

General Purpose Packages

What is a General Purpose Package (GPP)?

- ☑ A piece of software that allows the user to provide their own input to achieve many different types of output.
- ☑ E.g. A spreadsheet package can be used to store personal accounts or create bus timetables.
- ☑ This is unlike a single purpose package, such as a computer game, which can only be used for one task, i.e. playing the game.

What is ON-LINE HELP?

Menus chosen when using software on the computer, giving ideas on how to do certain tasks.

What are ON-LINE TUTORIALS?

A series of step by step lessons performed on the computer, which help the user to learn how to use the package.

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What is an INTEGRATED PACKAGE?

A single piece of software containing two or more GPP's.

What are the advantages of an integrated package?

- Costs less than buying all the packages individually.
- Easy to share information between different packages.
- Human Computer Interface (HCI) is usually the same for each different part of the package, e.g. commands used to print, save, change styles etc.

What are the disadvantages of an integrated package?

- Can use more memory than individual packages.
- Each package has less features than an individually bought package.

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What features make a package user-friendly?

- Useful on-line help, on-line tutorials, spell checkers and grammar correction.
- Clear menus for commands and icons.
- Clearly defined shortcut commands.
- HCI which can be set to users preferences.

What features can be used to change the HCI?

- User defined menus and button bars.
- Setting up of hotkeys for shortcuts, e.g. to print a file.

What is a GUI?

- A Graphical User Interface.
- Uses icons to represent operations, such as clicking on a printer icon to print a document.

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What is DATA LINKAGE?

Where data is shared in two (or more) different files.

I.e. copied from an original file to a sharing file.

What is DYNAMIC DATA LINKAGE?

If the data in the original file is changed, data in the sharing file is also changed.

E.g. Copying and pasting (using Paste Link option) of an Excel chart into Word.

What is STATIC DATA LINKAGE?

Changing data in the original file does not change data in the sharing file.

E.g. normal copy and paste of an Excel chart into Word.

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What is covered by the DATA PROTECTION ACT?

- Users must register any information held on computer about individuals.
- Subjects must be allowed to see personal data held about them, and have it changed or erased if required.
- All data should be computerrrect, up to date and relevant.
- Appropriate security measures should be taken.
- Data should not be kept longer than is necessary.

What is the COMPUTER MISUSE ACT intended to stop?

Hacking and viruses.

What purpose has the COPYRIGHT, PATENTS AND DESIGNS ACT?

To prevent people from profiting from works such as books, made by others.

General Purpose Packages

What is a LAN?

- Local Area Network.
- Covers a small area, usually confined to a single building.

What are the advantages of a LAN?

- Transfer data and programs between stations.
- Expensive hardware such as disc drives and printers can be shared.
- E-mail service can be operated.

What is a WAN?

- A Wide Area Network.
- Can link computers spread over large geographical areas, e.g. in different countries.
- Slower transfer rates and more errors than a LAN.

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What are STANDARD FILE FORMATS?

- A method of saving a file in a particular GPP which will allow the file to be opened in a different GPP which supports the same standard.
- Useful for basic operations such as saving a letter.

What kind of standard file formats are there?

ASCII - American Standard Code for Information Interchange.

- Only allows for the saving of basic text - will not store font settings etc.

RTF - Rich Text Format

- Can allow for the saving of formatting features such as fonts and text colours.

Word Processing

What are the advantages of a word processor over pen and paper or manual typewriter?

- Easy to fix errors without starting again.
- Different fonts and styles can be used to improve the appearance.
- Many copies can be produced quickly.
- Features such as the spell checker can be used.

What are **STANDARD PARAGRAPHS**?

Pieces of text used to make letters by copying and pasting only the relevant pieces of text to a new document, to provide the required content.

Word Processing

What limitations does a SPELL CHECKER have?

- Does not correct grammatical errors, e.g. typing see when it should be sea.
- Only gives options for words contained in its dictionary. The larger the dictionary, the better the spell checker.
- Often produces errors with names that are correctly spelt.
- Limitations can be overcome by having the spell checker learn certain words and names.

Word Processing

How can the same word be found and changed to another wherever it occurs in a document?

Search and Replace. This can be done in 2 ways:

Selective: Finds each occurrence of the word one by one and asks if it should be changed.

Global: Every occurrence of the word is changed automatically at once.

What are the advantages/disadvantages of global search and replace?

- Changes can be made very quickly.
- Mistakes can be very hard to fix and very destructive to a document.
- Choosing to search for whole words only can stop mistakes like changing **whether** to **wshether**, when trying to change he to she

Word Processing

What is a STANDARD LETTER?

Letters with basically the same content with spaces left to include personal details that can be individually typed in or filled by mail merge.

How is a MAIL MERGE performed?

- Database is set-up containing all personal information contained in fields.
- Letter is word processed, with spaces left for fields to be included.
- Mail merge option produces the individualised letters.