

Discovering Computers 2009



Chapter 3 Application Software



Chapter 3 Objectives

Identify the categories of application software

Explain ways software is distributed

Explain how to work with application software

Identify the key features of widely used business programs

Identify the key features of widely used graphics and multimedia programs

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

Identify the types of application software used in communications

Describe the function of several utility programs

Discuss the advantages of using Web-based software

Describe the learning aids available for application software



Application Software

What is application software?

- Programs designed to make users more productive and/or assist them with personal tasks

FOUR CATEGORIES OF APPLICATION SOFTWARE
(and some popular utility programs)

APPLICATION SOFTWARE	1 Business	2 Graphics and Multimedia	3 Home/Personal/Educational			
	<ul style="list-style-type: none">• Word Processing• Spreadsheet• Database• Presentation Graphics• Note Taking• Personal Information Manager (PIM)• Personal Mobile Device Business Software• Software Suite• Project Management• Accounting• Document Management• Enterprise Computing	<ul style="list-style-type: none">• Computer-Aided Design (CAD)• Desktop Publishing (for the Professional)• Paint/Image Editing (for the Professional)• Photo Editing (for the Professional)• Video and Audio Editing (for the Professional)• Multimedia Authoring• Web Page Authoring	<ul style="list-style-type: none">• Software Suite (for Personal Use)• Personal Finance• Legal• Tax Preparation• Desktop Publishing (for Personal Use)• Paint/Image Editing (for Personal Use)• Photo Editing and Photo Management (for Personal Use)• Clip Art/Image Gallery• Video and Audio Editing (for Personal Use)• Home Design/Landscaping• Travel and Mapping• Reference and Educational• Entertainment			
4 Communications						
	<ul style="list-style-type: none">• Web Browser• RSS Aggregator	<ul style="list-style-type: none">• E-Mail• Blogging	<ul style="list-style-type: none">• Instant Messaging• Newsgroup/Message Board	<ul style="list-style-type: none">• Chat Room• FTP	<ul style="list-style-type: none">• Text Messaging• VoIP	<ul style="list-style-type: none">• Video Conferencing
Popular Utility Programs						
	<ul style="list-style-type: none">• Antivirus• File Compression	<ul style="list-style-type: none">• Personal Firewall• Backup	<ul style="list-style-type: none">• Spyware Remover• Media Player	<ul style="list-style-type: none">• Internet Filters• CD/DVD Burning	<ul style="list-style-type: none">• File Manager• Personal Computer Maintenance	

p. 134 Fig. 3-1

Next ➔



Application Software

How is software distributed?

- **Packaged software**, mass-produced
- **Custom software**, performs functions specific to a business or industry
- **Web-based software**, hosted by a Web site
- **Open source software**, provided for use, modification, and redistribution
- **Shareware**, copyrighted software that is distributed free for trial period
- **Freeware**, copyrighted software provided at no cost
- **Public-domain software**, freeware with no copyright restrictions

p. 134 - 135

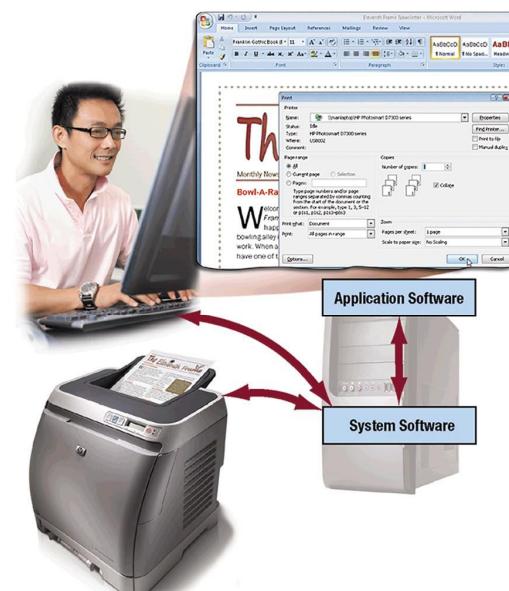
Next ➔



Application Software

What is system software?

- Serves as the interface between the user, the application software, and the computer's hardware



p. 135 Fig. 3-2

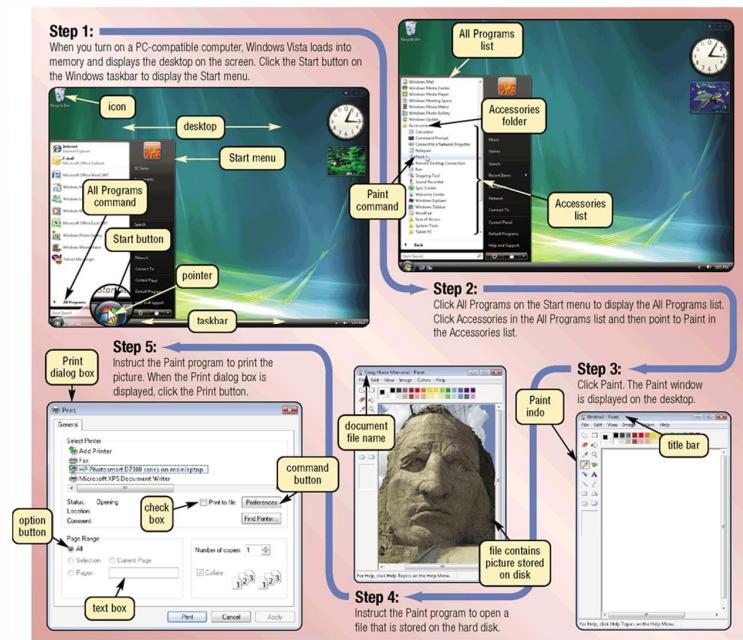
Next ➤



Application Software

How do you start an application?

