

Types of computer programs, and their use.



"Start" button



"Start" is a button that is located at the very bottom of the screen on the left side. Here's how it looks:



Or this:



"Start" button

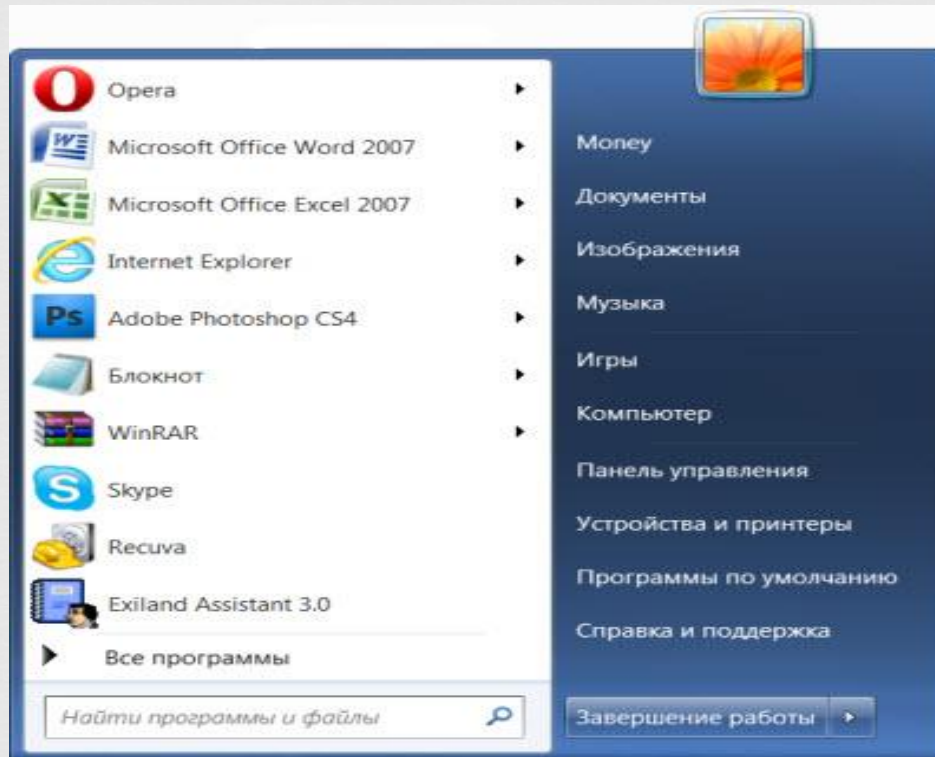


If you click on this button, a small rectangular window will appear with a list of different icons and items as well as most programs

"Start" button



And this is the case in Windows 7.



My Computer Button



- My computer is the most important place in the computer. Through "My Computer" open Local disks, CD and DVD disks, floppy disks, flash drives, cameras and cameras.

My documents



- My documents, My music, My pictures are one of the few folders on the computer. Despite the fact that these folders have screaming names, it is better not to store important information in them.

All programs



- All programs (Programs) - there are icons of programs installed on your computer. That is, if you want to find out what programs are available on the computer, first look at this list.

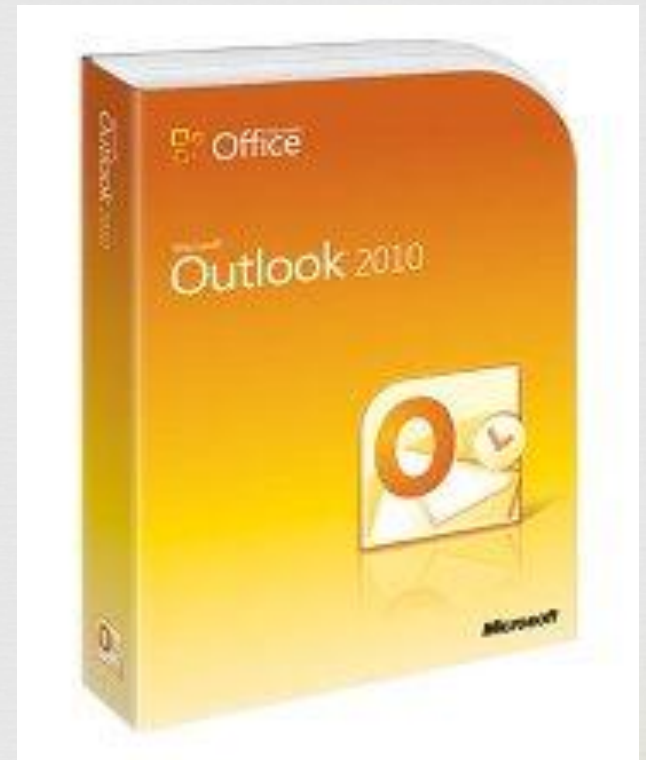
□ Internet Explorer - a program through which you can navigate the Internet, that is, open sites.



□ Windows Media Player
is a player □ for music
and video files.



□ Outlook Express is a program by which you can receive and send e-mails.



□ Games - a set of simple logical computer games



□ Start -> All Programs

(Programs) □ ->

Accessories:

□ (little-used programs)

□ WordPad is a program for creating and editing text



- Notepad is the simplest program for creating and editing text.



□ Calculator



□ Paint is the most famous drawing program.



□ Sound recording
(Entertainment -> Sound
recording) - a □ program for
recording sound. In order to
use it, there must be a
microphone.



