**SS2 THIRD TERM DATA PROCESSING NOTE**

**WEEK 1 - 10: GRAPHIC PACKAGES**

Computer graphic packages or software is a program or collection of programs that enable a user to manipulate visual images on a computer. They are the packages that have special tools that enable one to design or draw any type of image like logos, banners, wedding cards, etc.

**EXAMPLES OF GRAPHIC PACKAGE**

1. Corel draw
2. Paint
3. Instant artist
4. Harvard graphics
5. Photoshop
6. Logo graphic

**Uses of graphic packages (Corel draw)**

1. It is used for drawing
2. It is used for manipulation of graphics
3. Used for editing pictures
4. Used for painting
5. Used to apply social effects graphics

**Features/components of CorelDraw**

Coreldraw window contains the following main parts

1. **Menu bar:** the area containing drop down menu with command grouped by category.
2. **Property bar:** a detachable bar with commands that relate to the active tool or objects.
3. **Title bar:** the area displaying the title of the currently open drawing
4. **Tool bar:** the detachable bar that contain shortcuts to menu and other command like save new etc.

1. **Drawing windows:** this is the area outside the drawing page or printable page bordered by the scroll bar and application controls.
2. **Drawing page**: the rectangular area inside the drawing windows. It is the printable area of your work area.
3. **Rulers:** horizontal and vertical borders that are used to determine the size and position of object in a drawing.
4. **Colour palette:** a detachable bar that contains colours for quick application of full colour or outline.
5. **Page navigator or court:** the area at the bottom left of the application window that contains control for moving pages or adding pages.

10. A detachable bar with tools for creating, shaping, filling, and modifying objects in the drawing.

**Function of Corel Draw tools**

1. **Pick tool**: It is used to select and transform object
2. **Shape Tool**: It is used to edit the shape of objects.
3. **Knife Tool**: It is use to cut through objects.
4. **Eraser tool**: It is used to remove areas of your drawing
5. **Pan Tool**: Lets you move the display of the drawing window
6. **Free hand**: Lets you draw lines and curves
7. **Connector Tool**: Lets you join two objects with a line
8. **Rectangular**: Lets you join rectangles and squares
9. **Eclipse Tool**: Lets you draw eclipses and circles
10. **Polygon Tool**: The polygon tools let you draw polygon and stars.

**TOPIC 10 - 11: COMPUTER MAINTENANCE**

Computer maintenance is the process or practice of keeping the computer in good working condition.

A computer system consists of both hardware and software. The hard ware components of a computer are the electronic and mechanical parts of computer, mostly called the physical parts of the computer. While the software components of a computer programs are stored in the hardware.

**Hardware maintenance**

This involves taking care of the computer physical components such as computer keyboard, monitor, hard drive, mouse and other peripherals.

**Importance of Hardware Maintenance**

1. It helps to extend the computer’s life span
2. It helps to prevent wears and tears
3. It helps in keeping the smooth functioning of system

**Physical maintenance on computer system**

1. Keep the computer away from dust and dirt.
2. Keep liquids away from the computer
3. Use surge protector
4. Use Uninterrupted Power Supply (UPS)
5. Clean the monitor with slightly dampened clean cloth
6. Use Laser lens cleaner to clean the DVD/CD lens
7. Keep your crumb free

**Software Maintenance**

This involves the modification of software product after delivery to correct faults, improve performance or other attributes. Software maintenance can also be defined fixing of defects in computer.

**Types of Software maintenance**

1. Preventive maintenance
2. Corrective maintenance
3. Adaptive maintenance
4. Perfective maintenance

**Preventive maintenance:** This is also known as ‘’SCHEDULED MAINTENANCE’’ where equipments or facilities are inspected, maintained

and protected before breakdown or other problems occur.

**Corrective maintenance:** This is where the repaired or replaced are carried out after wear, malfunction or breakdown. This is commonly referred to as

‘’REPAIRS’’

**Adaptive maintenance:** This involves the implementation of changes in a part of the system which has been affected by a change that occurred in

some other part of the system. It consists of adapting software to change in the environment such the hardware or the operating system.

**Perfective maintenance:** This involves making functional enhancement to the system in addition to the activities to increase the system’s performance even the charges have not ben suggested by faults.

**Importance of software maintenance**

1. To correct the (E. g scanning, virus removal, defragmentation )
2. To improve performance (software upgrading, updating, etc)
3. To adapt to changing environments
4. To proffer solutions to identified software problem
5. To predict software expenses.