Nicht lizensierter Ausdruck

Computer Basics: Terms and Definitions

2. Operating system and software

Software	Software refers to programmes and applications. It can be installed locally, hosted on a server or made available online.
Operating system	The operating system is the central system software of a device. It manages hardware and resources and controls the execution of programmes and apps. **Examples**: Windows, macOS, Linux, Android and iOS/iPadOS.
Application programmes (application software)	Programmes designed for specific tasks. **Examples**: Office programmes such as Word and Excel, games, email programmes, web browsers and communication programmes such as WhatsApp.
Office programmes	**Word processing** (e.g. Word) – creating, editing and formatting text. **Spreadsheet** (e.g. Excel) – entering, calculating and analysing data in tables. **Presentation software** (e.g. PowerPoint) – creating and delivering presentations using slides. **Database** (e.g. Access) – storing, managing and searching through large amounts of data. **Email programme** (e.g. Outlook) – sending, receiving and managing emails.
Desktop background	The desktop background is used to customise the appearance of the desktop. Options include images, solid colours or a slideshow. **Setting**: Right-click on the desktop > Personalise
Update	An **update** is a software update (for the operating system, application programmes or drivers) that fixes bugs, adds new features or closes security gaps. **Automatic updates** should always be enabled in the operating system (and also in your antivirus programme) to ensure continuous protection.
Booting	After being switched on, the computer starts the operating system. This process is known as booting or the boot process.
Logging out	If you are no longer working on the computer, you should log out. Another user can then log in using their own login details.
Taskbar	**Taskbar** – a bar at the edge of the screen, usually at the bottom. It displays open and pinned programmes as well as important information, and allows you to **switch quickly between open programmes**. **In the notification area** (on the right-hand side of the taskbar): Displays the time, date, volume and Wi-Fi status.
Start in File Explorer	In File Explorer, '*Start*' provides quick access to frequently used and pinned folders, as well as recently used files.
Control Panel	In the Control Panel, you can adjust your computer's settings. For example, you can uninstall programmes.

Nicht lizensierter Ausdruck

System Information	Basic system information includes, amongst other things, the operating system, processor (CPU), installed RAM and the device or computer name. Quick access to system information: keyboard shortcut Windows key + Pause (or via Windows + I > System > Info).
Windows Task Manager	The Windows Task Manager allows you **to close running programmes that are no longer responding**. The Task Manager can be opened by pressing Ctrl + Shift + Esc, or by right-clicking on the taskbar and selecting > Task Manager.
Demo version	A limited version of a programme designed to let you try it out.
Freeware	Software that may be used free of charge. The source code does not necessarily have to be freely accessible.
Shareware	Software that can be tested free of charge, often with time or functional restrictions. A purchase may be required for full use.
Open-source software	Software whose source code is publicly available and, depending on the licence, may be viewed, modified and redistributed. **Examples**: Linux, LibreOffice, GIMP, Firefox.
Proprietary software	Software whose source code is not freely accessible. Use, distribution and modification are restricted by the licence terms. **Examples**: Microsoft Windows, Microsoft 365, macOS, Photoshop.
EULA	EULA (End User Licence Agreement) is an end-user licence agreement that sets out the conditions under which software may be used.