

WORKSHEET ON SOFTWARE AND ITS TYPES .

I. FILL IN THE BLANKS:

1. SOFTWARE IS OF TWO TYPES: _____ AND _____.
2. _____ CONTROLS THE OVERALL ACTIVITY OF A COMPUTER.
3. AN OPERATING SYSTEM MANAGES ALL _____ AND _____ DEVICES.
4. _____ PROGRAMS PERFORM SPECIFIC TASKS, USUALLY REALATED TO MANAGING A COMPUTER, ITS DEVICES OR ITS PROGRAMS.
5. THE PRESENTATIONS SOFTWARE IS USED TO PRESENT AN _____ OR _____.

II. STATE TRUE OR FALSE:

6. WORD PROCESSING SOFTWARE HELPS US IN MAINTAINING A DOCUMENT IN A PRESENTABLE MANNER. _____
7. BACKUP IS A PROCESS OF SHRINKING FILES ON A DESK, _____
8. VISICALC WAS THE FIRST COMPUTER SPREADSHEET PROGRAM. _____
9. A LANGUAGE PROCESSOR TRANSLATES THE MACHINE LANGUAGE INTO PROGRAMMING LANGUAGE. _____
10. MULTIMEDIA SOFTWARE HELPS IN STORING A LARGE AMOUNT OF INFORMATION.

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