

Introduction to PC Application Package

• Word Processing :-

Word processing s/w is used to manipulate text document. Such as reports or resume.

We enter text by typing and the s/w provides tools for copying, deleting and various type of formatting. Some functions of word processing s/w includes functions :-

- i) Creating, editing, saving and printing document.
- ii) Copying, pasting, moving & deleting text within document.
- iii) Formatting text such as font type, font face (B, I, U etc)
- iv) Creating and editing tables.
- v) Correcting spelling & grammar.

Example:- Microsoft Word
Word Perfect - Corel
Open Office - Apache



● DBMS (Data Base Management System):-

DBMS stands for data base management system. It is a s/w which manage or organize data base. It is logically related collection of data. A data base always represent data in row & columns. Some example of data base are MS Access, Oracle, Sybase, DB2, MySQL etc.

● Accounting :-

Accounting is an art of recording or storing daily transaction. In accounting we analyse the data, calculating taxes and managing over all transactions of business. Some accounting package are tally, ERP (Enterprise resource planning) etc.

● Spreadsheet :-

A spreadsheet is a highly interactive computer program. that consist of collection of rows & columns that are displayed on screen in scrollable windows. The intersection of row & column are called cell. A cell can hold number, text, formula etc. A spreadsheet is also called work

Sheet. Spreadsheet program are developed to automate task such as technical calculations, analysing data, statistical calculation etc. It also contains powerful program for graphical representation of numerical data. A spreadsheet is commonly use in production planning, personal management, marketing, pay roll etc. Some example of spreadsheet are micro-soft excel, Gnumeric, openoffice etc.

● **Presentation :-**

Presentation is useful to provide a look for our document. It provide effect, theme and enhanced formatting options that we can use to create great looking, dynamic presentation in short period of a time. Some example of presentation are microsoft powerpoint, lotus freliance graphic, Corel presentation etc.

● **CAD / CAM :-**

CAD :- CAD stands for Computer added design. Designer use Computer added design package to design machine or machine part. which are manufactured in large number. for example - Autocad, free CAD, Q CAD, W CAD.



- CAM:- CAM stands for Computer Added manufacture. It is used for central production of engineering items. Computer added manufacture is applied in Automated factories. for example. Siemens NX, T-FLEX, Top Solid etc.