**Chapter 3**

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| **Num** | **Multiple Choice Answers** | **Matching Answers** |
| 1 | A | D |
| 2 | D | I |
| 3 | B | G |
| 4 | C | B |
| 5 | C | E |
| 6 | A | F |
| 7 | B | H |
| 8 | D | C |
| 9 | B | J |
| 10 | A | A |

**Open Ended Questions:**

**2、Discuss general-purpose applications including word processors, spreadsheets, database management systems, and presentation software.**

* Word processorscreate text-based documentsand are one of the most flexible and widely used software tools. All types of people and organizations use word processors to create memos, letters, and other forms. Organizations create newsletters, manuals, and brochures to provide information to their customers. Students and researchers use word processors to create reports. Word processors can even be used to create personalized web pages.
* Spreadsheetsorganize, analyze, and graph numeric data such as budgets and financial reports. Once used exclusively by accountants, spreadsheets are widely used by nearly every profession. Marketing professionals analyze sales trends. Financial analysts evaluate and graph stock market trends. Students and teachers record grades and calculate grade point averages.
* A databaseis a collection of related data. It is the electronic equivalent of a file cabinet. A database management system (DBMS) or database manageris a program that sets up, or structures, a database. It also provides tools to enter, edit, and retrieve data from the database. All kinds of individuals use databases, from hospital administrators recording patient information to police officers checking criminal histories. Colleges and universities use databases to keep records on their students, instructors, and courses. Organizations of all types maintain employee databases.
* Presentation softwareare programs that combine a variety of visual objects to create attractive, visually interesting presentations. They are excellent tools to communicate a message and to persuade people.
* 通用应用软件适用于终端用户完成各种应用任务。包括文字处理软件、工作表处理软件、个人数据库软件、演示文稿制作软件。
* 文字处理软件：用于编辑基于文本的文档文件，适用于各行各业。
* 工作表处理软件：用于组织、分析和图形化展示数值类数据，适用于财务管理、预算制作、成绩管理等。
* 个人数据库软件：数据库是一组相关数据的集合，包括多种数据类型。数据库管理系统（DBMS）用于创建和组织数据库，并提供输入数据、编辑数据和检索数据等功能，适用于各行各业。
* 演示文稿制作软件：采用各种可视化对象制作演示文稿，适用于展示和演讲。

**3、Discuss specialized applications including graphics programs, video game design software, web authoring programs, and other professional specialized applications.**

Graphics are widely used by professionals in the graphic arts profession. They use video editors, image editing programs, illustration programs, and desktop publishing programs.

* Video editors are used to edit videos to enhance quality and appearance. You can add special effects, music tracks, titles, and on-screen graphics.
* Image editors, also known as photo editors, are specialized graphics programs for editing or modifying digital photographs.
* Illustration programs, also known as drawing programs, are used to create and edit vector images. While bitmap images use pixels to represent images, vector images, also known as vector illustrations, use geometric shapes or objects.
* Desktop publishing programs, or page layout programs**,** allow you to mix text and graphics to create publications of professional quality. While word processors focus on creating text and have the ability to combine text and graphics, desktop publishers focus on page design and layout and provide greater flexibility.
* Video game design software allows individuals to create their own video games. The software will help you organize your thoughts and guide you through the game design process, including character development and environmental design.
* Creating a site is called web authoring. It begins with site design followed by creation of a document file that displays the web site’s content. Web authoring programs are typically used to create sophisticated commercial sites. Also known as web page editors and HTML editors, these programs provide support for website design and HTML coding.
* There are numerous other specialized applications including accounting, personal finance, and project management applications. Accounting applications help companies record and report their financial operations. Personal financial applications help individuals track their personal finances and investments. Project management software is widely used in business to help coordinate and plan complicated projects.
* 专用应用软件适用于特定领域和职业。包括图形图像处理软件、视频游戏制作软件、网页制作软件、桌面印刷系统、财务管理软件、专家系统、机器人控制软件等。
* 图形处理软件：用于编辑向量图。
* 图像处理软件：用于编辑以像素为基本单位的图像。
* 视频游戏制作软件：用于制作游戏软件；
* 桌面印刷系统：用于制作印刷标准级文档。
* 网页制作软件：用于创建网站，也称网页编辑器或HTML编辑器。

**4、Describe mobile apps including popular apps and app stores.**

* Mobile apps or mobile applications are add-on features for a variety of mobile devices including cell phones and tablets. Some of the most widely used apps are music, video, social networking, shopping, and games.
* Music apps, like Spotify, stream music, organize playlists, and recommend new artists. Video apps, like YouTube are a favorite way to watch movie trailers and video blogs. Social networking apps, like Facebook, let you use your mobile device to share vacation photos, check in at your favorite coffee shop, or invite friends to a party. Shopping apps, like Amazon, make shopping online quick and easy. Gaming apps, like Crossy-road, are an enjoyable way to pass the time on a cell phone.
* An app store is typically a website that provides access to specific mobile apps that can be downloaded either for a nominal fee or free of charge.
* 移动设备小程序适用于平板电脑、智能手机和可穿戴式设备。包括音乐、视频、在线购物、社交、游戏等。常见小程序包括Facebook、微信、QQ音乐、淘宝等。
* 小程序商店是提供各种小程序给移动设备下载的网站。