# Introduction

With the proper software, a computer is a valuable tool. Software allows users to create letters, memos, reports, and other documents; design Web pages and diagrams; draw and alter images; record and enhance audio and video clips; prepare and file taxes, play single player or multiplayer games; compose e-mail messages and instant messages; and much more. To accomplish these and many other tasks, users work with application software. Application software consists of programs designed to make users more productive and/or assist them with personal tasks.

After you purchase or download software, you install it. During installation, the program may ask you to register and/or activate the software. Registering the software is optional and usually involves submitting your name and other personal information to the software manufacturer or developer. Registering the software often entitles you to product support. Product activation is a technique that some software manufacturers use to ensure the software is not installed on more computers than legally licensed. Usually, the software does not function or has limited functionality until you activate it via the Internet or telephone. Thus, activation is a required process for programs requesting it. Registering and/or activating the software usually entitles you to free program updates for a specified time period, such as a year.

Many types of application software exist. Although their purpose can vary from word processing to database to entertainment to computer-aided design, most software has common elements. This lesson explores four of the common tasks when using application software: saving a file, installing application software; uninstalling application software; and checking the software version.

## Lesson 1: Save a File

When you use application software, usually you either will create a new file or modify an existing file. If you turn off your computer or lose electrical power while working on the file, the file will be lost. In order to retain the file, you must save it.

To save a file, you must complete several tasks:

1. Initiate an action indicating you want to save the file, such as selecting the Save command.
2. Designate where the file should be stored. This includes identifying both the device (such as drive C) and the folder (such as Documents).
3. Specify the name of the file.
4. Click the Save button to save the file.

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Tasks 2 through 4 above normally can be completed using a dialog box such as the one shown in xx. If you quit a program prior to saving a new or modified file, the program may display a dialog box asking if you want to save the file. If you click the Yes button, a modified file will be saved using the same file name in the same location. Saving a new file requires that you complete tasks 2 through 4 above.

## Lesson 2: Install Application Software

The instructions in a program are stored on storage media such as a hard disk or compact disc. When purchasing software from a computer store, you typically receive a box that includes a CD(s) or DVD(s) that contains the program. Installing is the process of setting up software to work with the computer, printer, and other hardware components. To begin installing software from a CD or DVD, insert the program disc in a CD or DVD drive. The computer then copies all or part of the program from the disc to the computer’s hard disk.

Once software is installed, you can use, or run, it. When you instruct the computer to run an installed program, the computer loads it, which means the program is copied from storage to memory. Once in memory, the computer can carry out, or execute, the instructions in the program.

The exact installation process can vary with different types of application software, but generally you follow these steps:

1. Insert the CD or DVD containing the application software in the appropriate drive.
2. An opening window will appear. If the CD or DVD contains more than one program, choose the program you want to install. Click the Continue or Next button.
3. Some extractions will occur and then the Install Wizard will begin. You normally must accomplish the following steps by completing the directions within the wizard:
   1. Accept the terms of the license agreement.
   2. Identify where on your computer the software will be stored. The software usually selects a default location on drive C, and you normally will accept the default location.
   3. Select any default options for the software.
   4. Click a button to install the software.
4. A Welcome/Help screen often will be displayed. Click a button to finish the installation process.

## Lesson 3: Uninstall Application Software

At some point, you might want to remove software. Most software includes an uninstall program that will remove the program and all its software components. To uninstall a program, complete the following steps:

1. Click the Start button on the Windows taskbar.
2. Click Control Panel on the Start menu.
3. Click ‘Uninstall a program’ to display the window shown in xx.
4. Select the program you wish to uninstall. In the figure, Adobe Flash Player 9 ActiveX is selected as the program to uninstall.
5. Click the Uninstall button.
6. A dialog box will be displayed informing you that the software is being prepared for uninstall. You then will be informed that the process you are following will remove the program. You will be asked if you want to continue. To uninstall the program, click the Yes button to remove the program from the computer.

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## Lesson 4: Check Application Software Version

Most application software will be modified from time to time by its developer. Each time the software is changed, it acquires a new version number and sometimes an entirely new name. To determine what version of software you have, perform the following steps:

1. Start the application program.
2. Click Help and then click About on the Help menu (the program name often follows the word, About) to open the About window, as shown below in xx.
3. To close the About window, click the OK button.

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Depending on the software, you also might be able to determine further information in the About window, such as the license holder, copyright information, and available memory.