Operating Systems

- An **operating system** loads automatically and controls just about everything on your computer. It coordinates the operation of the other hardware and software components of the computer system. The operating system is responsible for starting up application programs, running them, and managing the hardware resources that they need.
- *Examples: MS Windows, Mac OS, Google Chrome OS, Google Android, iOS, Linux*

Word Processing/Desktop Publishing

- A **word processing** program is software that lets you create text documents like letters, resumes, research papers, and flyers.
- *Examples: MS Word, Google Docs, Apple Pages, MS Publisher*

Spreadsheets

- A **spreadsheet** is a program that organizes, calculates, and presents numbers. These programs are used to compute number-intensive problems such as budgeting, forecasting, and data analysis.
- *Examples: Google Sheets, MS Excel, Apple Numbers,*

Databases

- A **database** program stores, manages, and organizes lists of records such as contact information, customers and orders, and inventory.
- *Examples: MS Access, MySQL, Oracle*

Presentation Software

- **Presentation software programs** are used to create professional, multimedia presentations, or slide shows that present information such as a lesson or a sales pitch.
- *Examples: Apple Keynote, MS PowerPoint, Google Slides,*

Web Browser

- A **web browser** allows users to view and interact with web pages on the Internet.
- *Examples: MS Edge, Internet Explorer, Google Chrome, Apple Safari, Mozilla Firefox*

Utility Software

- **Utility software** are used to perform one or two specific tasks on a computer. Often those tasks involve setting up or maintaining the device.
- *Examples: Anti-virus programs, Malwarebytes, Java, WinZip, Software Installers, CD Burner programs*

Image Editor

- An **image editor** allows you to edit and enhance photographs and create graphics from scratch.
- *Examples: Adobe Photoshop, Pixlr, Paint Shop Pro, MS Paint*

Video Editor

- **Video Editors** are used to edit and enhance videos after they have been recorded.
- *Examples: Apple iMovie, Adobe Premiere, MS Movie Maker,*