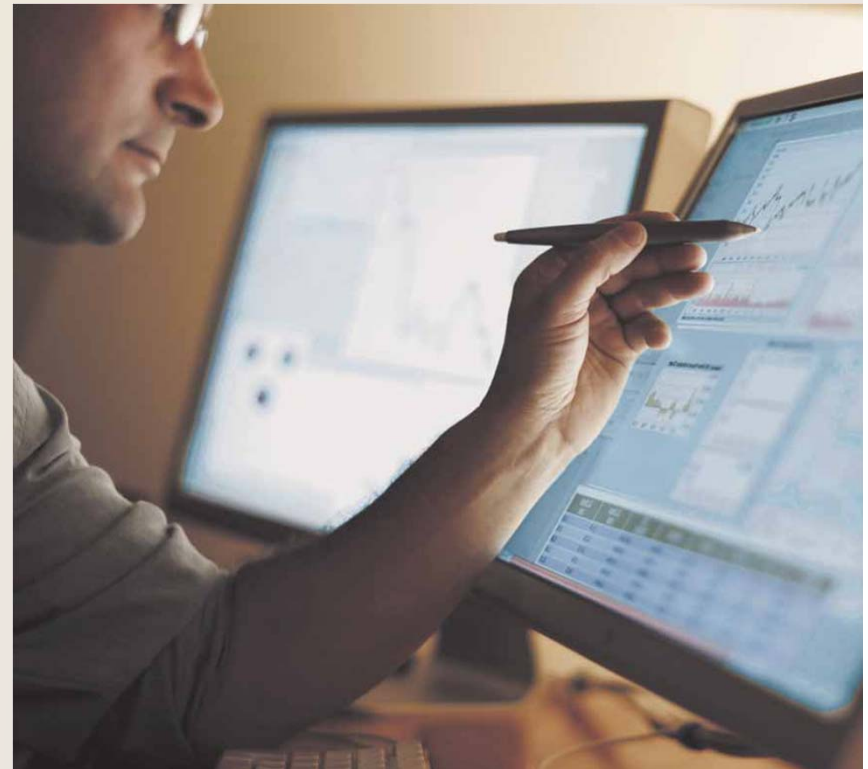


Chapter 3

Software for Systems

Discovering Computers 2012

Your Interactive Guide
to the Digital World



Objectives Overview

Identify the four categories of application software

Differentiate among the seven forms through which software is available

Explain how the operating system and utility programs work with application software

Describe characteristics of a user interface

Identify the key features of widely used business programs

Objectives Overview

Identify the key features of widely used graphics and multimedia programs

Identify the key features of widely used home, personal, and educational programs

Discuss the advantages of and ways to access Web applications

Identify the types of application software used in communications

Describe the learning aids available for application software

Application Software

- **Application software** consists of programs designed to make users more productive and/or assist with personal tasks

To make business activities more efficient

To assist with graphics and multimedia projects

To support home, personal, and educational tasks

To facilitate communications

Application Software



Application Software

- Available in a variety of forms:

**Packaged
software**

**Custom
software**

**Web
application**

**Open source
software**

Shareware

Freeware

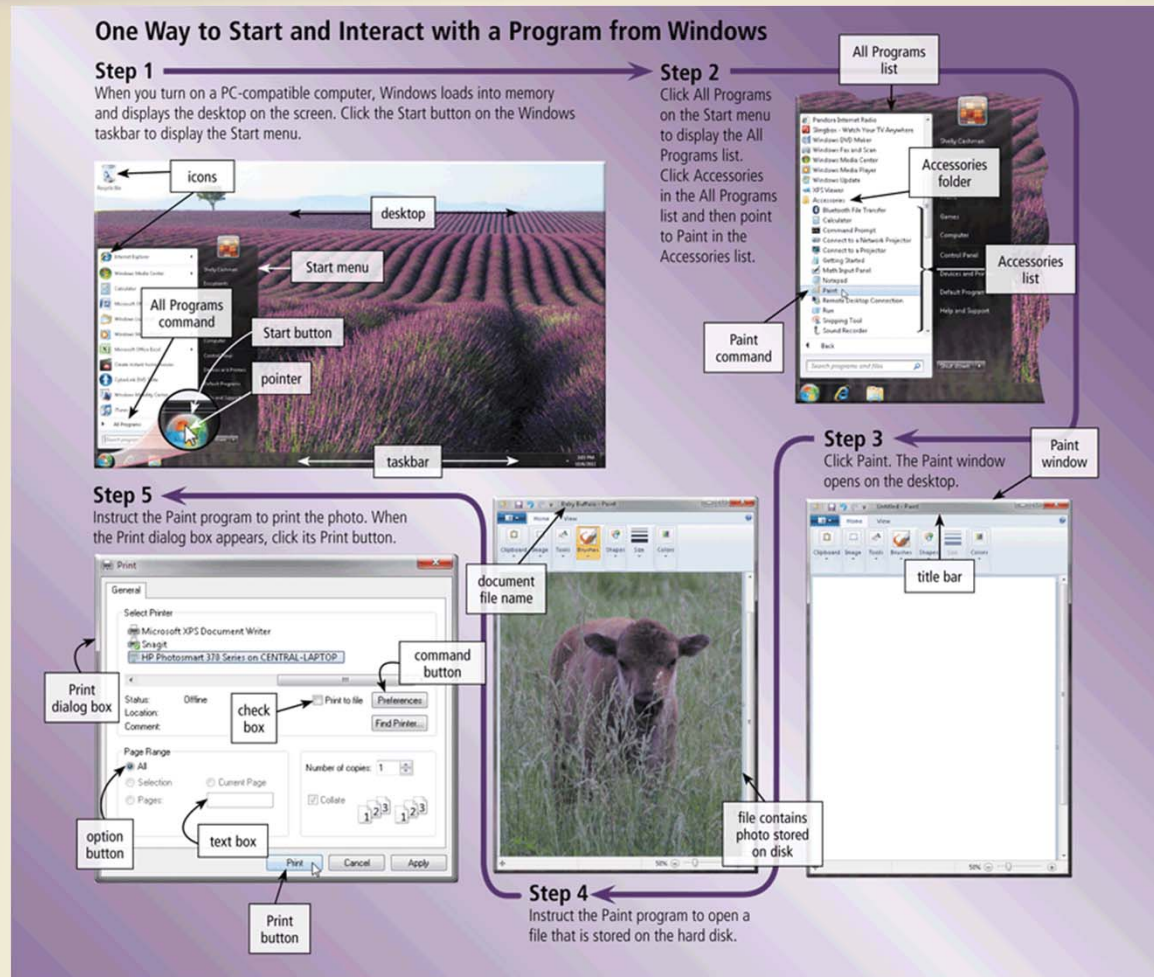
**Public-domain
software**

Application Software

- System software serves as the interface between the user, the application software, and the computer's hardware
 - Utility programs



