Hardware and Software

Exam questions will often ask about the types of hardware or software you might use for a job

- **hardware** - something you can touch that's attached to a computer

- **software** - a program that runs on a computer

Hardware and Software

Hardware you might use to create a planning document:

- mouse or trackpad
- keyboard
- monitor (screen)
- touchscreen
- graphics tablet

Sticking to these five pieces of hardware will almost always work for you in an exam

Hardware and Software

Hardware you might use to convert a paper document to a digital one

- scanner - saving the scan as an image file

- **digital** camera - taking a digital photo

You **MUST** add the word **DIGITAL** to camera. The exam board expects this to be in your answer and will mark it wrong otherwise

Hardware and Software

Types of software you might use to create a planning document:

Office software - every day word processing or presentation software

Graphics software - simple or more complex graphics software can be used to create some planning documents

Online tools - something on a website you can use to create a planning document

If a question asks about a type of software, it will want one of these types, **NO**T the name of an actual piece of software