

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 store personal accounts or create bus timetables.
- A single purpose package, like a computer game, has one task - 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.

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.

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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.

What is a GUI?

- A Graphical User Interface.
- Uses icons to represent operations, e.g. clicking on a printer icon prints a file.

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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 correct, 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.

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.