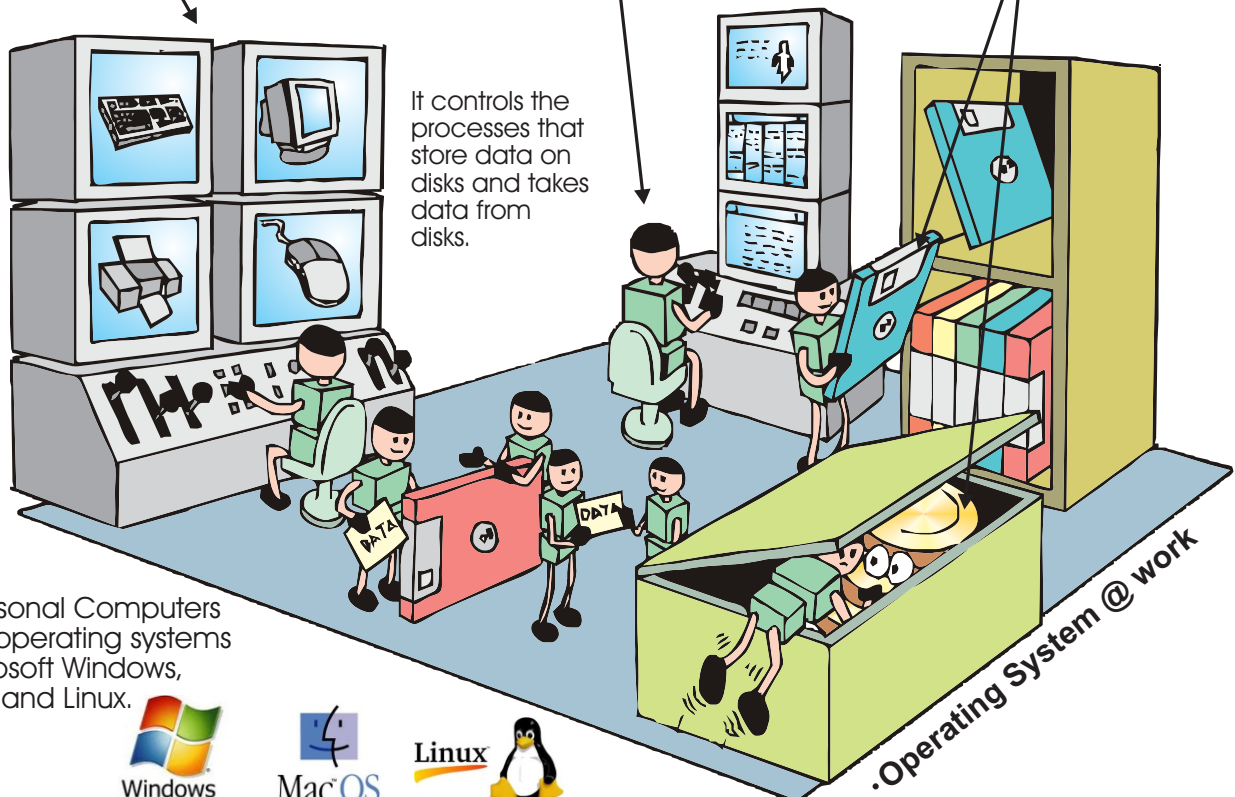
## Operating System (OS)

An **operating system** is a series of programs which organizes and controls a computer. Here are some of the things that an operating system do.

It controls the hardware, such as the keyboard and mouse, the printer and the screen.

It controls the operation of application software.

