

TECHNOLOGY IN ACTION

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Chapter 4

Application Software: Programs
That Let You Work and Play

Accessing, Using, and Managing Software

- Software Basics
- Managing Your Software

Software Basics

Objectives

- 4.1 Compare application software and system software.
- 4.2 Explain the differences between commercial software and open source software, and describe models for software distribution.

Managing Your Software

Objectives

- 4.3 Explain the different options for purchasing software.
- 4.4 Describe how to install and uninstall software.
- 4.5 Explain the considerations around the decision to upgrade your software.
- 4.6 Explain how software licenses function.

Software Basics

Application vs. System Software (Objective 4.1)

- Software: A set of instructions that tells the computer what to do
- Two basic types of software
 - Application software
 - System software

Software Basics

Application vs. System Software (Objective 4.2)

- Ways to distribute software
 - Local installation
 - Software as a Service (SaaS)
 - Subscription

Managing Your Software

Purchasing Software (Objective 4.3)

- DVD from brick and mortar store
- Downloading from the Internet
- Student discounts
- Freeware
- Beta version

Managing Your Software

Installing and Uninstalling Software (Objective 4.4)

- System requirements
- Restore point
- Full installation
- Custom installation
- Recovering from a computer crash
- Uninstalling Software
- Recovery drive

Managing Your Software

Upgrading Software (Objective 4.5)

- Not needed for subscriptions or SaaS
- Is it cost effective?
- Backwards compatibility

Managing Your Software

Software Licenses (Objective 4.6)

- End User License Agreement (EULA)
- States the following:
 - Ultimate owner of software
 - Whether copies can be made
 - Number of installations allowed
 - Warranties



Application Software

- Productivity and Business Software
- Multimedia and Educational Software

Productivity and Business Software

Objectives

- 4.7 Categorize the types of application software used to enhance productivity, and describe their uses and features.
- 4.8 Summarize the types of software that large and small businesses use.

Multimedia and Educational Software

Objectives

- 4.9 Describe the uses and features of digital multimedia software.
- 4.10 Describe the uses and features of digital audio software.
- 4.11 Describe the features of app creation software.
- 4.12 Categorize educational and reference software and explain their features.

Productivity and Business Software

Productivity Software (1 of 9) (Objective 4.7)

- Lets you perform various tasks required at home, school, and business

Figure 4.6 Productivity Software

PROGRAM	WORD PROCESSING	SPREADSHEET	PRESENTATION	DATABASE	NOTE-TAKING	PIM/E-MAIL
Installed: Proprietary						
Microsoft Office	Word	Excel	PowerPoint	Access	OneNote	Outlook
Apple iWork	Pages	Numbers	Keynote			
Installed: Open Source						
LibreOffice	Writer	Calc	Impress	Base		
Web-Based						
Microsoft Office Online	Word	Excel	PowerPoint		OneNote	Outlook
Google Docs	Docs	Sheets	Slides			Gmail
Zoho	Writer	Sheet, Books	Show	Creator	Notebook	
ThinkFree	Write	Calc	Show		Note	

Productivity and Business Software

Productivity Software (2 of 9) (Objective 4.7)

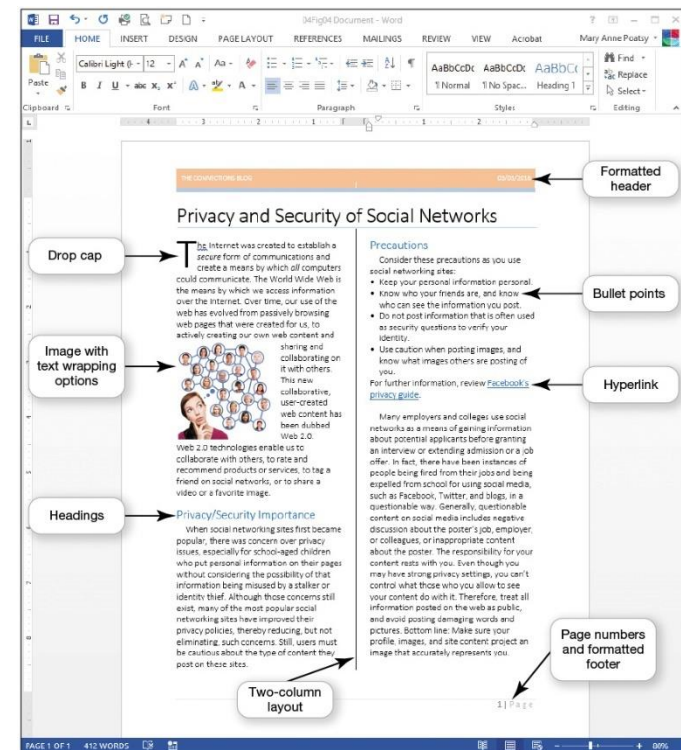
- Word processing software

- Create and edit documents for:

