

# Lesson 3

## Full-Grown Doing More with Computers



### Do more with Computers

Most electronic devices such as DVD players, camcorders, and personal stereos can do only one thing. However, because computers are all-purpose by design, it enables you to do many things. For example, you can use a computer to listen to music, watch movies, create flyers, research about your family history, learn interactive lessons, and play games.

### Create Documents

Computer is used to create letters, resumes, memos, reports, newsletters, brochures, business cards, menus, flyers, invitations, and certificates. Anything that you use to communicate on paper, can be created using the computer.



### Monitor Your Finances

Computer is used to perform basic arithmetic operations such as addition, subtraction, multiplication and division. Professionals use the computer for financial management. For example, you can create budget, record expenses, balance your checkbook, calculate your taxes, and monitor your mortgage using the computer.

### Perform Research

Computer and the Internet are used to research almost any topic that you can think of. It will help you learn more about a vacation destination, latest movies, games, discoveries and inventions.



## Work with Numbers

A spreadsheet program of computer is used to work with numbers. For example, you can calculate how much money you need to save in buying your favorite toys, monitor grading and collection system for schools, and create a business plan.



## Store Data

Computer with the appropriate software is used to store and work with large amounts of data. You can track personal items such as CDs, recipes, contact information for friends and relatives, and fitness activities. For business, you can track clients and potential clients, inventory products, and orders.



## Schedule Your Time

Computer is used as an electronic day timer to record upcoming activities, birthdays, anniversaries, events, meetings, and appointments. You can set up some scheduling programs to remind you of approaching events so that you can't forget them.



## Teach Children

Computer is used to help educate children. Many programs available are designed to assist children with reading, drawing, learning math and science, solving problems, information technology and enhancing creativity.



## Learn New Life Skills

Computer is used to learn new life skills. Programs are available that will teach you how to speak different languages, play chess, cook, garden, design a home, play a musical instrument, and design and make clothes.



## Make New Friends

Computer connected to the Internet is used to enhance your social life. You can chat with other people by typing messages to them through the social media network such as Facebook, joining mailing lists, finding support groups, and finding clubs and organizations in your area.

## Keep in Touch

Computer is used to communicate with your friends, family, colleagues, and clients whom you do not see in person often. You can send e-mail messages and instant messages, and you can even talk to another person using a microphone and your computer's speakers.



## Buy and Sell

Computer and the Internet are used to buy and sell any products. Many online stores enable you to purchase anything, from books to baby accessories, and have it delivered at your door step. There are also auction sites, such as eBay, which enables you to sell items that you created, or items that you no longer need.



## Create Items

Computer is used to bring out your creativity. For example, you can create your own greeting cards or wedding invitations, draw pictures, manipulate photos, edit digital movies, record sounds, and compose music.



## Play Media



Computer is used to play digital media, including music CDs, audio files, video files, animations, DVDs, music, and movies that you have downloaded from the Internet.



## Play Games

Computer is used to play several types of games. You can solve a puzzle, fly a plane, race a car, go on an adventure, play football or baseball, battle aliens, plan a city, play checkers, or deal poker.