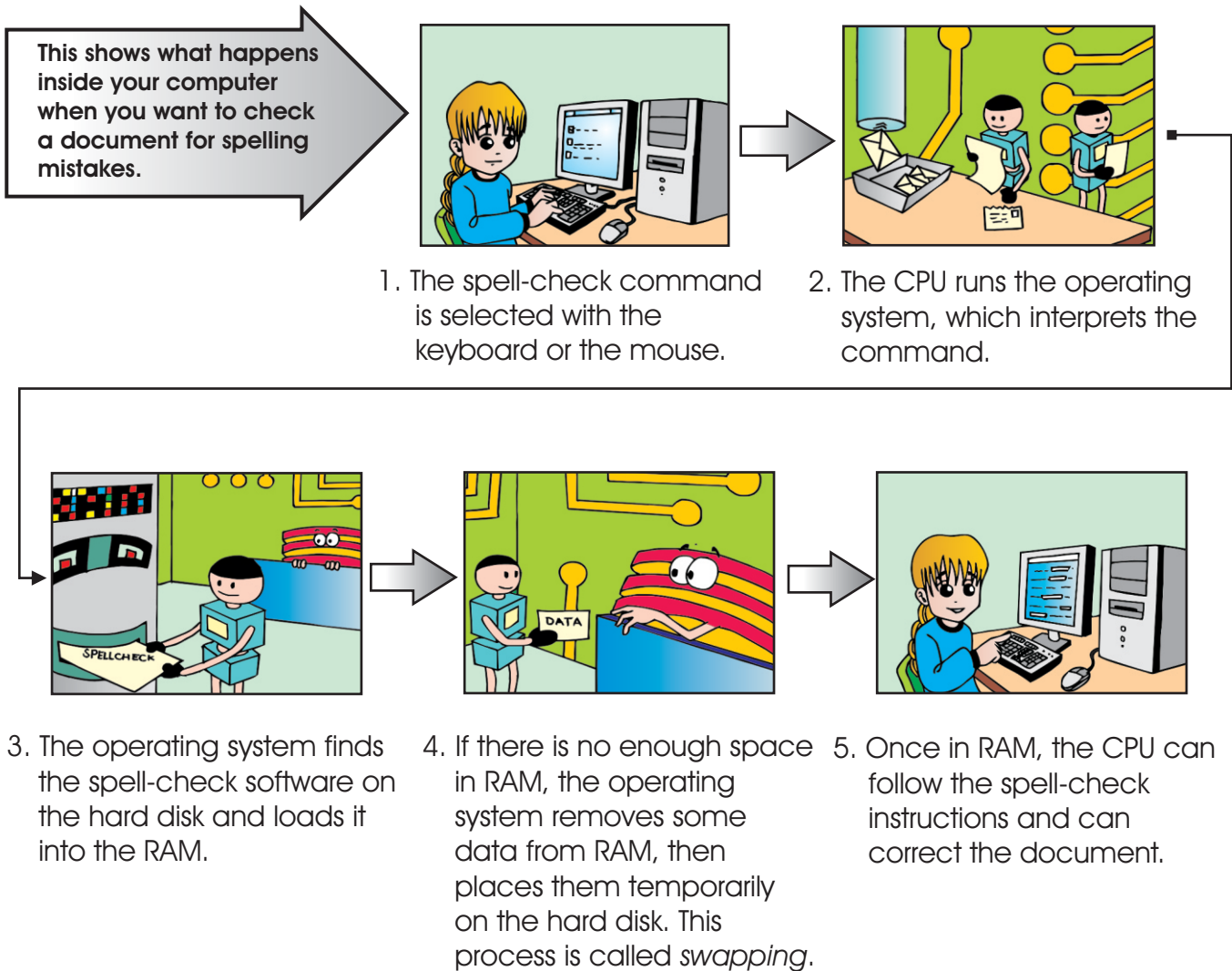
It organizes the hard drives/ storage disks, so they can store data.



Most Personal Computers (PC) use operating systems like Microsoft Windows, Mac OS and Linux.



## Operating system @ work

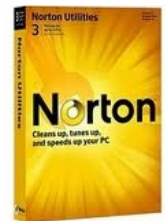


## Utility Programs

With personal computers, all information is organized into **files** (sometimes called **documents**). These files are organized into groups called **folders** or **directories**. The operating system has special programs called utilities to keep collections of files and folders tidy. Utilities allow you to name and rename files; you can also copy, delete and regroup files. In Windows, the Windows Explorer is the utility program packed together to maintain files and folders.



Today's computers are vulnerable to many forms of softwares that can damage our files. The internet is our window to the world, where we can do many things, but its not safe when it comes with viruses. That is why many programmers are making utilities to remove unwanted programs that can destroy our precious files and data.