- From the desktop, click the Start button, point to All Programs, and click the name of the application
- The program's instructions load into memory



p. 136 - 137 Fig. 3-3

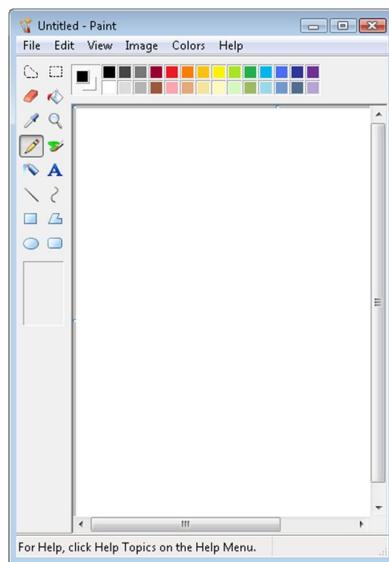
Next ➤



Application Software

What is a window?

- A rectangular area of the screen that displays data and information



p. 136 - 137 Fig. 3-3

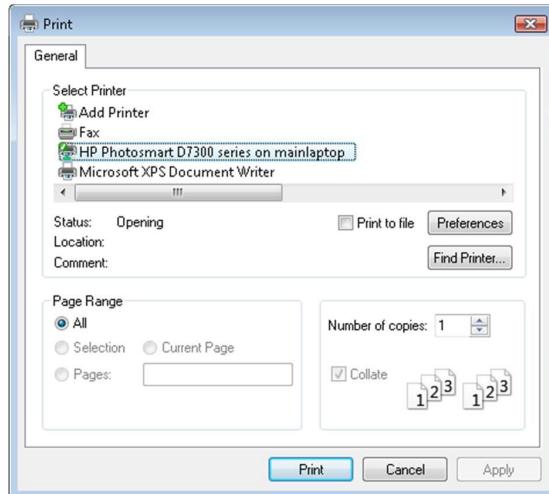
Next ►



Application Software

What is a dialog box?

- A window that provides information, presents available options, or requests a response



p. 136 - 137 Fig. 3-3

Next ►



Business Software

What is business software?

- Application software that assists people in becoming more effective and efficient

POPULAR BUSINESS PROGRAMS

Application Software	Manufacturer	Program Name
Word Processing	Microsoft	Word 2007
	Apple	Pages
	Corel	WordPerfect
Spreadsheet	Microsoft	Excel 2007
	Apple	Numbers
	Corel	Quattro Pro
Database	Microsoft	Access 2007
	Corel	Paradox
	Oracle	Oracle Database
	MySQL AB	MySQL
Presentation Graphics	Microsoft	PowerPoint 2007
	Apple	Keynote
	Corel	Presentations
Note Taking	Microsoft	OneNote 2007
	Agilix	GoBinder
	Corel	Grafigo
Personal Information Manager (PIM)	Microsoft	Outlook 2007
	IBM	Organizer
	Palm	Desktop
	Mozilla	Thunderbird
Personal Mobile Device Business Software	CNetX	Pocket SlideShow
	Microsoft	Word Mobile
		Excel Mobile
		Outlook Mobile
	Mobile Systems	MobiSystems Office Suite
	Ultrasoft	Money
Software Suite (for the Professional)	Microsoft	Office 2007
	Apple	iWork
	Sun	StarOffice Office Suite
	Corel	WordPerfect Office
	IBM	Lotus SmartSuite

Application Software	Manufacturer	Program Name
Project Management	CS Odessa	ConceptDraw Project
	Microsoft	Project 2007
Accounting	Primavera	SureTrak Project Manager
	Intuit	QuickBooks
	Microsoft	Accounting 2007
Document Management	Sage Software	Peachtree
	Adobe	Acrobat
	Enfocus	PitStop
	Nuance	PDF Converter
Enterprise Computing	Oracle	PeopleSoft Enterprise Human Resources
	Sage Software	Sage MAS 500
	MSC Software	MSC.SimManager
	Oracle	Oracle Manufacturing
	SAP	mySAP Customer Relationship Management
	NetSuite	NetERP
	Syntellect	Syntellect Interaction Management Suite

p. 138 Fig. 3-4

Next ➤



Business Software

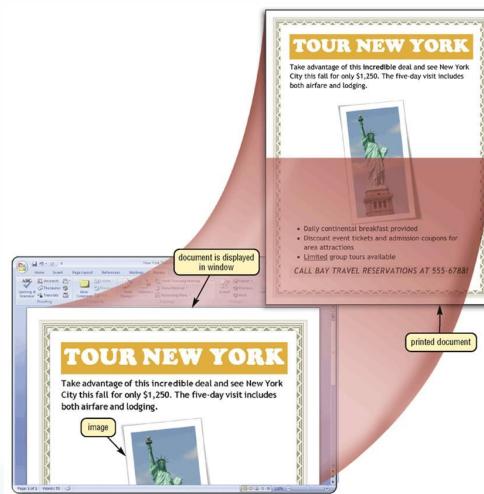
What is word processing software?