Application Software



Business Software

- **Business software** is application software that assists people while performing business activities

Word
Processing

Spreadsheet

Database

Presentation

Note Taking

Personal
Information
Manager

Business
Software for
Phones

Business
Software
Suites

Project
Management

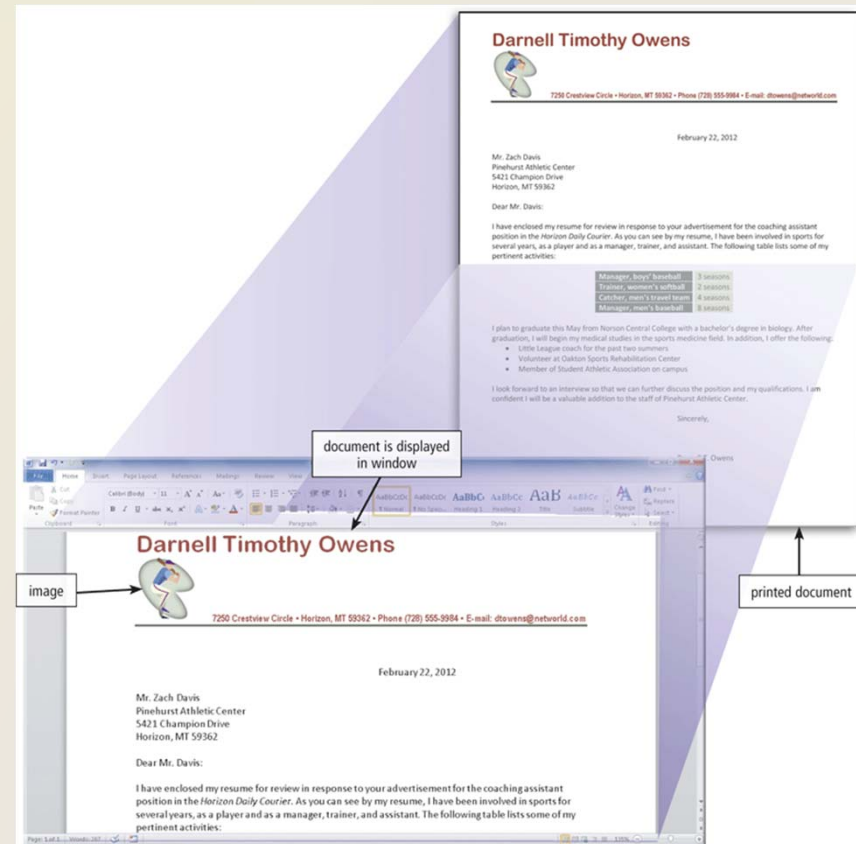
Accounting

Document
Management

Enterprise
Computing
Software

Business Software

- **Word processing software** allows users to create and manipulate documents
- **Clip art** is a collection of electronic drawings, photos, and other images



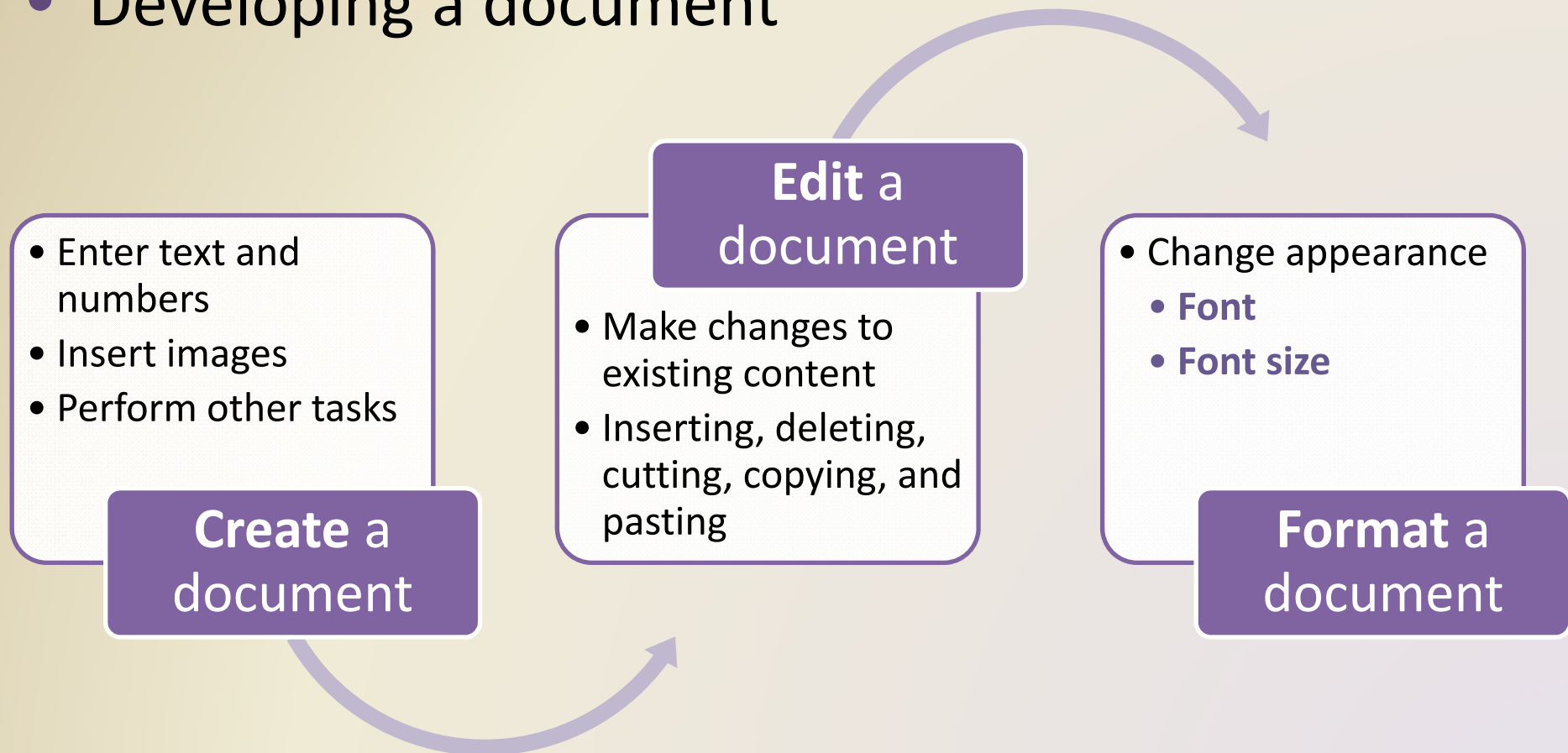
Business Software

- Additional word processing features include

AutoCorrect	AutoFormat	Collaboration	Columns	Grammar Checker
Ink Input	Macros	Mail Merge	Reading Layout	Research
Search and Replace	Smart Tags	Tables	Templates	Thesaurus
	Tracking Changes	Voice Recognition	Web Page Development	

