

Term	Definition
Utility software	Utility software is software designed to help to analyse, configure, optimise or maintain a computer.
Batch processing	Batch processing occurs when the operating system collects together programs and data that are then processed in a batch.
Real time control processing	Real time control processing is time critical and used in time limited situations such as air traffic control.
Real time transaction processing	Real time processing systems process data as it is received rather than gathering it in batches.

## Utility software

### Anti-virus

Programs used to prevent, detect and remove viruses and other malware. It is essential that updates to the software are downloaded regularly to ensure that new viruses can be detected.

### Clipboard manager

The clipboard is a buffer that the operating system provides for short-term storage and transfer between application programs. The clipboard is usually temporary and unnamed, and its contents are stored in the computer's main memory.

## Backup software

Backup software creates backup copies of files or entire computer systems. These copies can be used at a later date to restore data that has been lost or corrupted.

### Disk checkers

A program which can scan a hard disk to find files or areas that are corrupted in some way, or were not correctly saved, and repair them.

### Disk compression

This software is distinct from the process of file compression. This is a utility program that increases the amount of information that can be stored on a hard disk.

### Disk defragmenters

Data fragmentation occurs when a collection of data is broken up and is not stored in contiguous locations of the hard disk.

Disk defragmenter software are programs designed to increase data access speed on a disk to occupy a joining storage locations.

### Disk formatters

Disk formatters are used to create a file system on a disk partition so that the operating system can store and retrieve data on that partition.

## Disk partition editors

A disk partition program uses a partition editor to create, resize, delete and manipulate partitions on a hard disk. Partitions are used to divide a hard disk into logical sections. An example of this would be to have more than one operating system on a hard disk e.g. Windows and Mac OS.

### Archivers

A file archiver is a program that combines a number of files into one file for archiving for easier storage or transportation. File archivers may use lossless compression techniques to reduce the size of the stored data.

## Cryptographic utilities

Cryptographic programs are used to encrypt and decrypt data held in files to increase security for storage or communication. Data recovery.

### Revision control

Revision control is the management of modification to files and applications. Revision control is capable of reversing a modification to return the file or application to its original state.

### File managers

A program that allows users to view, edit, copy and delete files from secondary storage devices.