- Allows users to create and manipulate text and graphics
 - Clip art is a collection of graphics that you can insert in documents



Click to view Web Link,
click Chapter 3, Click Web Link
from left navigation,
then click Word Processing
Software below Chapter 3

p. 138 – 139 Fig. 3-5



Next ➤



Business Software

What are popular word processing features?



p. 140 Fig. 3-6

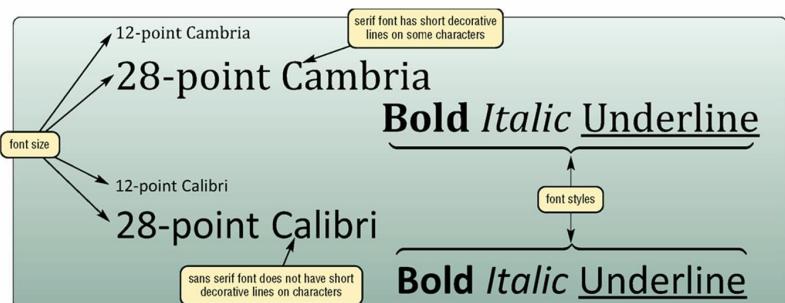
Next ►



Business Software

What is a font?

- A name assigned to a specific design of characters
- **Font size** indicates the size of the characters in a particular font in points (a single point is about 1/72 of an inch in height)
- **Font style** adds emphasis to a font such as **bold**, **italic**, and **underline**



p. 141 Fig. 3-7

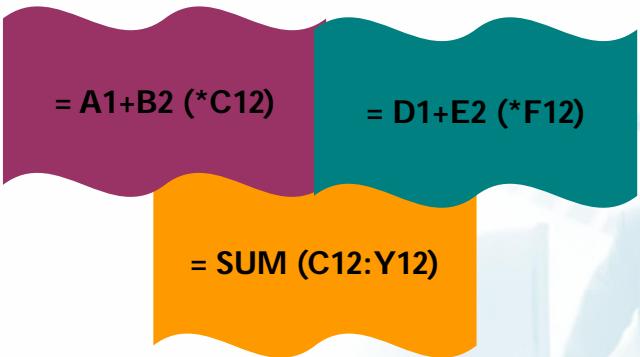
Next ►



Business Software

What is **spreadsheet software**?

- Organizes data in rows and columns
- Performs calculations and recalculates when data changes



p. 142 - 144

Next ►



Business Software

How is a spreadsheet organized?

- Columns identified by letters
- Rows identified by numbers
- A cell is the intersection of a column and row

The screenshot shows a Microsoft Excel spreadsheet titled "Jensen Basketball Poles Five-Year Financial Projection". The spreadsheet includes columns for years 1 through 5 and various expense categories. Key cells are highlighted with callouts:

- "function assigned to active cell" points to cell B8.
- "rows 3, 4, 5, and 6" points to row 3.
- "columns B, C, D, and E" points to columns B, C, D, and E.
- "cell B8" is highlighted in yellow.
- "cell B13 is active" is highlighted in yellow.
- "handwritten spreadsheet" points to a handwritten document titled "Jensen Basketball Poles Five-Year Financial Projection" with handwritten data.
- "worksheet" points to the handwritten document.

	Year 1	Year 2	Year 3	Year 4	Year 5	
1						
2						
3	Sales	6,147,543	6,331,242	6,521,460	6,716,863	6,918,275
4	Cost of Goods Sold	3,550,206	3,631,242	3,766,143	3,878,988	3,995,727
5	Gross Margin	2,597,337	2,755,317	2,837,874	2,922,275	3,023,548
6	Expenses					
7	Advertising	614,751	631,174	652,146	671,686	691,817
8	Vehicles/Maintenance	256,938	278,096	245,877	275,480	235,786
9	Rent	138,485	152,334	167,567	184,374	202,756
10	Salaries	765,369	788,102	811,922	836,241	861,106
11	Supplies	58,407	60,152	61,954	63,810	65,722
12	Total Expenses	1,833,947	1,912,057	1,939,466	2,031,549	2,057,182
13	Operating Income	763,389	815,851	806,325	885,524	
14	Income Taxes	305,356	305,747	326,341	322,510	346,209
15	Net Income	458,033	457,862	489,511	483,795	519,314
16						

p. 142 - 143 Fig. 3-8

Next ►



Business Software

What is a function?