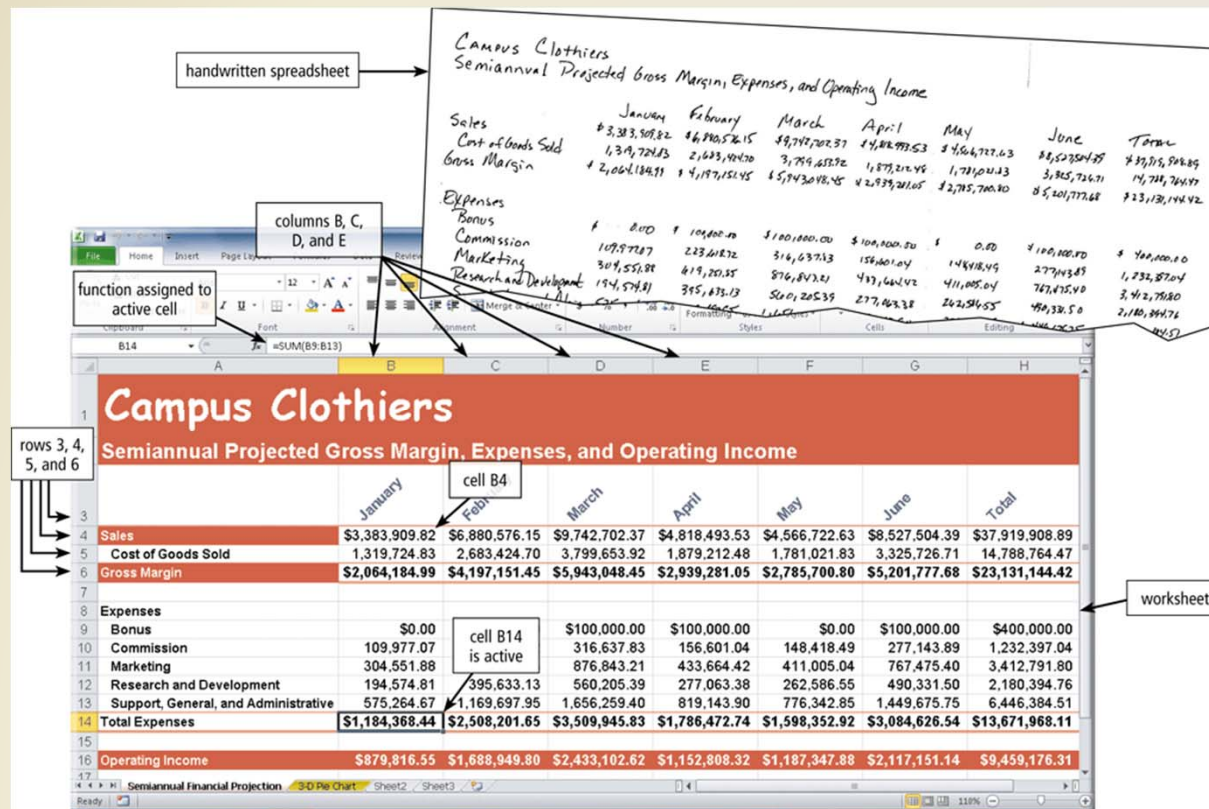
Business Software

- Developing a document



Business Software

- **Spreadsheet software** allows users to organize data in rows and columns and perform calculations



