**APPLICATION SOFTWARE**

W

ith the proper software, a computer is a valuable tool. Software allows users to create letters, reports, and other documents; design Web pages and diagrams; draw images; enhance audio and video clips; prepare taxes; play games. Application software consists of programs designed to make users more productive and/or assist them with personal tasks. Application software has a variety of uses:

1. To make business activities more efficient.

2. To assist with graphics and multimedia projects.

3. To support home, personal, and educational tasks.

The table in Figure 3-1 categorizes popular types of application software by their general use. Although many types of communications software exist, the ones listed in Figure 3-1 are application software oriented. Successful use of application software often requires the use of one or more of the utility programs identified in Figure 3-1. Application software is available in a variety of forms.

CATEGORIES OF APPLICATION SOFTWARE

**A P P L I C A T I O N S O F T W A R E**

|  |  |  |
| --- | --- | --- |
| Business Graphics and Multimedia Home/Personal/Educational | | |
| • Word Processing  **1**  • Spreadsheet  • Database  • Presentation Graphics  • Note Taking  • Personal Information Manager (PIM)  • PDA Business Software  • Software Suite | • Photo Editing  **2**  • Video and Audio Editing  • Multimedia Authoring  • Web Page Authoring  • Computer-Aided Design  • Desktop Publishing  • Paint/Image Editing | • Paint/Image Editing  **3**  • Photo Editing  • Clip Art/Image Gallery  • Video and Audio Editing (for Personal Use)  • Home Design/Landscaping  • Reference  • Educational  • Entertainment |
| Communications | | |
| • E-Mail • FTP • Web Browser • Video Conferencing  **4**  • Internet • Newsgroup • Chat Room • Instant Messaging | | |
| Popular Utility Programs | | |
| • Antivirus • Personal Firewall • Spyware Remover • Internet Filters • File Manager • File Compression • Backup • Media Player | | |

**FIGURE 3-1** The four major categories of popular application software are outlined in this table. Communications software often is bundled with other application or system software. Also identified in the table are widely used utility programs.