- A predefined formula that performs common calculations

=B8+B9+B10+B11+B12

=SUM(B8:B12)

SPREADSHEET FUNCTIONS

Financial	
FV (rate, number of periods, payment)	Calculates the future value of an investment
NPV (rate, range)	Calculates the net present value of an investment
PMT (rate, number of periods, present value)	Calculates the periodic payment for an annuity
PV (rate, number of periods, payment)	Calculates the present value of an investment
RATE (number of periods, payment, present value)	Calculates the periodic interest rate of an annuity
Date and Time	
DATE	Returns the current date
NOW	Returns the current date and time
TIME	Returns the current time
Mathematical	
ABS (number)	Returns the absolute value of a number
INT (number)	Rounds a number down to the nearest integer
LN (number)	Calculates the natural logarithm of a number
LOG (number, base)	Calculates the logarithm of a number to a specified base
ROUND (number, number of digits)	Rounds a number to a specified number of digits
SQRT (number)	Calculates the square root of a number
SUM (range)	Calculates the total of a range of numbers
Statistical	
AVERAGE (range)	Calculates the average value of a range of numbers
COUNT (range)	Counts how many cells in the range have numeric entries
MAX (range)	Returns the maximum value in a range
MIN (range)	Returns the minimum value in a range
STDEV (range)	Calculates the standard deviation of a range of numbers
Logical	
IF (logical test, value if true, value if false)	Performs a test and returns one value if the result of the test is true and another value if the result is false

p. 143 Fig. 3-9

Next ►



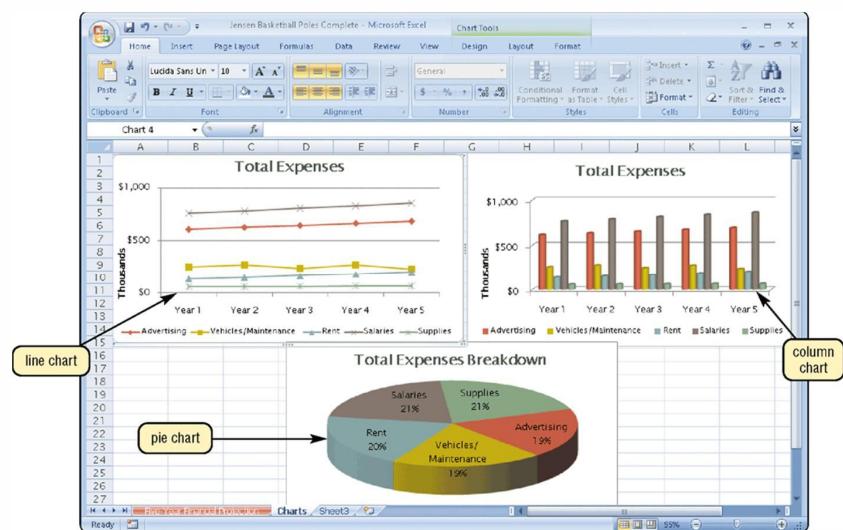
Business Software

What is charting?

- Allows you to display spreadsheet data in graphical form



Click to view Web Link,
click Chapter 3, Click Web Link
from left navigation,
then click Spreadsheet Software
below Chapter 3



p. 144 Fig. 3-10

Next ►



Business Software

What is database software?

Allows you to create, access, and manage data

Add, change, delete, sort, and retrieve data

p. 145

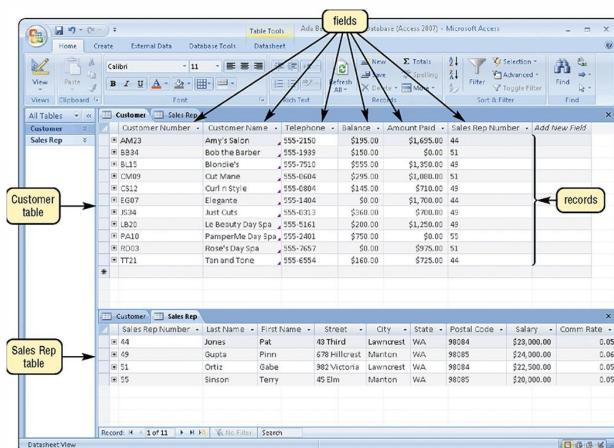
Next ►



Business Software

What are the parts of a database?

- A table contains records
- A record is a row in a table that contains information about a given person, product, object, or event
- A field is a column in a table that contains a specific category of data within a record



p. 145 Fig. 3-11

Next ►



Business Software

How do you extract information from a database?

Run queries to retrieve data

Can be sent as a report to the printer

p. 145

Next ►



Business Software

What is presentation graphics software?