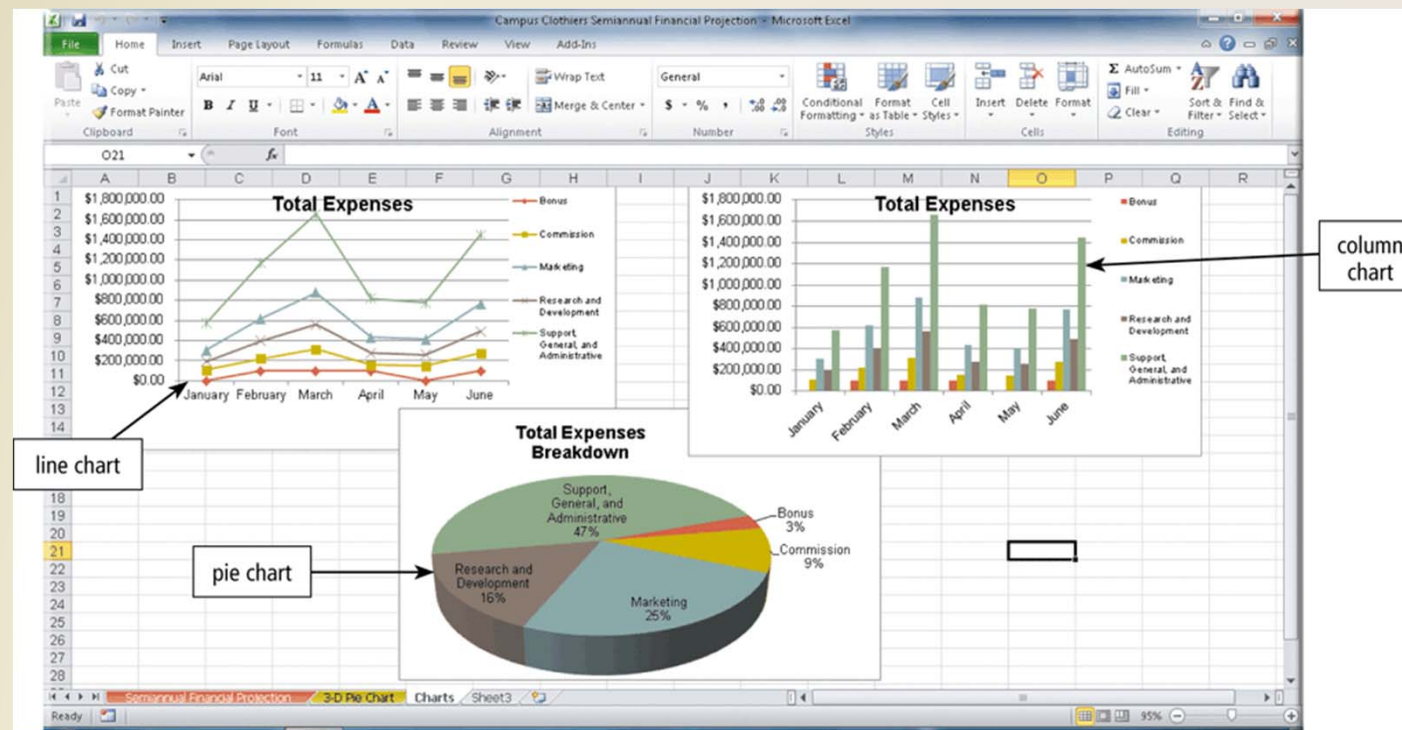
Business Software

- A function is a predefined formula that performs common calculations

FV	NPV	PMT	PV	RATE	DATE
NOW	TIME	ABS	INT	LN	LOG
ROUND	SQRT	SUM	AVERAGE	COUNT	MAX
MIN		STDEV	IF		

Business Software

- Charting depicts data in a spreadsheet in graphical form



Business Software

- A **database** is a collection of data organized in a manner that allows access, retrieval, and use of that data
 - **Database software** allows users to create, access, and manage a database

The screenshot shows the Microsoft Access interface for a database named 'InPerson Fitness : Database (Access 2007)'. The 'Client' table is selected and displayed in Datasheet View. The table structure is as follows:

Client Numl	Last Name	First Name	Address	Telephone Nur	Amount Paid	Balance	Trainer Number
AB10	Alvarez	Francine	23 Robbins	555-4321	\$300.00	\$24.00	203
BR18	Breeton	Alex	345 Levick	555-6987	\$324.00	\$32.00	205
FE47	Ferber	Jane	68 Passmore	555-3412	\$420.00	\$36.00	207
GM50	Gammon	Fred	98 Magee	555-8789	\$560.00	\$50.00	205
HJ05	Heijer	Bill	314 Oakley	555-4365	\$240.00	\$48.00	203
KL10	Klinger	Cynthia	44 Rising Sun	555-4576	\$640.00	\$0.00	203
MA24	Manchester	Liz	67 Fanshawe	555-8787	\$348.00	\$40.00	207
PR30	Preston	Mike	75 Ullrich	555-4454	\$440.00	\$40.00	205
SA23	Santoro	Maria	134 Castor	555-9780	\$340.00	\$36.00	207
TR35	Trent	Jerry	167 Martin	555-7667	\$480.00	\$42.00	205

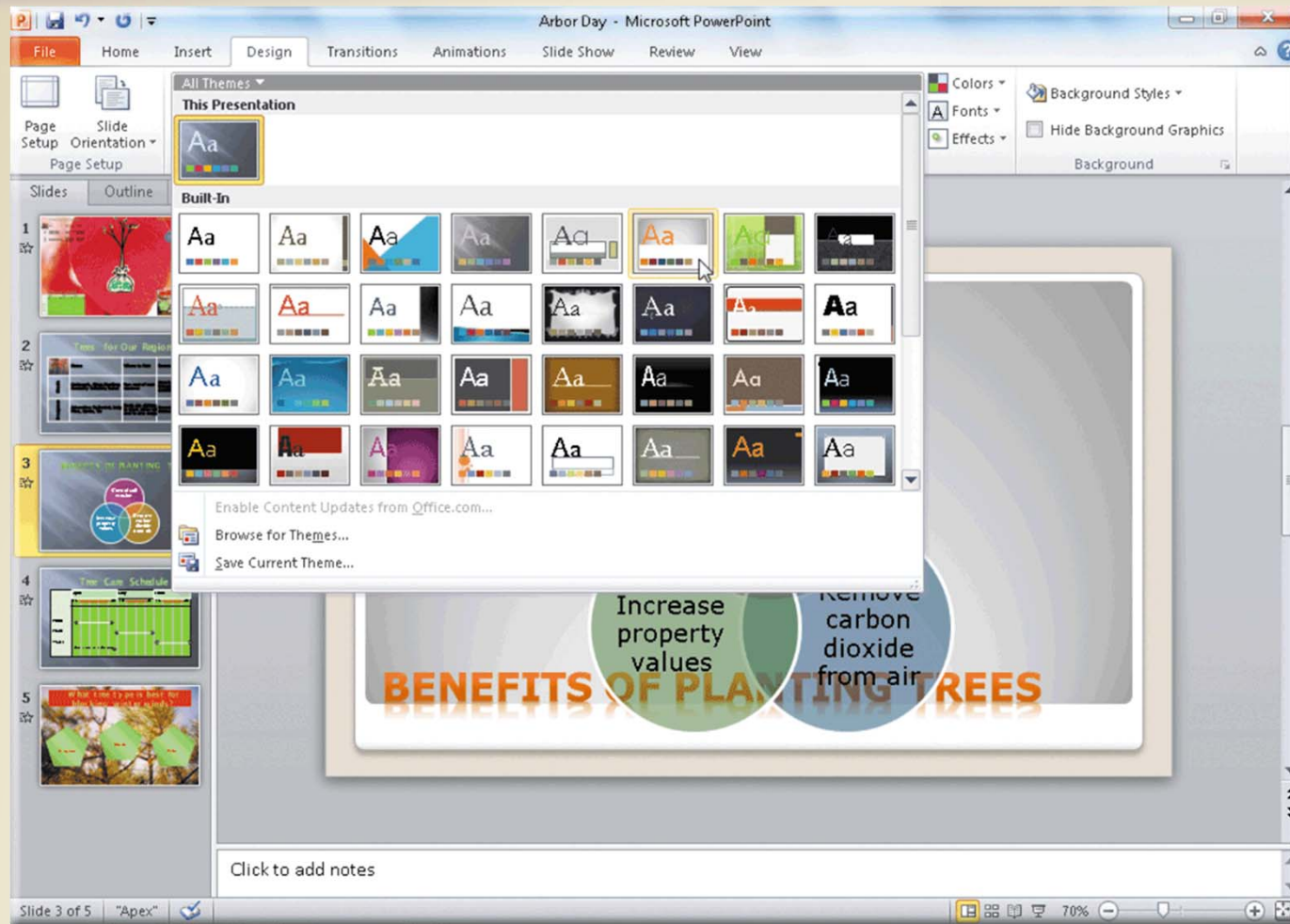
The 'Trainer' table is also visible below the 'Client' table, with columns: Trainer N, Last Nu, First Nan, Telephone Nu, Hourly Ra, Start Dat, Comment, Picture, and Web Page. The 'Client' table is annotated with 'Client table' and the 'Trainer' table with 'Trainer table'. The 'fields' label points to the column headers, and the 'records' label points to the data rows.

