**CIT400A INTRODUCTION TO COMPUTER SKILLS**

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**WEEK 3 SELF STUDY**

**1. SCENARIO ANALYSIS**

**Microsoft Excel** on **Windows OS** can be used to analyze student performance data. You can test scores, use formulas ( e.g; AVENGE), and generate charts to visualize performance trends. Excel (applications software) runs on Windows (System Software), which manages resources and file saving. The OS handles memory allocation and enables Excel to function smoothly. This task is useful for academic reporting or decision making.

2. **CONCEPT RESEARCH**

**Process Management** is a key OS function. It involves creating, scheduling and terminating processes. The OS ensures that CPU time is allocated effectively among tasks . For example, Windows uses Task Manager to monitor active process . This prevents system overload and ensures smooth multitasking.

3. **TOOL PRACTICE**

**Used Windows File Explorer** to find and organize documents. I created folders, moved files and renamed them for better structure. Then, I installed **CCLEANER**, a utility software that cleans temporary files and frees up space. The process showed how easy it is to navigate Windows and maintain system health with tools.

4. **OS DIAGRAM**

Created a diagram showing **process management**:

1. User opens an app

2. OS creates a process

3. Schedules CPU time

4. Manages memory

5. Ends process