- Used to create visual aids for presentations
- A presentation is sometimes called a slide show



Click to view Web Link,
click Chapter 3, Click Web Link
from left navigation,
then click Presentation Graphics
Software below Chapter 3

p. 146 Fig. 3-12

The image shows a stack of five presentation slides. From top to bottom:

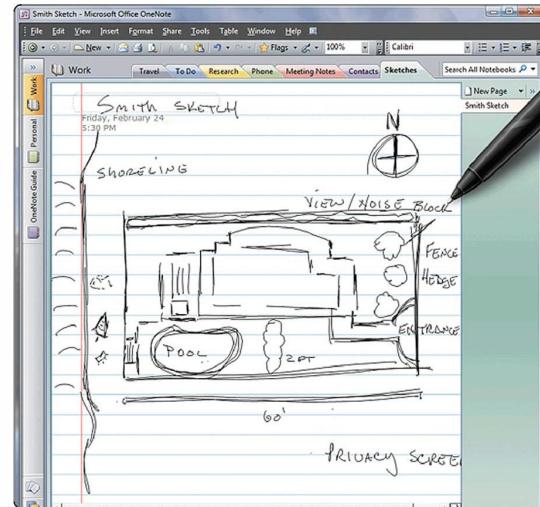
- BICYCLING FOR FUN AND FITNESS**: Shows a person riding a bicycle.
- CYCLING BENEFITS**: Includes statistics: 60 million people ride yearly, 15 million people ride weekly, and 152.3 mph as the fastest speed on a bicycle. It also lists benefits like a low-impact cardiovascular workout and outdoor scenery.
- BICYCLE CATEGORIES**: A table comparing four categories: Comfort, Road, and Fitness. It lists features like wide tires and large seats for comfort, and narrow seats and tires for fitness.
- CYCLING SAFETY TIPS**: Includes tips: always wear a helmet, attach lights to your bike at night, and obey traffic signals and lights. It features an illustration of a bicycle helmet.
- Next ►**: A yellow button with the text "Next" and a right-pointing arrow.



Business Software

What is note taking software?

- Enables users to enter typed text, handwritten comments, drawings, or sketches anywhere on the page
- Notes are organized like a notebook



p. 147 Fig. 3-14

Next ➤



Business Software

What is Personal Information Manager Software?

- Includes a calendar, address book, notepad, and synchronization with desktop computer
- Most smart phones and PDAs include PIM functionality



p. 148 Fig. 3-15

Next ➤



Business Software

What can you do with Personal Mobile Device business software?

Create documents and worksheets

Manage databases and lists

Create slide shows

Take notes

Manage budgets and finances

View and edit photos

Read electronic books

Plan travel routes

Compose and read e-mail messages

Send instant messages

Browse the Web

p. 148

Next ►



Business Software

What is a **software suite**?

A collection of individual programs sold as a single package

Two major advantages:

lower cost

ease of use

p. 148

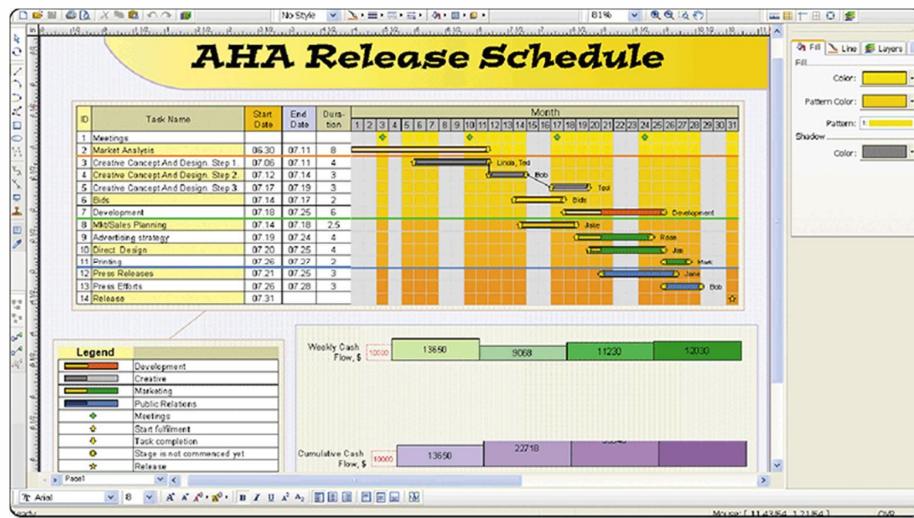
Next ►



Business Software

What is project management software?

- Allows you to plan, schedule, track, and analyze the events, resources, and costs of a project



p. 149 Fig. 3-16

Next ➤



Business Software

What is accounting software?