Business Software

- **Presentation software** allows users to create visual aids for presentations to communicate ideas, messages, and other information to a group

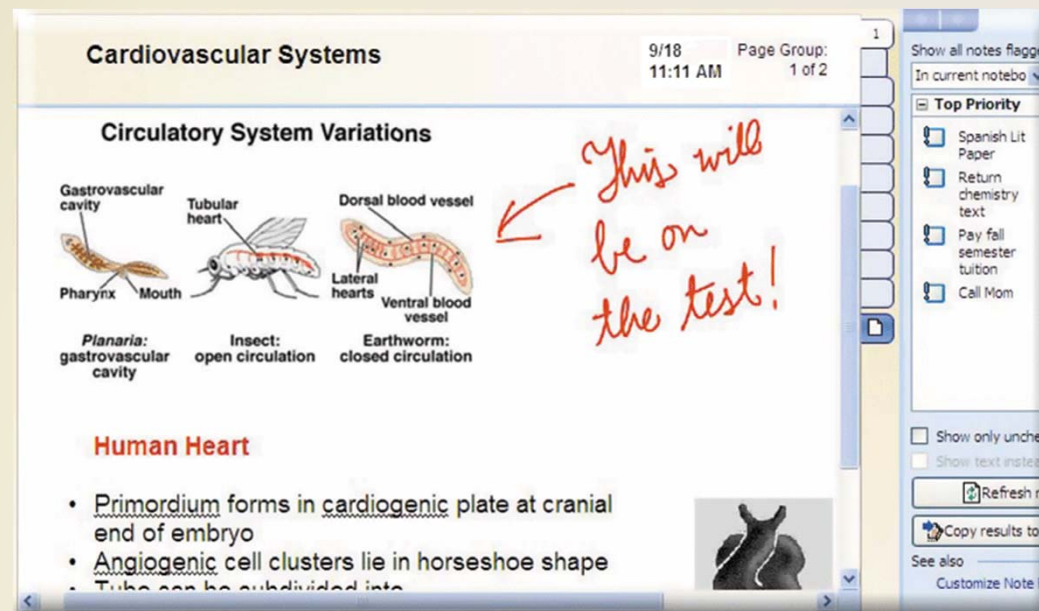


Business Software



Business Software

- **Note taking software** is application software that enables users to enter typed text, handwritten comments, drawings, or sketches anywhere on a page



Business Software

- A **software suite** is a collection of individual programs available together as a unit
- A **personal information manager (PIM)** is application software that includes

Appointment
calendar

Address
book

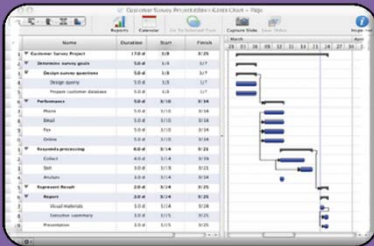
Notepad

Business Software

- Scaled down versions of software are available to work with smart phones and other mobile devices



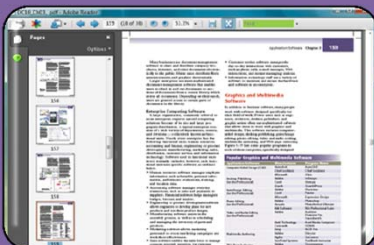
Business Software



Project management software allows a user to plan, schedule, track, and analyze the events, resources, and costs of a project



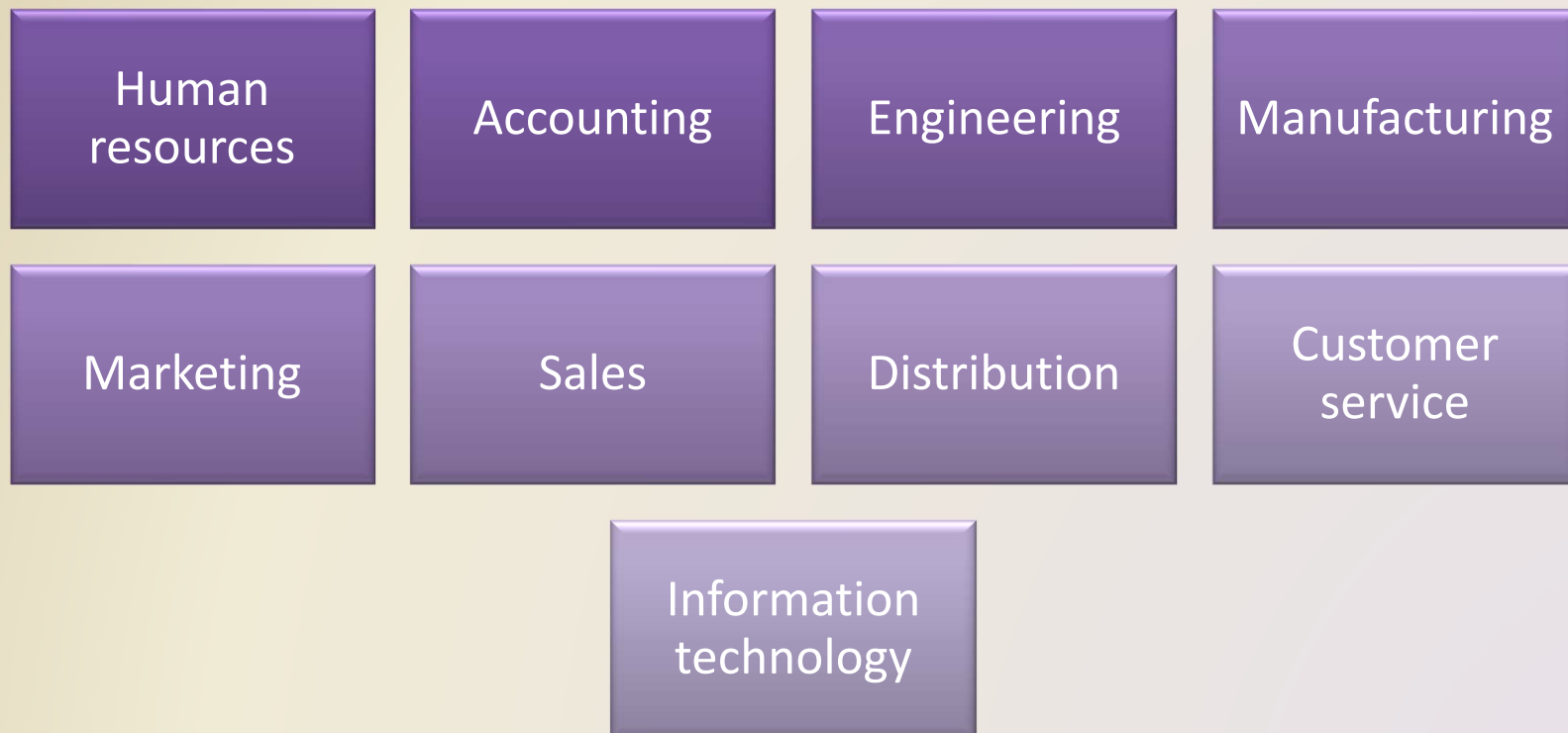
Accounting software helps companies record and report their financial transactions