- Research papers
 - Class notes
 - Résumés

- Program Examples

- Microsoft Word
 - Writer



Productivity and Business Software

Productivity Software (3 of 9) (Objective 4.7)

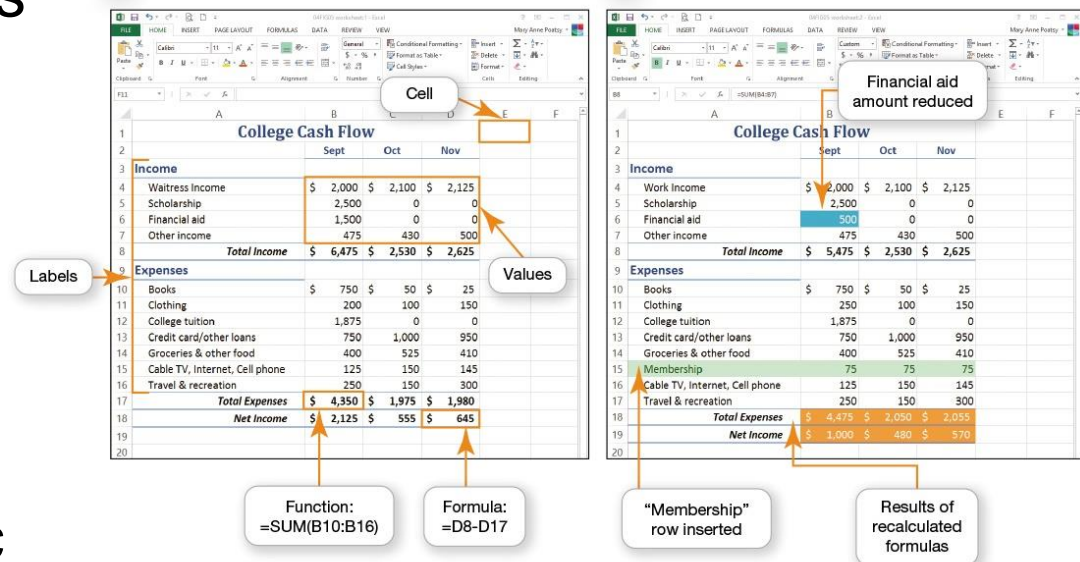
- Spreadsheet software

- Performs calculations and numerical analyses

- Text
- Values and dates
- Formulas
- Functions

- Examples

- Microsoft Excel
- OpenOffice Calc



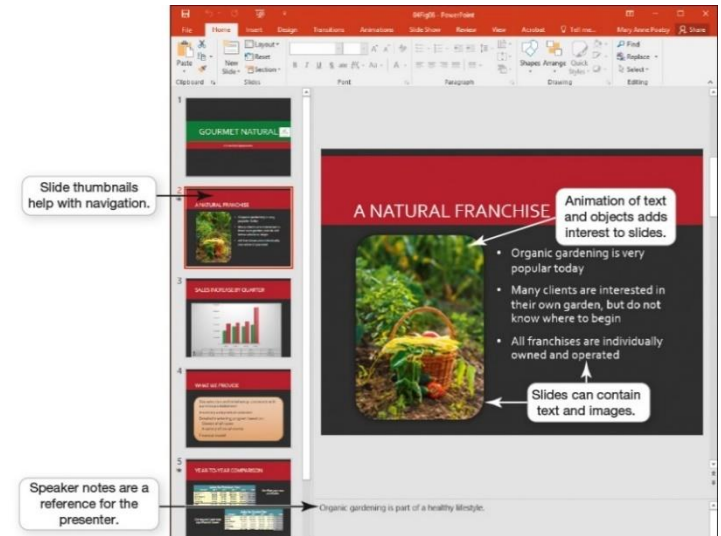
Productivity and Business Software

Productivity Software (4 of 9) (Objective 4.7)

- Presentation software

- Tips for designing good presentations

- Use images
 - Be careful with color
 - Use bullets for key points
 - Consider font size and style
 - Keep animation and background audio to a minimum



Productivity and Business Software

Productivity Software (5 of 9) (Objective 4.7)

- Database software
 - Store and organize data
 - Fields > Records > Tables

The diagram illustrates the hierarchy of database components. Three boxes at the top define the terms: 'Field: A data category' (orange), 'Record: A group of related fields' (blue), and 'Table: A group of related records' (green). Arrows point from these boxes to a table below. An orange arrow points to the 'ID' column, a blue arrow points to the 'LastName' column, and a green arrow points to the entire table structure.

