# Application Software

There are thousands and thousands of different types of applications software, covering almost every activity imaginable. There are programs for farmers, programs for gamblers, programs for gamers and programs for those who work out scientific formulas. New programs are being developed all the time. Some of the most used applications are described here.

## Word Processing Software

**Word processing** software allows you to type documents, such as letters and essays, onto the computer's screen. It includes many useful functions that make your tasks easier. When a document is finished, you can store it on the computer's hard disk, or on any storage media. A known word processing software is Microsoft Word & MaxWrite for kids.
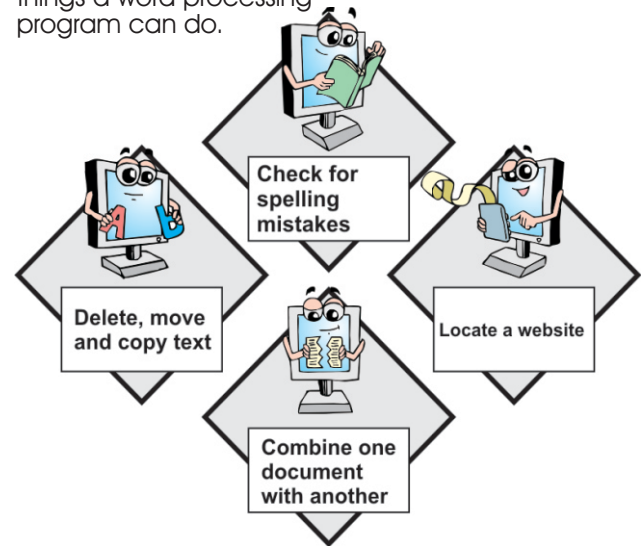
Word

MaxWrite

These are some of the things a word processing program can do.

Check for spelling mistakes

Delete, move and copy text

Locate a website

Combine one document with another

## Database Software

A **database** is an electronic way of storing information. People have always tried to store information in a way that makes it easy to find what they want. For example, a restaurant guide is arranged according to the sort of food served. So, if you felt like eating Peking duck, you would flick through the "Chinese" pages.

But there may be other things you want to take into account, such as where the restaurant is and how much it charges. It could take quite a long time until you can find one in the right place and at the right price. Using a database, you can type in all your requirements, and a list of the restaurants that suit you will appear on the screen. A known database software is the Microsoft Access and MaxData for kids

Access

MaxData

Applications software packages usually contain an installer CD and an instruction manual.

Each fact stored in a database has a label or field. The field for "Sheila Lim" is <u>Name</u>, <u>Address</u> is CDO and the <u>Year Level</u> is grade 4

Name: **Sheila Lim**
Age: **10**
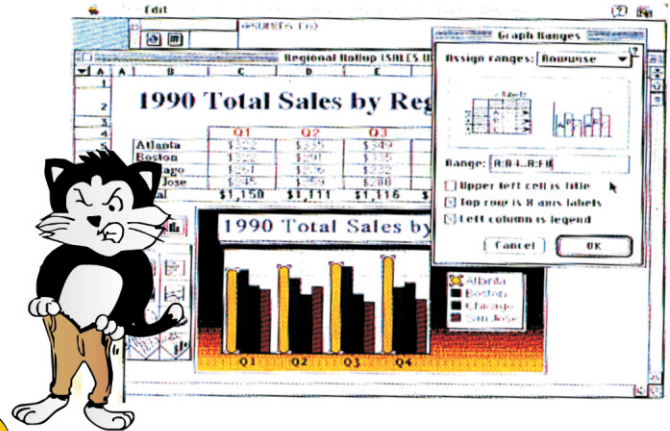Address: **CDO**
Year Level: **Grade 4**

# Spreadsheet Software

**Spreadsheet software** is used for working out numbers like money, grades and population matters. It organizes figures into rows and columns so they are clearly set out and easy to read. It can add and subtract figures at high speed. Spreadsheets are useful for predicting how much a business will make (its income), and what it will spend, in a year. This is called forecasting. A known spreadsheet is the Microsoft Excel & the MaxData for kids.

An example of how spreadsheets can be used is shown below.

The owner of a clothing business wants to sell jeans more cheaply than her rivals. But she still wants to make a profit of over Php. 10,000.00. By entering details of different prices, how many she expects to sell at those prices and all the expenses involved in making them, she can work out the cheapest price.

The picture above shows a spreadsheet displayed on a monitor.

| Cost of item | 25.00 | Cost of item | 30.00 |
|---|---|---|---|
| Items sold | 630 | Items sold | 567 |
| Income | 15,750.00 | Income | 17,010.00 |
| | | | |
| Production | 2,102.67 | Production | 2,102.67 |
| Advertising | 1,050.00 | Advertising | 1,050.00 |
| Wages | 3,450.00 | Wages | 3,450.00 |
| Total costs | 6,602.67 | Total costs | 6,602.67 |
| Income | 15,750.00 | Income | 17,010.00 |
| - Costs | 6,602.67 | - Costs | 6,602.67 |
| **= Profit** | **9,147.33** | **= Profit** | **10,407.33** |

Name: Anna Log
Address: 3 Disk Drive
Age: 14

Name: Dr. C. D. Rom
Address: 4 Logic Gate
Age: 95

Name: Anna Log
Address: 3 Disk Drive
Age: 14

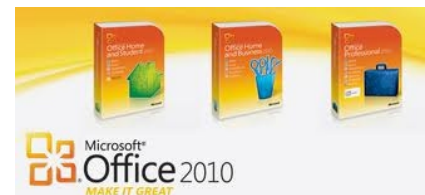Fields about the same subject together make up a *record.*

A collection of records with the same fields makes up a *file*. A group of files makes up a *database.*

# Integrated Software

**Integrated software** combines a number of applications in one package. The most common type for a personal computer would be a combination of word processing, a database and a spreadsheet.