- Helps companies record and report their financial transactions



p. 149 Fig. 3-17

Next ➤



Business Software

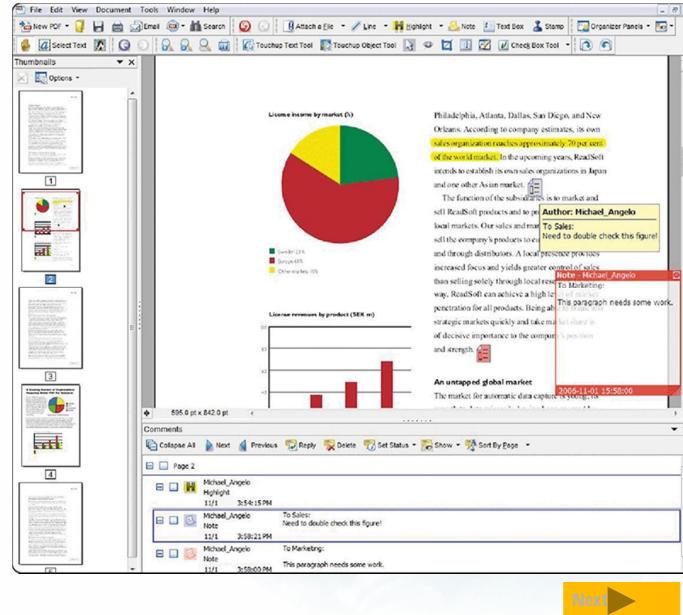
What is document management software?

- Provides a means for sharing, distributing, and searching through documents by converting them into a format that can be viewed by any user



Click to view Web link
click Chapter 3, Click Web Link
from left navigation,
then click Document ManagementSoftware
below Chapter 3

p. 150 Fig. 3-18



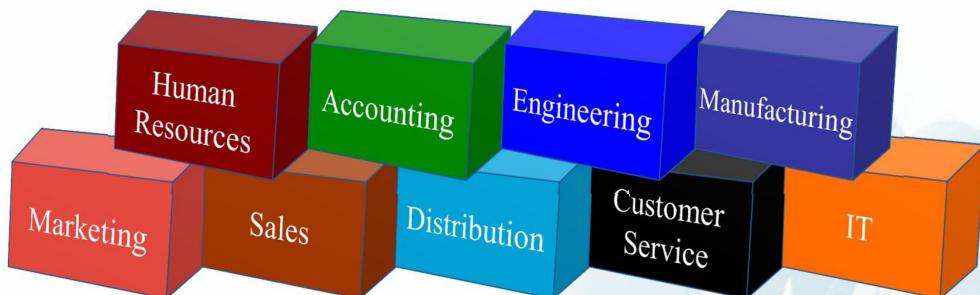
Next ➔



Business Software

What is enterprise computing software?

- Large organizations require special computing solutions
- Each functional unit has specialized software requirements



p. 150

Next ➔



Graphics and Multimedia Software

What are some popular graphics and multimedia software products?

POPULAR GRAPHICS AND MULTIMEDIA SOFTWARE

Application Software	Manufacturer	Program Name
Computer-Aided Design (CAD)	Autodesk	AutoCAD
	Chief Architect	Chief Architect
	Microsoft	Visio 2007
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
	Nik Software	Nik Professional Suite
	Adobe	Audition
Video and Audio Editing (for the Professional)	Encore DVD	Encore DVD
	Premiere Pro	Premiere Pro
	Soundbooth	Soundbooth
	Avid Technology	Avid Xpress Pro
	Cakewalk	SONAR
Multimedia Authoring	Sony	ACID Pro
	Corel	Ulead MediaStudio Pro
	Adobe	Director
	Agilix	BrainHoney
Web Page Authoring	SumTotal Systems	ToolBook Instructor
	Adobe	Dreamweaver
		Fireworks
	Microsoft	Flash
		GoLive
	Microsoft	Expression Web
		SharePoint Designer 2007

p. 151 Fig. 3-19

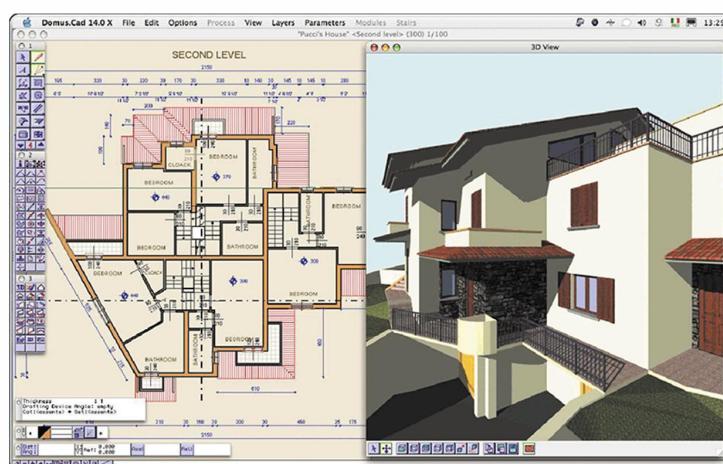
Next ►



Graphics and Multimedia Software

What is computer-aided design (CAD)?

- Sophisticated application software that allows you to create engineering, architectural, and scientific designs



Next ►

p. 151 Fig. 3-20



Graphics and Multimedia Software

What is desktop publishing software?

- Enables you to design and produce sophisticated documents that contain text, graphics, and many colors



p. 152 Fig. 3-21

Next ►



Graphics and Multimedia Software

What is paint/image editing software?

