

Instructional Technology

Chapter (3) Lecture
by
Thomas E. Love

System Software - 1

- Operation Systems ([Investigate Wikipedia](#))
- Functions of Operating Systems
- Types of OS ([IBM](#) or [MAC](#) or [Other](#))
- Role of [User Interface](#) ([TUI](#) & [GUI](#))

System Software - 2

- Utility Software ([Investigate Wikipedia](#))
- [Anti-Virus](#), [SPAM](#), [Spy-Ware](#)
- [Disk Defragmenter](#) & [Disk Cleanup](#)
- [Compression](#) & [Encryption](#)
- [Software Management](#)

Application Software

- Productivity Software (Pg: 144 Fig: 3-3)
- Graphics & Multimedia Software
- School Software (Grades & Records)
- Personal (Home) & Professional
- Communications (Internet & WWW)

Productivity Software

- Word Processing (Word) (Edit/Revise)
- Presentation (PrPt) (Large Group Visuals)
- Spreadsheet (Excel) (Numbers/Analysis)
- Database (Access) (Organize/Report)
- Personal Info Mgt (Calendar & Notes)
- MS Works, AppleWorks, WordPerfect, ...

Graphics & Multimedia

- Desktop Publishing: Page Creation (T&E)
- Paint & Draw: Creation & Editing
- Audio & Video: Creation & Editing
- MM Authoring: Hyperstudio/Inspiration
- Web Page Authoring: Top, WP, HTML, ...

Personal/Professional

- Personal Finance Software
- Tax Preparation Software
- Legal Documents: Personal/Professional
- Entertainment: Games, Videos, Vacations, and Online Purchases

School: K-16

- System, Department, Building, etc...
- Student Management
- Grade Book & Assessment
- Resource & Reference
- Special Needs & Note Taking (WP)

Learning & Support

- Accessing Off Line: Help Option
- Accessing On Line Help: Internet/WWW
- Off & On Line Tutorials
- Off & On Line Tech Support
- Personal & Professional

Versions & Upgrades

- Operating System Software
- Productivity (P&P) Software
- Hardware (Utility) Software
- Buying Software for Schools:
- Single, Lab Pack, User License, ...

3-5



Major Sellers of Ed Software

- Educational Resources 1-800-860-7004
- CCV Software & Hardware 1-800-843-5576
- Call & Order catalog from ED & CCV
- Adobe, Microsoft, Corel, Sunburst, Ed Mark
- Riverdeep, Knowledge Adventure, Inspiration

PP HO
Conclusion
