

OFFICE



Word Processor is used for preparing, editing, saving and retrieving text files for letters, descriptions etc. It allows blocks of text to be moved around, mistakes to be corrected easily, layout to be formatted, etc. words to be checked for spelling, files to be saved and retrieved, text to be printed in various fonts etc.

Data-Base. is used for preparing, editing, saving and retrieving data on a wide range of subjects, such as: names with addresses and telephone numbers, suppliers of food, accommodation, equipment, catalogues of products, reports, books, disks etc. As with the word- processor various options allow records to be created, edited and deleted, printing of data in different forms (letter-head, envelope, sticky-labels, card-index etc.), sorting into order, searching for specific items, dialling the phone-number etc.

Spread-Sheets are used for preparing tables of data requiring repetitive calculations to obtain a set of results for: best-buy calculations, weekly and annual accounts, investments. As with the word-processor service, various options allow a cell to be edited and copied, deleted or inserted, rows or columns can be moved or sorted, results plotted in graph, bar-chart or pie-chart form.

Presentations. Photographs can be shown to friends and family by connecting a computer to a modern television. Showing to larger groups (work colleagues, clubs and societies) may require use of a digital projector and screen. Software such as PowerPoint is useful in this context.

Calculator. On most computers and tablets a basic hand-held calculator is simulated. Spread-Sheets offer a wider choice of functions for tabular calculations. A high level computer language (BASIC, FORTRAN, C etc.) for the use of engineers and scientists, may be purchased by those involved with more complex calculations and for writing their own software.