Applications Software Usage

Application Software Usage or Operational skill is the collection of know-hows a person possesses concerning the use of different application software to resolve different tasks. It involves the selection and usage of an application to work some data to process them into information and to display output or share the resultant information.

A person who is skilled at using applications to resolving tasks is usually known as a computer Operator. Tools used in this skill are application software, such as MS Word, OpenOffice Writer, OpenOffice Calc, MS Access, CorelDraw, etc. The key equipment used in this skill is a suitable computer system.

The skill can be developed in a computer room or laboratory. Just one computer is needed, but several application packages are needed. A desk or table is needed to carry the computer. A

cupboard for cataloguing and storing application packages is also important. Reference libraries are usually electronic; however, hard copies ought to be stored in shelves.

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