Task A

1. Use the table below to identify software used in the workplace, their purpose and some advantages and disadvantages to using them. The first one has been done for you.

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| **Software** | **Purpose** | **Advantage(s)** | **Disadvantage(s)** |
| Word processing software |  |  |  |
| Presentation software |  |  |  |
| Database management software |  |  |  |
| Spreadsheet software |  |  |  |
| Inventory (stock control software) |  |  |  |

1. Personal computers are common in the workplace. Organisations will look to use computers to meet their needs based on its functionality, weight and cost.

Explain why each of these will impact a user in the workplace.

1. Desktop computer

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1. Laptop computer

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1. Netbook computer

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1. Tablet device

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1. Identify a range of features of a personal computer that an organisation must consider before using them in the workplace.

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