# Operating System at Work

Important Software

## Lesson 4

### Activity 10

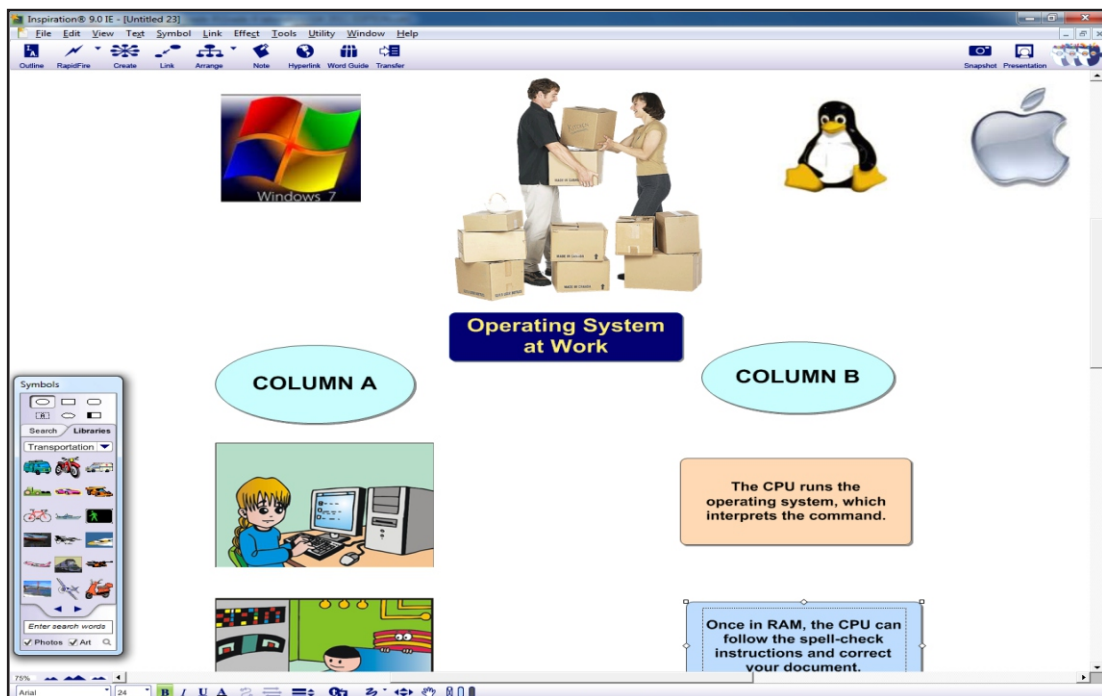
Directions:

Score

1. Launch Inspiration.
2. Open and perform Lesson 4 Activity 10 **Operating System at Work**.
3. Link the pictures in column A to their descriptions in column B.
4. Change the background color of the symbols in column B to green.

**Note:** To change the color of the symbol, click the Fill Color button in the Formatting toolbar at the bottom.

Preview:



