



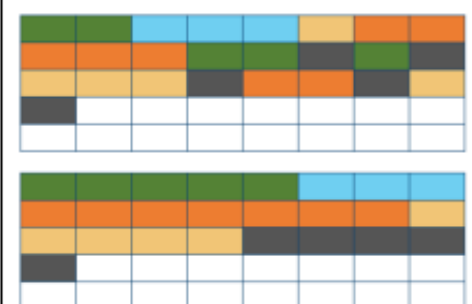


Key vocabulary	
Operating System	The software that manages the hardware and software resources in a computer system.
User interface	The means by which a user interacts with a computer or device.
Memory Management	Managing which data is stored in which location in the main memory.
Multitasking	In computing, running more than one program simultaneously.
Peripheral	A piece of hardware that connects to a computer, eg a mouse, keyboard, printer or scanner.
Driver	Software that controls and communicates with peripherals
User management	Organising how user interfaces and data are represented to different users.
File management	Organising how data is stored on secondary storage.
Utility software	A program which performs important maintenance tasks to improve the performance of a computer system.
Encryption software	Files that are encrypted have been altered using a secret code and are unreadable to unauthorised parties.
Defragmentation	The process of reordering files stored on a hard disk so that their segments run contiguously.
Data Compression	A method of reducing file sizes, particularly in digital media such as photos, audio and video.

User interfaces	
	A <b>Graphical User Interface (GUI)</b> is the most common interface. It uses Windows, Icons, Menus and a Pointer to display data and allow the user to navigate. It requires processor power to run. It is easy to use and requires little training.
	A <b>Command Line interface (CLI)</b> uses text to display data only and accepts only text commands from the user. It requires minimal processor power to run. It requires the user to learn commands to use.
	A menu driven interface uses a series of menus in a tree to display data and allow the user to navigate. It requires no training to used. Examples include ticket machines.
	A Natural Language interface uses linguistic commands that are spoken in order to allow the user to navigate and represent data. Processing power is required to understand the user request and respond. No training is required in order to use.

Defragmentation	
Over time files stored can become fragmented.	
Defragmentation removed any gaps and reorders data so that files are contiguous and all free space is at the end.	