Starter activity: Match the software

|  |  |  |
| --- | --- | --- |
| **Icon** | **Software name** | **Description** |
|  | Spreadsheet software | Made up of rows, columns and cells. Used mainly for holding formulas to automatically complete calculations.  Real-world use: A building company would use this software to add in all of the materials and costs for a project in order to give their invoice/bill to the customer. |
|  | Word processing software | A modern-day typewriter used for typing text and changing the appearance of the text (such as making text bold or changing the colour).  Real-world use: A supermarket would use this software to write a letter to their customers to let them know of new offers that they have in store. |
|  | Email software | Software that allows you to read and compose electronic messages that are sent between recipients across the network (usually the internet). You can send messages to multiple people at the same time and include attachments (such as files for people to open, read or edit).  Real-world use: A teacher would use this software to send homework as an attachment to all members of the class. Each member of the class would then have their own copy of the worksheet. |
|  | Image editing software | Software that allows you to create or edit images. It includes tools such as overlaying text, cropping, and recolouring.  Real-world use: A publisher would use this software to create the front page of a magazine. |
|  | Presentation software | Software that allows you to present information in the form of a slide show. The presenter would use this to provide a visual aid to support what they are saying.  Real-world use: A history teacher would use this software to show examples of castles so that learners can understand the key parts of the castle that the teacher is discussing |
|  | Web authoring software | Software that creates web pages/websites without you having to write code. You can write, edit, and position text, add images, and embed videos, and the software will write the required code for it.  Real-world use: A start-up business would use this software to build a website to promote their services and display their contact details. |

This resource is available online at [ncce.io/med1-1-a0-w](https://ncce.io/med1-1-a0-w). Resources are updated regularly — please check that you are using the latest version.

This resource is licensed under the Open Government Licence, version 3. For more information on this licence, see [ncce.io/ogl](http://ncce.io/ogl).