- Used to create and modify graphical images
- Sometimes called illustration software



p. 152 Fig. 3-22

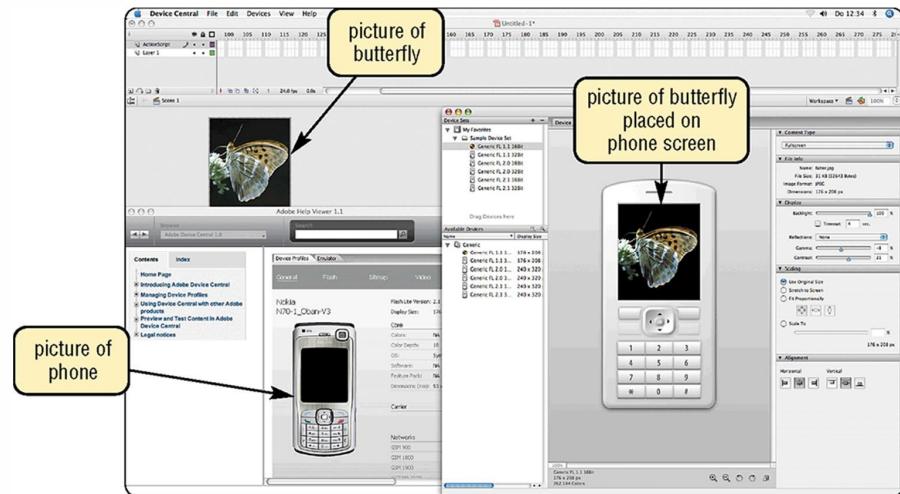
Next ►



Graphics and Multimedia Software

What is professional photo editing software?

- Allows users to customize digital photos
- Save images in a variety of file formats



p. 152 - 153 Fig. 3-23

Next ➔



Graphics and Multimedia Software

What is video and audio editing software?

- Video editing software allows you to modify a segment of a video, called a clip
- Audio editing software allows you to modify audio clips



p. 153 Fig. 3-24

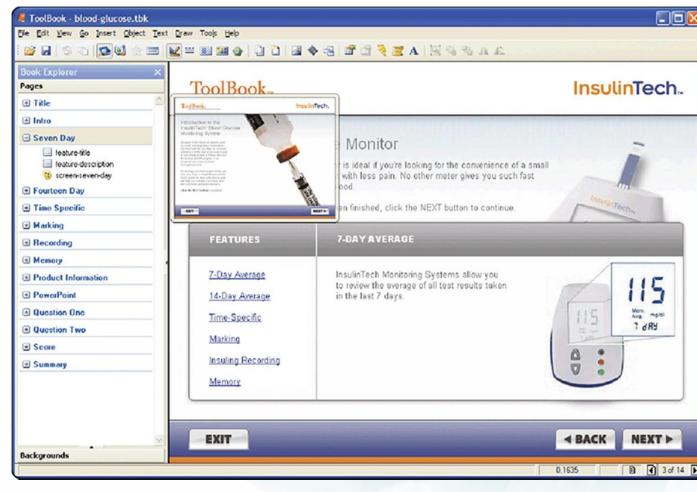
Next ➔



Graphics and Multimedia Software

What is multimedia authoring software?

- Allows you to combine text, graphics, audio, video, and animation in an interactive application



p. 154 Fig. 3-25

Next ➤

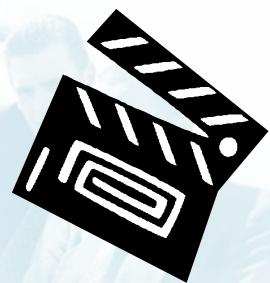


Graphics and Multimedia Software

Video: MediaCell Video Converter



[CLICK TO START](#)



Next ➤



Graphics and Multimedia Software

What is Web page authoring software?

- Helps users of all skill levels to create Web pages
 - Some application software programs include Web page authoring programs



p. 154

Next ➤

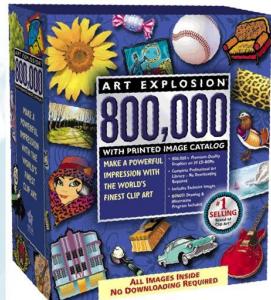
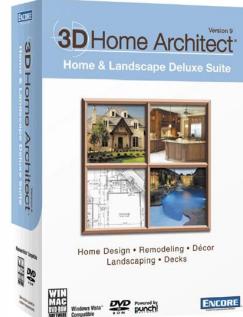
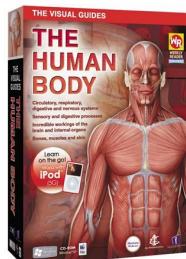


Software for Home, Personal, and Educational Use

What software products are available for home, personal, and educational use?