Document management software provides a means for sharing, distributing, and searching through documents by converting them into a format that can be viewed by any user

Business Software

- Enterprises typically require special computing solutions for various functional units



Graphics and Multimedia Software

Popular Graphics and Multimedia Software		
Application Software	Manufacturer	Program Name
Computer-Aided Design (CAD)	Autodesk	AutoCAD
	Chief Architect	Chief Architect
	Microsoft	Visio
Desktop Publishing (for the Professional)	Adobe	InDesign
	Corel	Ventura
	Quark	QuarkXPress
Paint/Image Editing (for the Professional)	Adobe	Illustrator
	Corel	Painter
	Microsoft	Expression Design
Photo Editing (for the Professional)	Adobe	Photoshop
	Arcadia	PhotoPerfect Ultimate
	Nik Software	Nik Professional Suite
Video and Audio Editing (for the Professional)	Adobe	Audition
		Premiere Pro
		Soundbooth
	Avid Technology	Avid Media Composer
	Cakewalk	SONAR
Multimedia Authoring	Sony	ACID Pro
	Adobe	Director
	Agilix	GoCourse
	SumTotal Systems	ToolBook Instructor
Web Page Authoring	Adobe	Dreamweaver
		Fireworks
		Flash
	Microsoft	Expression Web
		SharePoint Designer

Graphics and Multimedia Software



**Computer-aided design
(CAD) software**

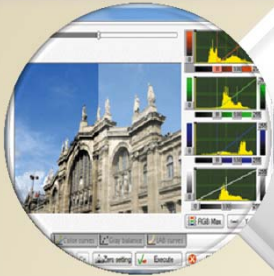


**Desktop publishing
software**



**Paint/Image editing
software**

Graphics and Multimedia Software



Professional photo editing software



Video and audio editing software



Multimedia authoring software

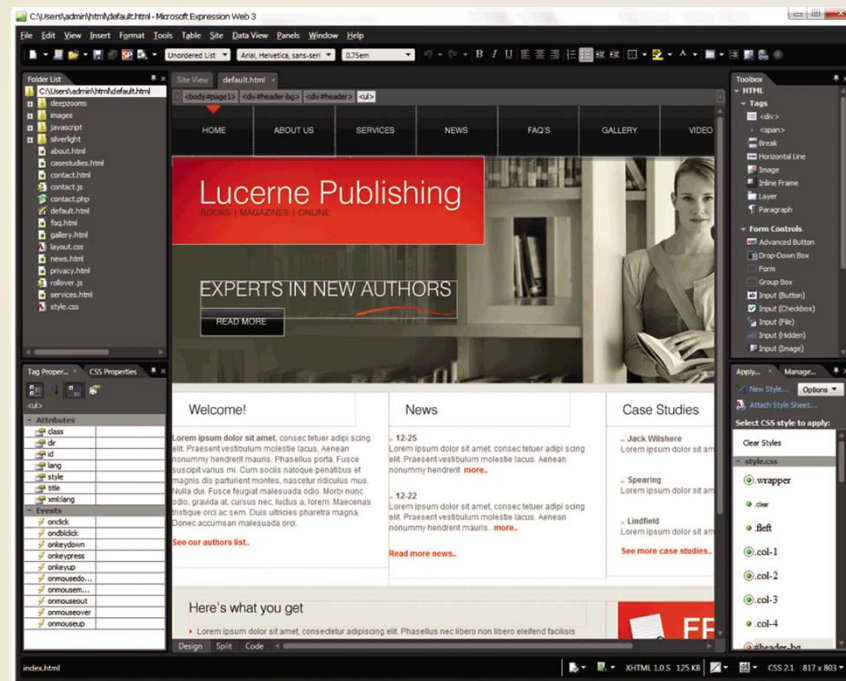
Video: MediaCell Video Converter



[CLICK TO START](#)

Graphics and Multimedia Software

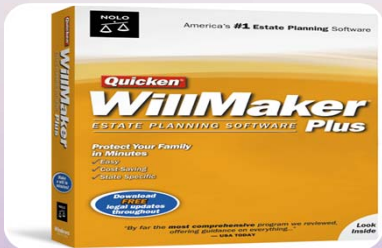
- **Web page authoring software** helps users of all skill levels create Web pages that include multimedia and interactive content



Software for Home, Personal, and Educational Use



Personal finance software

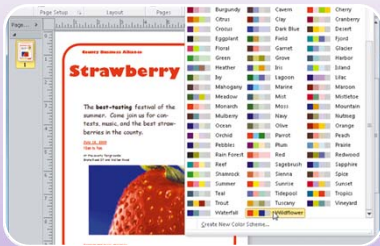


Legal software



Tax preparation software

Software for Home, Personal, and Educational Use



Personal DTP software

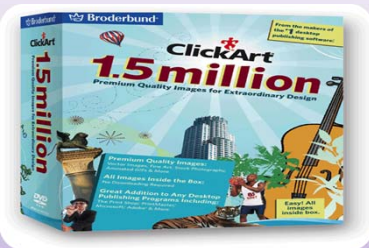


Personal paint/image editing software



Personal photo editing software

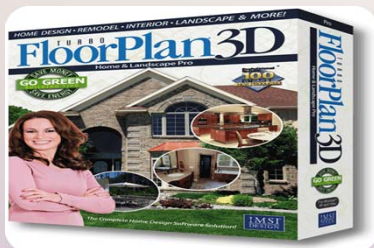
Software for Home, Personal, and Educational Use



