



## Curriculum Development Team Training

### Instructional Scenario

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**Title Ideas:** Which Software?

**Duty/Concept Area(s):** 6670-36/Mastering Digital Technology Basics

**Scenario:**

You have applied for a summer internship and have an interview in two days. You will have a variety of responsibilities, among them creating memos, updating spreadsheets and websites, and assisting with computer maintenance. You need to make sure you know which software will complete which task.

Using the following table, fill in the missing components with the correct answers.

**Big Question:**

- What types of software are associated with information systems?

**Focused Questions:**

- What is software?
- What is the difference between system and application software?
- Which type of software is needed to complete a required task?

**SOL Correlation:**

English 9.5, 10.5.

Mathematics: COM.16.

**Project-Based Assessment:**

**Software Info Table:**

- Use word processing software to recreate the following table, filling in the missing components with research from the Internet. Format the table attractively.
- Teacher deletes sections they want students to fill in.
- Teachers can add or delete rows to suit their lesson.
- Answers can and will vary.



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<b>Software Information Table</b>		
<b>Task</b>	<b>Example of Software</b>	<b>Type of Software</b>
Type a report or letter.	Microsoft Word	Application
Create a presentation to present online or to an audience.	Microsoft PowerPoint	Application
Organize numbers in columns and rows; perform math calculations using formulas and functions, and create a variety of charts and graphs.	Microsoft Excel	Application
Store data in tables that can be linked, queried, updated, and put into forms and reports.	Microsoft Access	Application
Create page layouts for magazines, brochures, pamphlets, and bulletins, etc.	Microsoft Publisher	Application
Create websites.	Adobe Dreamweaver	Application
Organize, edit, and create images.	Adobe Photoshop	Application
Browse the Internet.	Internet Explorer	Application
Communicates with the computer.	Windows, Mac OS	System
Allows peripheral devices to communicate with the computer.	Device Drivers	System
Supports computer infrastructure (i.e., file maintenance and antivirus software).	Utility Software	System
Data embedded on the computer or hardware device for the OS to identify it.	Firmware	System
Reads source code in high-level language and translates to machine language code.	Language Translators (compilers, assemblers)	System

**Resources:**

- Amuno, Alfred. *The Five Types of System Software*. June 2018. 12 December 2018.
- Internet for research
- Microsoft Word or other software to create the table