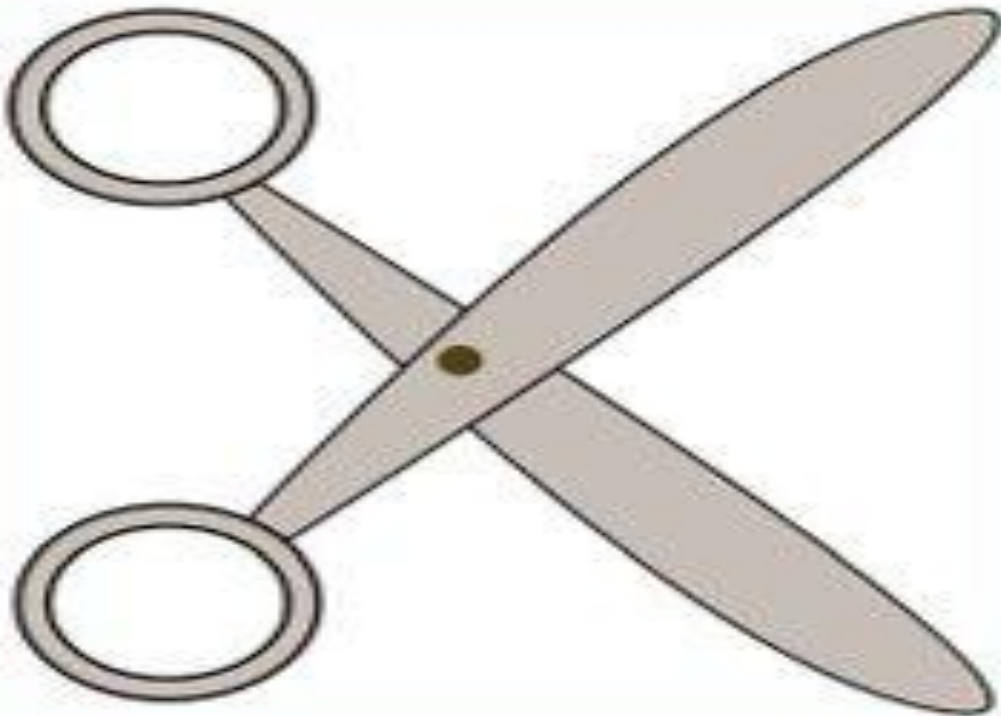
□ Notes - with the help of this small program you can make notes, record important events. The screen appears to be attached a piece of paper on which you can print a reminder note.



① Кнопка создания заметки

② Кнопка удаления заметки

□ Scissors - a program for
"photographing" the
screen or part of it.

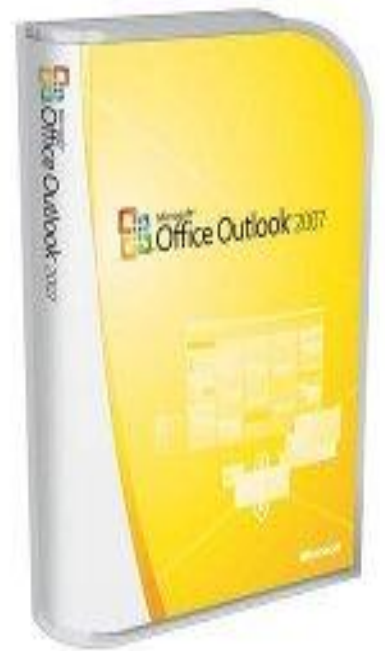


Frequently Used Programs

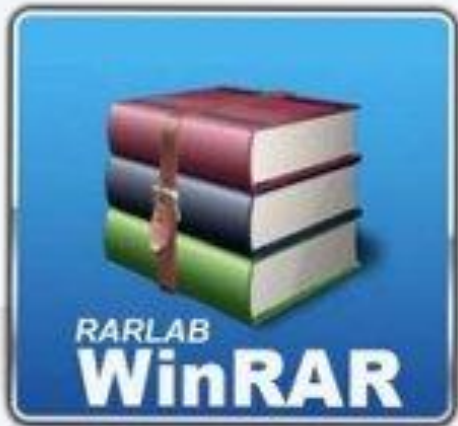
A set of Microsoft Office
programs:

(installation programs)

- Microsoft Word is a program for working with text. The most famous and most common.
- Microsoft Excel is a program for performing calculations, drawing up tables and diagrams, calculating complex functions.
- Microsoft Access - a program for creating, editing databases, processing large amounts of information.
- Microsoft Outlook is a program for working with e-mail.
- Microsoft PowerPoint is a program for creating presentations (visual representation of any information).



- WinRaR (7-Zip, WinZip) is an archiver, that is a program with which you can reduce the size of a file or folder with files. The information is not lost.



Проигрыватели:

- Winamp – проигрывает музыку и видео.
- Media Player Classic K-Lite Codec P (Media Player Classic) – проигрывает музыку и видео.
- KMPLayer KMPLayer – проигрывает музыку и видео.





Additional programs

Anti-viruses



- Kaspersky Anti-Virus, Dr.Web, Norton AntiVirus, Avast !, NOD32 or anything else, in the name of which the word AntiVirus is present - a program for finding and "treating" computer viruses. Simply put, it's protection from viruses.

□ Nero is a program for burning CDs and DVDs.

The logo for Nero 7 Premium is displayed on a white background with a red wavy graphic at the bottom. The word "nero" is written in a bold, lowercase, red sans-serif font. Below it, the number "7" is written in a larger, bold, red sans-serif font, followed by the word "PREMIUM" in a smaller, uppercase, red sans-serif font.

nero
7 PREMIUM

□ Opera - a program through which you can navigate the Internet, that is, open sites. Almost the same as Internet Explorer.



□ Adobe Photoshop - a program for working with computer graphics - processing photos and



Prompt is an interpreter.



□ Skype is a
program for
communication
on the Internet