It is often cheaper to buy an integrated software package than to buy all the individual applications separately. One example is the Microsoft Office Application Package (Word, Excel, PowerPoint, Access & etc.).
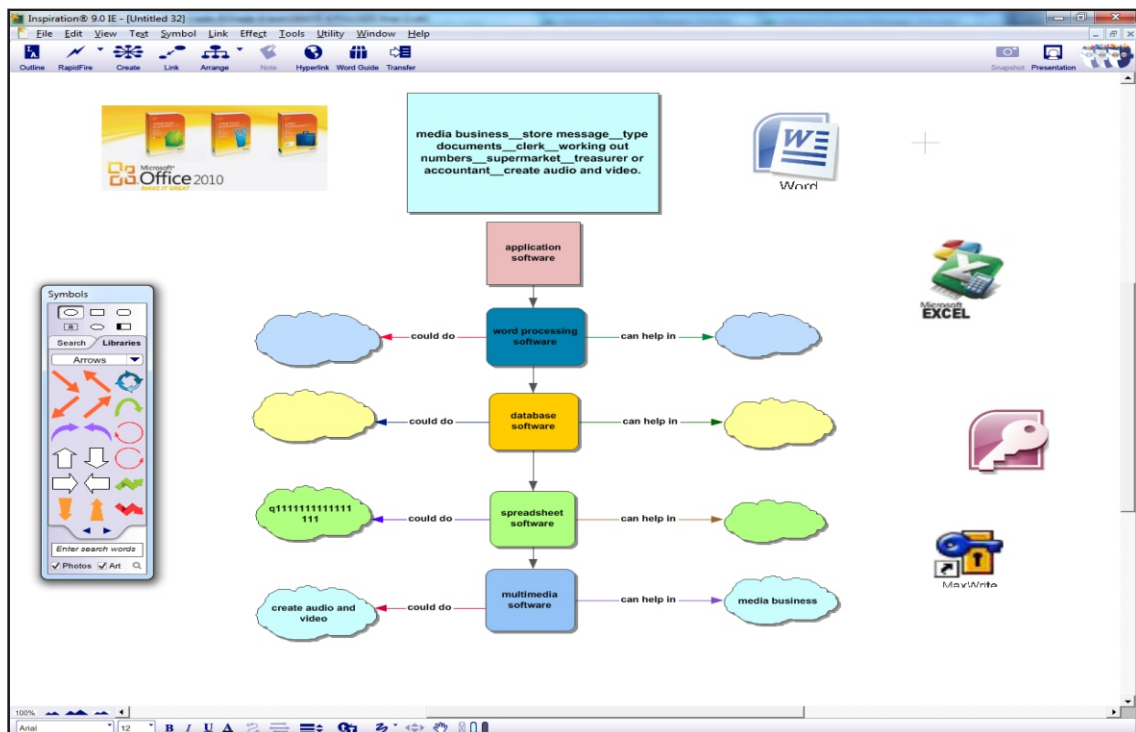
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# Helpful Creation

**Score**

Activity 13

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 5 Activity 13 **Very Helpful Creation**.
3. Enumerate the things that software provides and identify what particular area an application software becomes a big help. The fourth one has been done for you. Type your answers in the symbols provided.
4. Change the colors of all symbols into yellow. Arrange the symbols into tree type of arrangement to the left direction.

