



Curriculum Development Team Training

Instructional Scenario

Title Ideas: Which Software?

Duty/Concept Area(s): 6670-36/Mastering Digital Technology Basics

Scenario:

You have applied for a summer internship and have an interview in two days. You will have a variety of responsibilities, among them creating memos, updating spreadsheets and websites, and assisting with computer maintenance. You need to make sure you know which software will complete which task.

Using the following table, fill in the missing components with the correct answers.

Big Question:

- What types of software are associated with information systems?

Focused Questions:

- What is software?
- What is the difference between system and application software?
- Which type of software is needed to complete a required task?

SOL Correlation:

English 9.5, 10.5.

Mathematics: COM.16.

Project-Based Assessment:

Software Info Table:

- Use word processing software to recreate the following table, filling in the missing components with research from the Internet. Format the table attractively.
- Teacher deletes sections they want students to fill in.
- Teachers can add or delete rows to suit their lesson.
- Answers can and will vary.



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| Software Information Table | | |
|--|--|------------------|
| Task | Example of Software | Type of Software |
| Type a report or letter. | Microsoft Word | Application |
| Create a presentation to present online or to an audience. | Microsoft PowerPoint | Application |
| Organize numbers in columns and rows; perform math calculations using formulas and functions, and create a variety of charts and graphs. | Microsoft Excel | Application |
| Store data in tables that can be linked, queried, updated, and put into forms and reports. | Microsoft Access | Application |
| Create page layouts for magazines, brochures, pamphlets, and bulletins, etc. | Microsoft Publisher | Application |
| Create websites. | Adobe Dreamweaver | Application |
| Organize, edit, and create images. | Adobe Photoshop | Application |
| Browse the Internet. | Internet Explorer | Application |
| Communicates with the computer. | Windows, Mac OS | System |
| Allows peripheral devices to communicate with the computer. | Device Drivers | System |
| Supports computer infrastructure (i.e., file maintenance and antivirus software). | Utility Software | System |
| Data embedded on the computer or hardware device for the OS to identify it. | Firmware | System |
| Reads source code in high-level language and translates to machine language code. | Language Translators (compilers, assemblers) | System |

Resources:

- Amuno, Alfred. *The Five Types of System Software*. June 2018. 12 December 2018.
- Internet for research
- Microsoft Word or other software to create the table