

# **Unit 1:- Introduction to PC Application Package**

## ❖ **Computer**

A computer is a programmable machine. The two principal characteristics of a computer are: It responds to a specific set of instructions in a well-defined manner and it can execute a prerecorded list of instructions (a program).

Computer is an electronic device that is designed to work with Information. Computers are used in many fields like banking, medicine, finance and education with increased preference. With the growth of artificial intelligence, computers will soon blur lines between man and machine.

A computer is a machine or device that performs processes, calculations and operations based on instructions provided by a software or hardware program. It has the ability to accept data (input), process it, and then produce outputs.

Computers can also store data for later uses in appropriate storage devices, and retrieve whenever it is necessary.

Modern computers are electronic devices used for a variety of purposes ranging from browsing the web, writing documents, editing videos, creating applications, playing video games, etc.

- The term Application refers to Software which is a set of instructions or code written in a program for executing a task or an operation in a Computer. Software is a set of programs, which is designed to perform a well-defined function. A program is a sequence of instructions written to solve a particular problem.

Computer Applications is an essential skill in academic and occupational areas. This course provides an introduction to and/or refinement of touch skills for entering alphabetic, numeric, and symbol information. IPCA is a required foundation course for all Business occupational/technical programs requiring the use of the computer. As a basic communications course, students learn to key the touch system

and format documents with Word. Students apply their keyboarding skills to the production of letters, memos, tables, and reports.

- There are two types of software –
- System Software
- Application Software
- System Software
- The system software is a collection of programs designed to operate, control, and extend the processing capabilities of the computer itself. System software is generally prepared by the computer manufacturers. These software products comprise of programs written in low-level languages, which interact with the hardware at a very basic level. System software serves as the interface between the hardware and the end users.
- Some examples of system software are Operating System, Compilers, Interpreter, Assemblers, etc.
- features of a system software –
- Close to the system
- Fast in speed
- Difficult to design
- Difficult to understand
- Less interactive
- Smaller in size
- Difficult to manipulate
- Generally written in low-level language
- 
- Definition Of Application Packages Application packages can be defined as the ready made software or program designed in a standardized form for solving various problems that are common to users. They are written by users themselves or acquired from manufacturers as packages come in various format on compact disc (CD/DVD) or available on developer or manufacturers server on the internet that can be downloaded for usage at a cost or no cost.
- Application software products are designed to satisfy a particular need of a particular environment. All software applications prepared in the computer lab can come under the category of Application software.

- Application software may consist of a single program, such as Microsoft's notepad for writing and editing a simple text. It may also consist of a collection of programs, often called a software package, which work together to accomplish a task, such as a spreadsheet package.