Copy utility.

It is usually advisable to maintain duplicate copies of the operational files so that in case something goes wrong with the original files, then their contents can be recreated from the duplicate/ backup copy or copies.

The duplication process, i.e. copying the contents of one file to another is done through the influence of the Copy utility. The copying can be from one media to a different media or from one media to another media of the same make, e.g. from diskette to hard disk or from a diskette to another diskette.

Dump utility.

The term Dumping is used to describe the copying of the contents of the main memory. The Dump utility is therefore, used to transfer (copy) the contents of the computer's internal memory into a storage media, e.g. the disk or through the Printer (to get a Hard copy output). The result of dumping is that the main memory 'image' is reflected by the stored or the printed contents.

Language Translator.

Programs written in high-level languages have to be translated into binary code (Machine language), before the computer can run these programs.

To use a communications package, you need a Modem & a Telephone line.

The basic purpose of a communication program is to control the way the computer transmits & receives data.

Examples of communications packages: –

* WinFax Pro.   * Zoc.

* ProComm Plus.   * HyperAccess.

INTERNET SOFTWARE.

E-Mail (Electronic mail).

E-mail is a quick, convenient, efficient & cheap way of communicating with both individuals and groups.

E-mail is much faster than regular mail. With e-mail, the message can reach the recipient in hrs, minutes or even seconds.

Type of Destruction	Symptoms
Massive Destruction	The virus attacks the format of disks, or Delete all files on the disk making any damage on programs or data on that disk unrecoverable.
Partial Destruction	The virus erases & modifies a specific portion of a disk affecting any files stored in that location.
Selective Destruction	The virus erases & modifies specific files or file groups.
Random Havoc	It randomly changes data on a disk or in memory during normal program execution. They also change keystroke values, or data from other I/O devices.
Network Saturation	The virus systematically uses up computer memory or space thus impeding (slowing down/ obstructing) performance or causing the system to crash.

Non-destructive viruses.

These viruses do not cause any destruction, but are usually annoying.

What Non-destructive viruses do?

They might lock the Keyboard.
Change keystroke values (e.g. changing the effect of the SHIFT key).
Display an obnoxious (loathsome/ horrible/ intolerable) message on the screen.
Change the display colours.
Delete characters displayed on a visual display.

SOURCES OF VIRUSES (Virus transmission – ways in which a virus can spread).