

# Teachers Discovering Computers

Integrating Technology and  
Digital Media in the Classroom  
5<sup>th</sup> Edition

## Chapter 3

Application Software Productivity Tools  
for Educators

# Chapter Objectives

- Explain the role of an operating system and list the main operating systems used on today's computers
- Define and describe a user interface and a graphical user interface
- Identify the important features of widely used software applications
- Describe the advantages of software suites

# Chapter Objectives

- Explain how to create documents
- Discuss why the use of video authoring and editing software is important for K-12 schools
- List and describe learning aids and support tools that help you use and learn software applications
- Explain how to work with different versions of software applications