Clip art/image gallery

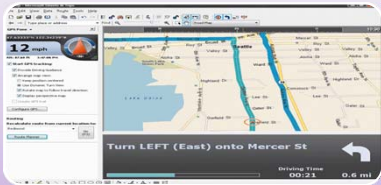


Video and audio editing software

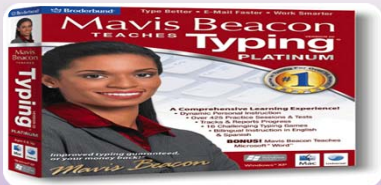


Home design/landscaping software

Software for Home, Personal, and Educational Use



Travel and mapping software



Reference software



Educational software



Entertainment software

Web Applications

- A Web application is a Web site that allows users to access and interact with software from any computer or device that is connected to the Internet

Popular Web Applications	
Program Name	Type of Application Software
Britannica.com	Reference
Dictionary.com	Reference
Flickr	Photo Editing and Photo Management
Gmail	E-Mail
Google Docs	Productivity Suite
Google Earth	Travel and Mapping
Google Maps	Travel and Mapping
MSN Encarta	Reference
Office Web Apps	Productivity Suite
Photoshop Express	Photo Editing
Picnik	Photo Editing
TaxACT Online	Tax Preparation
TurboTax Online	Tax Preparation
Windows Live Calendar	Personal Information Manager
Windows Live Hotmail	E-Mail
YouSendIt	File Transfer and E-Mail

Web Applications

campus clothiers semiannual financial projection - Windows Internet Explorer

http://spreadsheets.google.com/ccc?key=0AmYUy_ZOyqXPcGdjS1BpWUzalktaE1DQU52UzM0UUE&hl=en&invite=CLyug4DxjbCg

campus clothiers semiannual financial projection

Google docs campus clothiers semiannual financial projection Private to me + 1 more Updated 6 days ago Saved Share

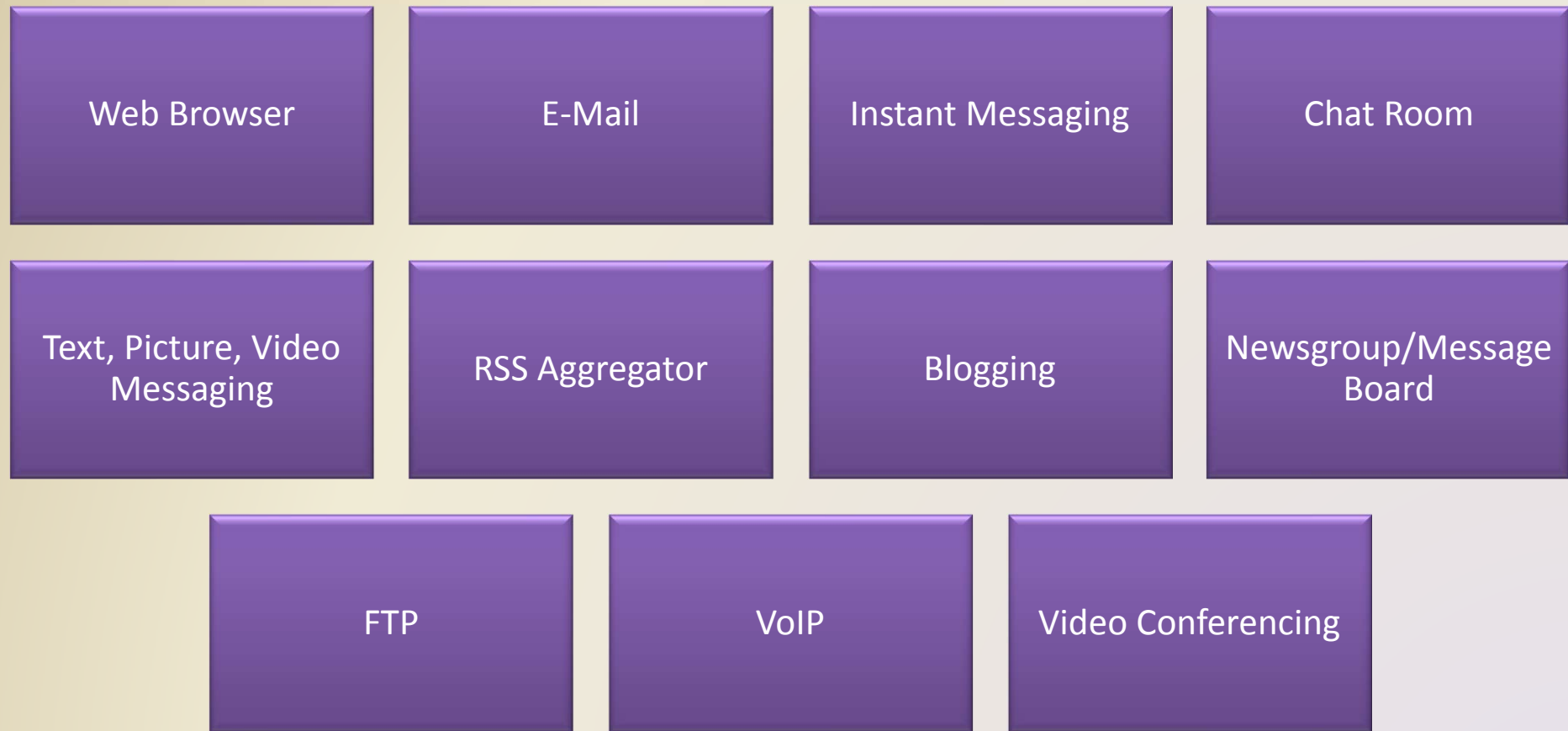
File Edit View Insert Format Form Tools Help

Formula: Show all formulas

	A	B	C	D	E	F	G	H
1	Campus Clothier							
2	Semiannual Projected Gross Margin, Expenses, and Operating Income							
3		January	February	March	April	May	June	Total
4	Sales	\$3,383,909.82	\$6,880,576.15	\$9,742,702.37	\$4,818,493.53	\$4,566,722.63	\$8,527,504.39	\$37,919,908.89
5	Cost of Goods Sold	1,319,725	2,683,425	3,799,654	1,879,212	1,781,022	3,325,727	14,788,764
6	Gross Margin	\$2,064,184.99	\$4,197,151.45	\$5,943,048.45	\$2,939,281.05	\$2,785,700.80	\$5,201,777.68	\$23,131,144.42
7								
8	Expenses							
9	Bonus	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$400,000.00
10	Commission	109,977	223,619	316,638	156,601	148,418	277,144	1,232,397
11	Marketing	304,552	619,252	876,843	433,664	411,005	767,475	3,412,792
12	Research and Development	194,575	395,633	560,205	277,063	262,587	490,332	2,180,395

