Computers are everywhere: at work, at school, and at home. People use all types and sizes of computers for a variety of reasons and in a range of places. While some computers sit on top of a desk or on the floor, mobile computers and mobile devices are small enough to carry. Mobile devices, such as many cell phones, often are classified as computers. Computers are a primary means of local and global communication for billions of people. Consumers use computers to correspond with businesses, employees with other employees and customers, students with classmates and teachers, and family members and military personnel with friends and other family members. In addition to sending simple notes, people use computers to share photos, drawings, documents, calendars, journals, music, and videos.

Through computers, society has instant access to information from around the globe. Local and national news, weather reports, sports scores, airline schedules, telephone directories, maps and directions, job listings, credit reports, and countless forms of educational material always are accessible. From the computer, you can make a telephone call, meet new friends, share opinions or life stories, book flights, shop, fill prescriptions, file taxes, take a course, receive alerts, and automate your home.

At home or while on the road, people use computers to manage schedules and contacts, listen to voice mail messages, balance chequebooks, pay bills, transfer funds, and buy or sell stocks. Banks place ATMs (automated teller machines) all over the world, so that customers can deposit and withdraw funds anywhere at any time. At the grocery store, a computer tracks purchases, calculates the amount of money due, and often generates coupons customized to buying patterns. Vehicles include on-board navigation systems that provide directions, call for emergency services, and track the vehicle if it is stolen.

In the workplace, employees use computers to create correspondence such as e-mail messages, memos, and letters; manage calendars; calculate payroll; track inventory; and generate invoices. At school, teachers use computers to assist with classroom instruction. Students complete assignments and conduct research on computers in lab rooms, at home, or elsewhere. Instead of attending class on campus, some students take entire classes directly from their computer.

People also spend hours of leisure time using a computer. They play games, listen to music or radio broadcasts, watch or compose videos and movies, read books and magazines, share stories, research genealogy, retouch photos, and plan vacations.

As technology continues to advance, computers have become a part of everyday life. Thus, many people believe that computer literacy is vital to success in today's world. **Computer literacy**, also known as *digital literacy*, involves having a current knowledge and understanding of computers and their uses. Because the requirements that determine computer literacy change as technology changes, you must keep up with these changes to remain computer literate.

In summary, the areas where computers are of use to humans are:
i.   **Communication**: formal and informal communication
ii. **Business**: financing, accounting and reporting; marketing and advertisement; planning, organisation, and control; e-commerce; inventory control and more
iii. **Access to information**: news and updates
iv. **Completing domestic routine tasks:** manage schedules, file taxes etc.
v.   **Banking**: ATMs, Electronic Funds Transfer, e-banking, etc.
vi. **Security and Emergency**: crime fighting, property security,
vii. **Education:** online courses, learning management systems, research and more.

viii. **Leisure:** Sports, entertainment, games, movies, music and more
ix. **Research**: scientific and industrial research
x. **Transportation:** Navigation, coordination, scheduling, booking etc.
xi. **Medicine:** ultra-scan, telemedicine, diagnostics, surgery and more.
xii. **Governance:** Taxation, Public finance and administration, census, elections, planning and more.