

SHORT 1 · WHAT IS AN APPLICATION?

Apps help you get things done

Writing, chatting, browsing, and more

An Application Is…



Software made for a specific task — writing, browsing, chatting, editing photos, and much more.

Everyday Applications



Word processor



Spreadsheet



Web browser



Email



Video calls



Photo editor



REMEMBER

One app, one job

NEXT SHORT

Desktop, web, and mobile apps

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SHORT 2 · TYPES OF APPS

Desktop, web, or mobile?

Three kinds of apps

Types of Apps



Desktop apps

Installed on a PC — MS Word



Web apps

Run in a browser — Gmail



Mobile apps

On phones — WhatsApp

Must-Know Apps for Any Job



Office suite

Word, Excel, PowerPoint or Google Docs



Email & calendar

Write clearly, plan your day



Video meetings

Zoom, Microsoft Teams



Search skills

Find answers fast online





REMEMBER

Master the basics, and every job gets easier

NEXT TOPIC

Topic 8: Compilers, interpreters, utilities

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