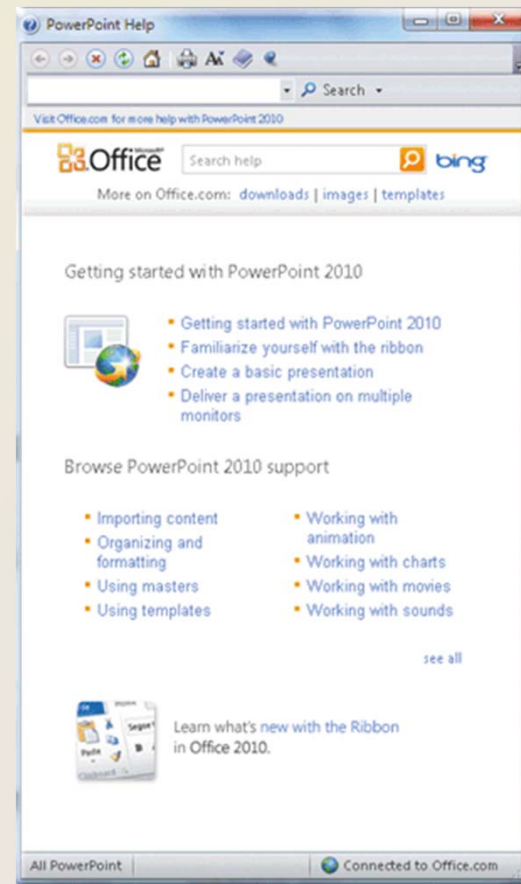
Semiannual Financial Projection 3-D Pie Chart Sheet2 Sheet3

Application Software for Communications



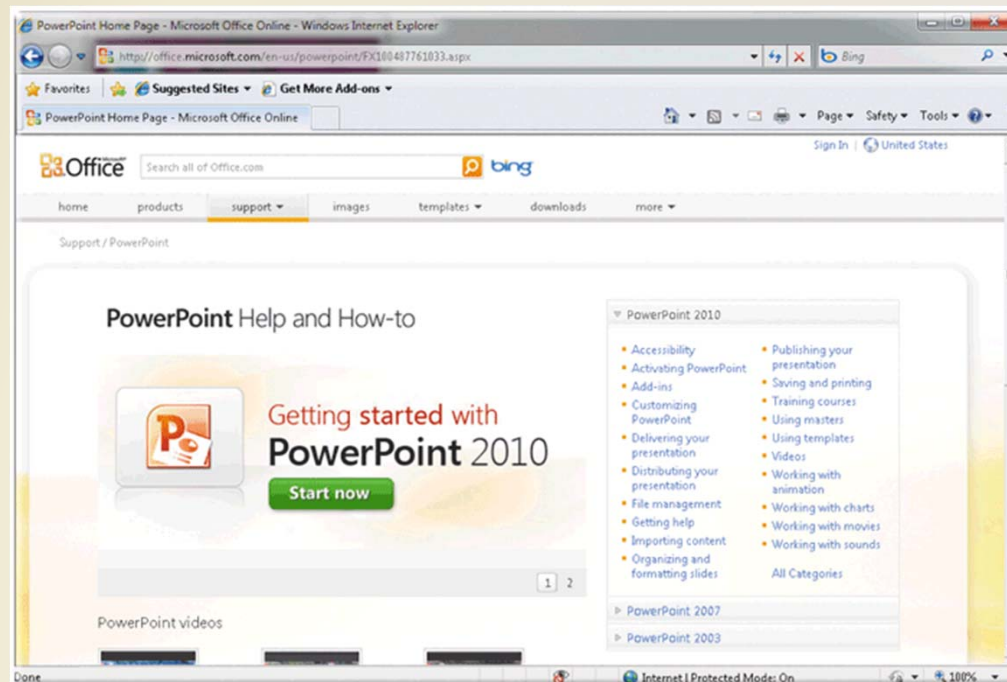
Learning Tools for Application Software

- **Online Help** is the electronic equivalent of a user manual
- You can ask a question or access the Help topics in subject or alphabetical order



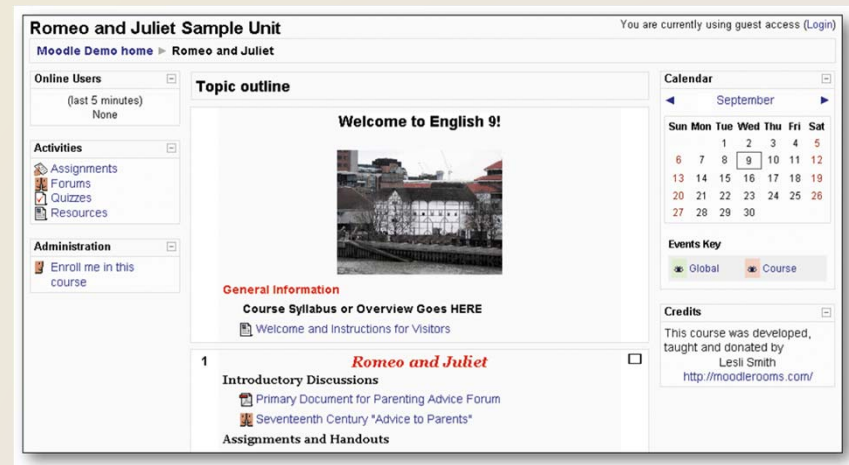
Learning Tools for Application Software

- Web-based Help provides updates and more comprehensive resources to respond to technical issues about software



Learning Tools for Application Software

- **Web-based training** is a type of CBT that uses Internet technology and consists of application software on the Web
- **Distance learning (DL)** is the delivery of education at one location while the learning takes place at other locations



Summary

How to start and interact
with application software

Overview of a variety of
business software, graphics
and multimedia software,
and
home/personal/educational
software

Web applications and
application software for
communications

Learning tools for
application software and
Web-based training

Chapter 3

Software for Systems

Discovering Computers 2012

Your Interactive Guide
to the Digital World

Chapter 3 Complete

