Types of software

# Complete the table by classifying each type of software as either a utility or an application. For each type, provide examples and describe its purpose and features.

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| --- | --- | --- | --- |
| **Type of software** | **Utility or application** | **Examples** | **Description** |
| Backup software | Utility | Acronis Cyber Protect Home Office, EaseUS Todo Backup, Backblaze | Copies and saves important data to another location in case of loss |
| Compression software | Utility | WinZip, 7-Zip, WinRAR | Compresses files and reduces their size for easier storage and transfer |
| Word processor | Application | Microsoft Word, Google Docs, LibreOffice Writer | Used to create, edit, and format text documents |
| Web browser | Application | Google Chrome, Mozilla Firefox, Microsoft Edge | Allows users to view websites and other internet content |
| Spreadsheet software | Application | Microsoft Excel, Google Sheets, LibreOffice Calc | Used to create, edit, and analyse data in a table format |

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