**Preview:**



5. Save the activity as **Very Helpful Creation**.
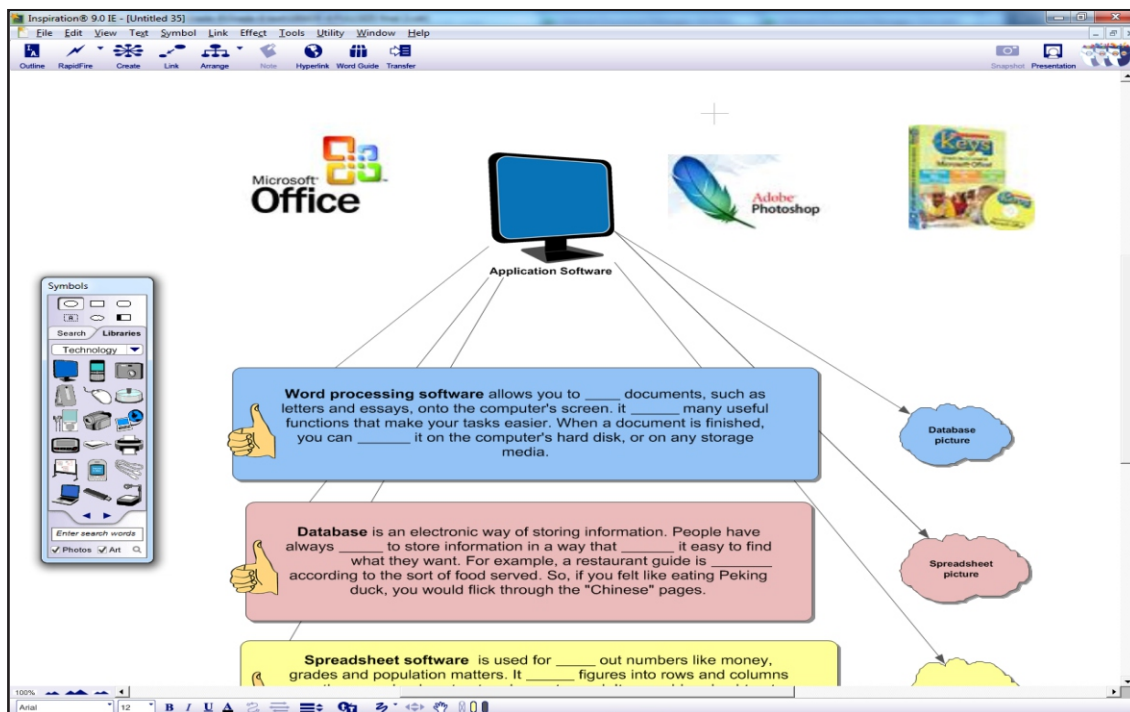
# Fill In The Verb

**Score**

Activity 14

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 5 Activity 14 **Fill in the Verb**.
3. Fill in the blanks with the missing verbs, and link the correct logo to its description. Use the Link tool in connecting.

> **Note:** Click the arrow in the upper right portion of the application software symbol to show the data.

**Preview:**



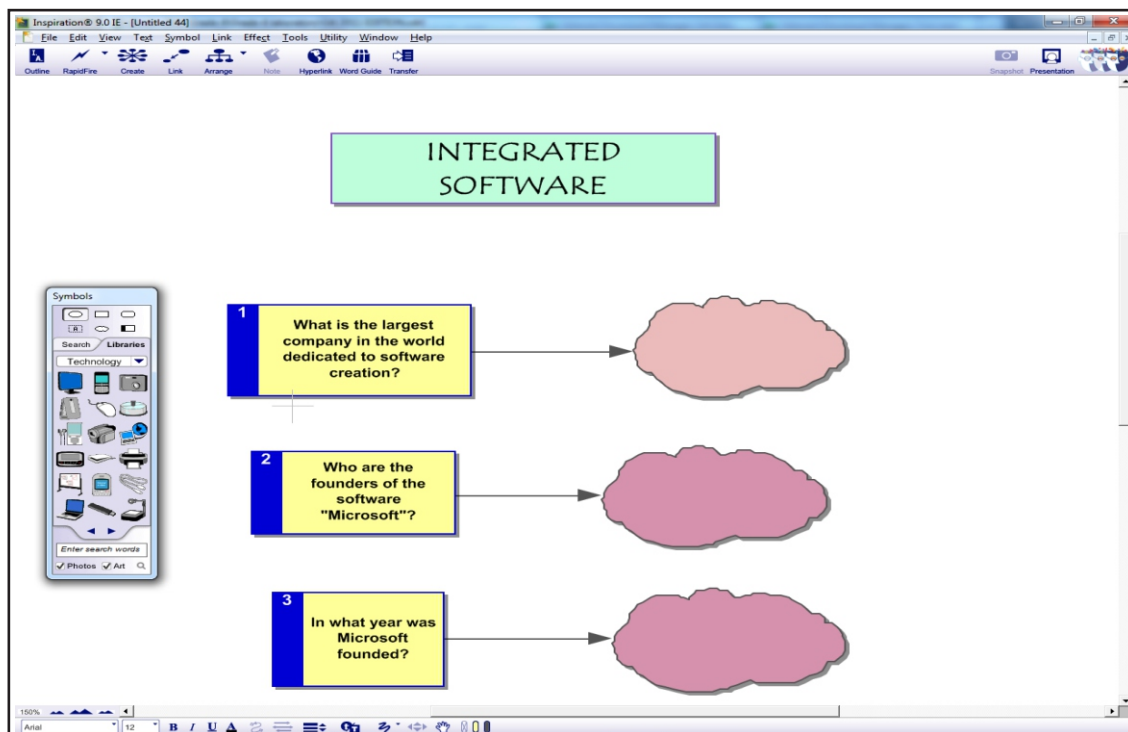4. Save the activity as **Fill in the Verb**.

# What & Who

**Score**

Activity 15

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 5 Activity 15 **What & Who**.
3. Search about the Integrated Software in Microsoft Student and answer the given questions.

   It is important for us to know who created the application software that we use today.

**Preview:**



4. Save the activity as **What & Who**.