**ANSWER KEY**

**Computer Literacy -** Study Guide

**Software Programs**

1. Software is a set of electronic **instructions** that tell a computer what to do.

1. Software is often called an application or a **program**.

1. There are two types of software: **application** software and **operating system** software.

1. Operating software is a type of **system** software.

1. An operating system has three main functions: **control hardware, run software** and **manage information**.

1. Application software is designed to accomplish **specific** tasks.

1. **Word processing** software helps you create professional-looking documents quickly and efficiently.

1. **Spreadsheet** software helps you manage personal finances and store a large collection of information.

1. **Database** software helps you manage large collections of information such as mailing lists.

1. **Desktop publishing** software is used to design different publications such as business cards, newsletters, flyers, and greeting cards.

1. Of all the software on your computer, **anti-virus** software needs updated most frequently to keep your computer safe.

***File Formats***

1. Images are make up of dots of color called **pixels**.
2. A **.bmp** file format is used for graphics, are not compressed, and requires a lot of storage.

1. A **.gif** file format is used for graphics, contains a maximum of 256 colors, and uses little file space.

1. A **.jpg** file format is used for graphics, is compressed (little storage space required, and is great for photographs).

1. Therefore, when working with graphic files, save as either a **.jpg** or **.gif** file formats because they use the least amount of storage space. You can also use a **graphics** program to convert file format types.

1. When changing the file format of a Word document, select the **Save as Type** option from the Save As dialog box.

1. MSOffice programs correspond with the following file format extensions (version 2016):

.docx =**Word** pptx = **PowerPoint** . xlsx= **Excel**

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