Assignment 3: Theory

1. Applications

a) In the table below, write down five different ways that applications software can help a teacher do their job more effectively - one for each of the programs listed.

Task	Software to be Used
	Word-processor
	Spreadsheet
	Database
	DTP program
	Graphics Program

[5]

b) The introduction of computers into the workplace has changed the way that people communicate, do business and store information. Describe some of the changes that have taken place - for the better, or otherwise.

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