



Computers play a major role in our daily lives. They are used in industries, schools, government offices and shops. You can use computers to communicate with your family and friends, create a household budget, book travel and cinema tickets or manage your business.

In business and industry, you use computers to maintain accounts, create personnel records, track inventory, prepare presentations and reports, manage projects and communicate by e-mail.

You can use computers to design any type of publication ranging from simple newsletters to fashion magazines, marketing materials, books or newspapers.

In the field of education, trainers can use computers to deliver training through audio-visual learning aids, maintain student records to track performance, search for information on different topics and create or submit assignments.

In government organisations, you use computers to organise information by storing and updating records. Computers are also used for providing services to citizens. For example, you can view information on current policies and government issues on a computer.

In the field of medicine, doctors use computers to review medical records of patients. Doctors also use computers to find information about the latest drugs available to treat a disease. Doctors can also use computer technology to discuss and share information about various diseases.

You can use computers to view the details of your bank account. Traders use computer technology to get instant information on stock markets, to trade stocks and to manage investments.

Scientists use computers for scientific research, and to gather and analyse information. For example, they use computers to view images from space and to publish information on their recent research.

You can also use computers to create drawings and paintings. Photographers use computers to edit and enhance pictures. Writers use computers to write content for their books and to also create illustrations. By using computers, writers can make changes in the content easily and save a lot of time.

In the field of entertainment, you can use computers to listen to music, watch films, store and print photographs, send greetings and play games.