Click to view Web Link,
click Chapter 3, Click Web Link
from left navigation, then click
Tax Preparation Software,
Personal DTP Software, Travel
and Mapping Software, and
Reference Software
below Chapter 3



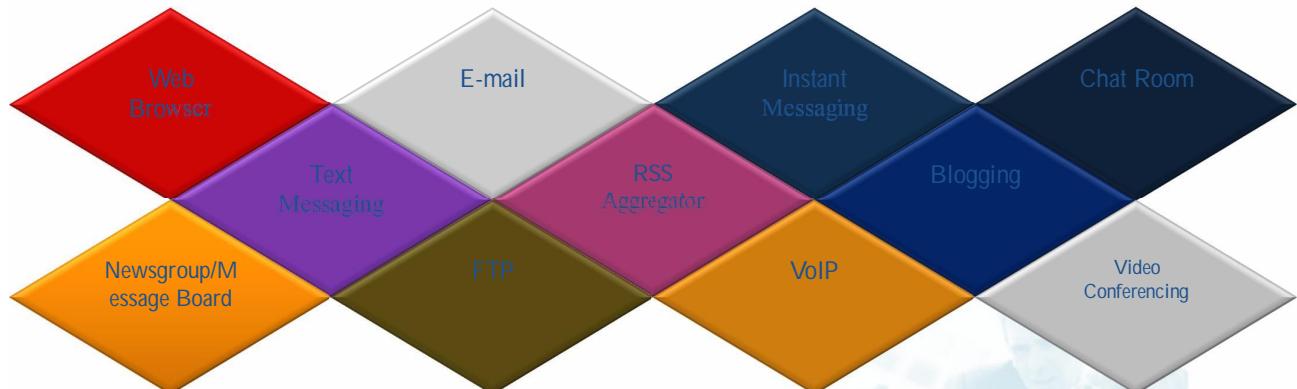
p. 156 - 161 Figs. 3-30-3-39

Next ➤



Application Software for Communications

What software facilitates communication?



p. 161 Fig. 3-40

Next ►



Popular Utility Programs

What are some widely used stand-alone utility programs?



Click to view
Web Link, click
Chapter 3, Click
Web Link from
left navigation, then
click Antivirus Programs below
Chapter 3

p. 162 Fig. 3-41

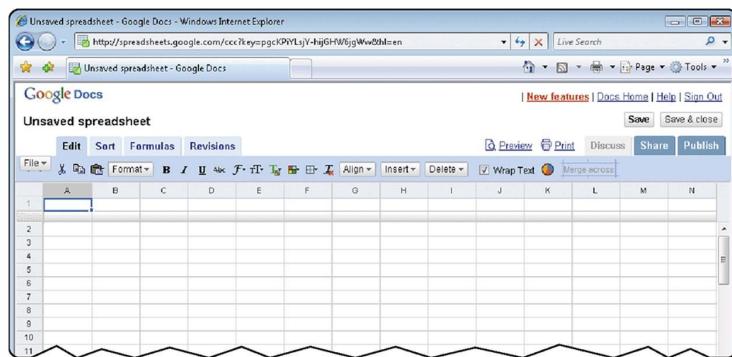
Next ►



Web-based Software

What is a Web application?

- A software application that obtains information from the Web
 - Some Web applications store your data and information at their site
 - Some are free



p. 163 Figs. 3-43

Next ►



Web-based Software

What is Web 2.0?

- Web sites that offer Web-based software
- Provide users with a means to share and/or store personal information through Web-based software



Click to view
Web Link, click
Chapter 3, Click
Web Link from
left navigation, then
click Web 2.0
below Chapter 3

p. 163 - 164

Next ►



Web-based Software

What is an application service provider (ASP)?

Third-party organization
that manages and
distributes software
and services
on the Web

Allows companies
to outsource
information
technology (IT)
needs

p. 164

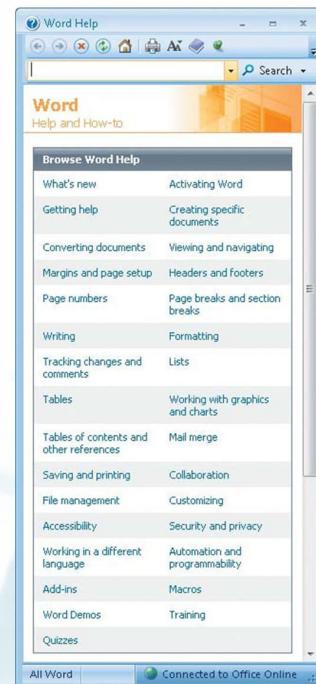
Next ►



Learning Aids and Support Tools for Application Software

What is Online Help?

- Electronic equivalent of a user manual



p. 164 - 165 Fig. 3-44a

Next ►



Learning Aids and Support Tools for Application Software

What is Web-based Help?

- A Web site linked from online Help
- Provides updates and more resources to respond to technical issues about a program
- Some Web sites contain chat rooms where a user can talk directly with a technical support person



p. 164 - 165 Fig. 3-44b

Next ►



Learning Aids and Support Tools Within an Application

What is Web-based training (WBT)?

- Self-directed, self-paced instruction on a topic on the Web
 - Distance learning (DL) is the delivery of education at one location while the learning takes place at other locations

p. 165 - 166 Fig. 3-45

Next ►



Summary of Application Software

Application software

Software for communications

Business software

Widely used utility programs

Graphics and multimedia software

Web-based software

**Software for home, personal,
and educational use**

**Learning aids and support tools
within an application**

Chapter 3 Complete