5. Save the activity as **Operating System at Work**.



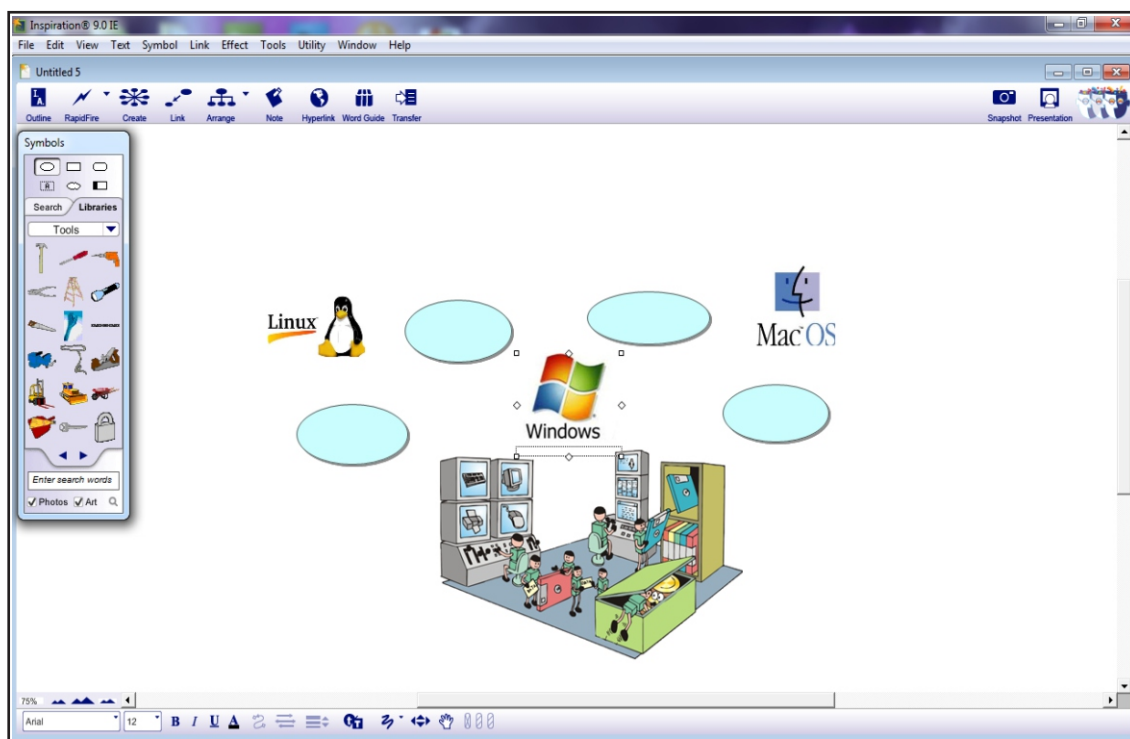
Score

### Activity 11

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 4 Activity 11 **OS DO**.
3. Type some of the things that an operating system does and place your answers in the symbols.
4. Replace the symbols with boxes.

Preview:



4. Save the activity as **OS DO**.

# The Utility

Important Software

## Lesson 4



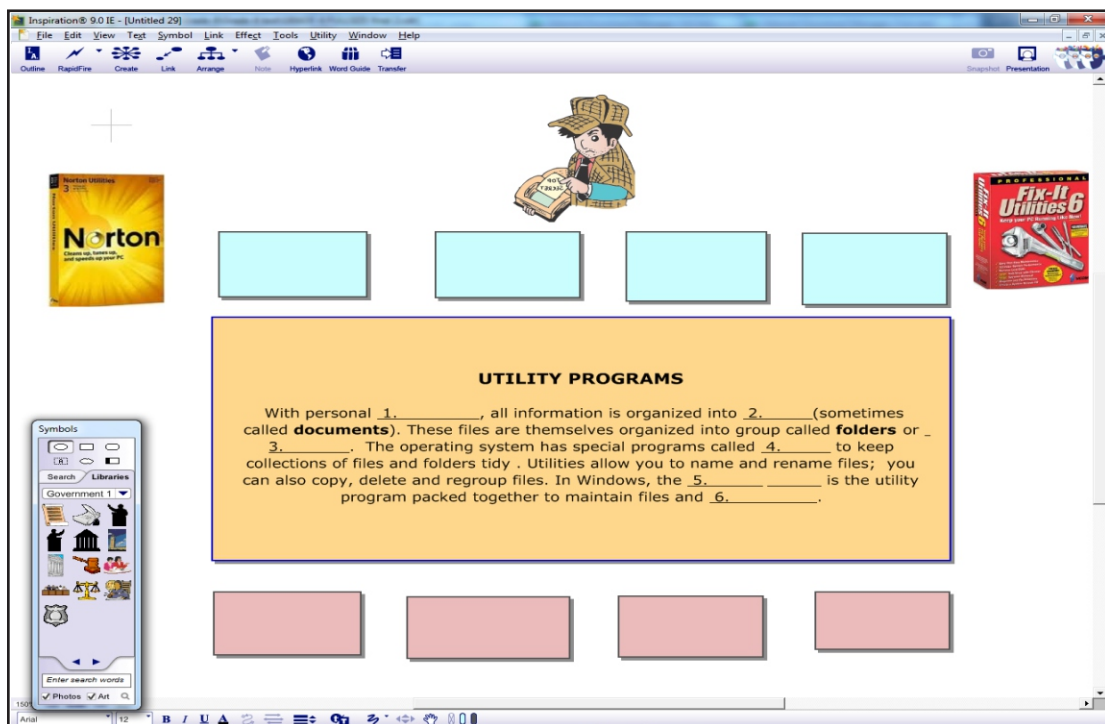
Score

### Activity 12

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 4 Activity 12 **The Utility**.
3. Fill in the blanks with the missing nouns to complete the thought of the paragraph about utility programs.
4. Replace the given symbols with any symbols from the Money- Personal Finance in Government Economics library.

Preview:



5. Save the activity as **The Utility**.