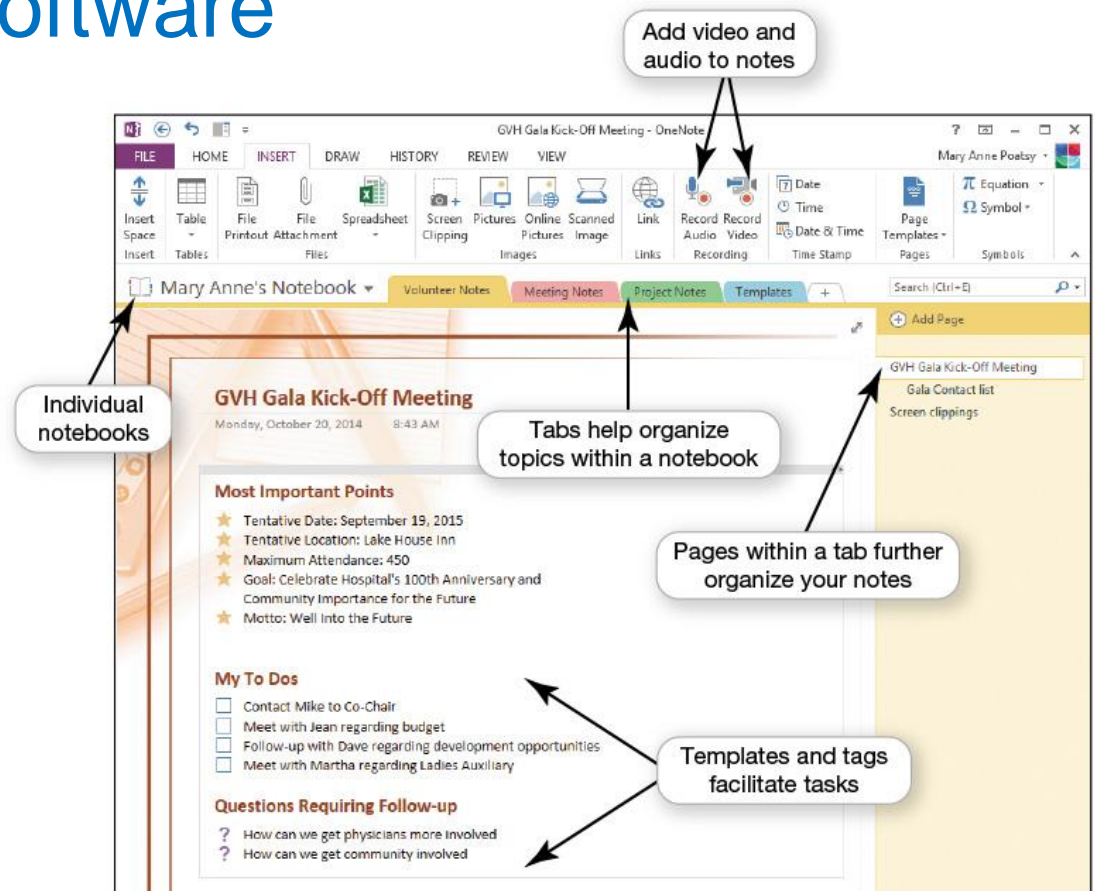
ID	FirstName	LastName	Company	Street	City	State	ZipCode
1	Susan	Scantosi	eWidget Plus	363 Rogue Street	St. Louis	MO	63136
2	Thomas	Mazeman	BooksRUs	2165 Piscotti Avenue	Springfield	IL	62702
3	Douglas	Seaver	Printing Solutions	7700 First Avenue	Topeka	KS	66603
4	Amir	Raviv	TechStands	1436 Riverfront Road	St. Louis	MO	63136
5	Franklin	Scott	WorksSuite	8789 Ploughman Ave	Tulsa	OK	74101
6	Ronald	Komeika	Creekside Financial	1264 Pond Hill Road	Toledo	OH	43601
7	Barbara	Mitchell	Market Tenders	9823 Bridge Street	La Porte	IN	46350

Productivity and Business Software

Productivity Software (6 of 9) (Objective 4.7)

- Note-Taking software

- OneNote
- Evernote



Productivity and Business Software

Productivity Software (7 of 9) (Objective 4.7)

- Personal Information Manager Software

- Manage e-mail, contacts, calendars, and tasks

- Web-based PIMs

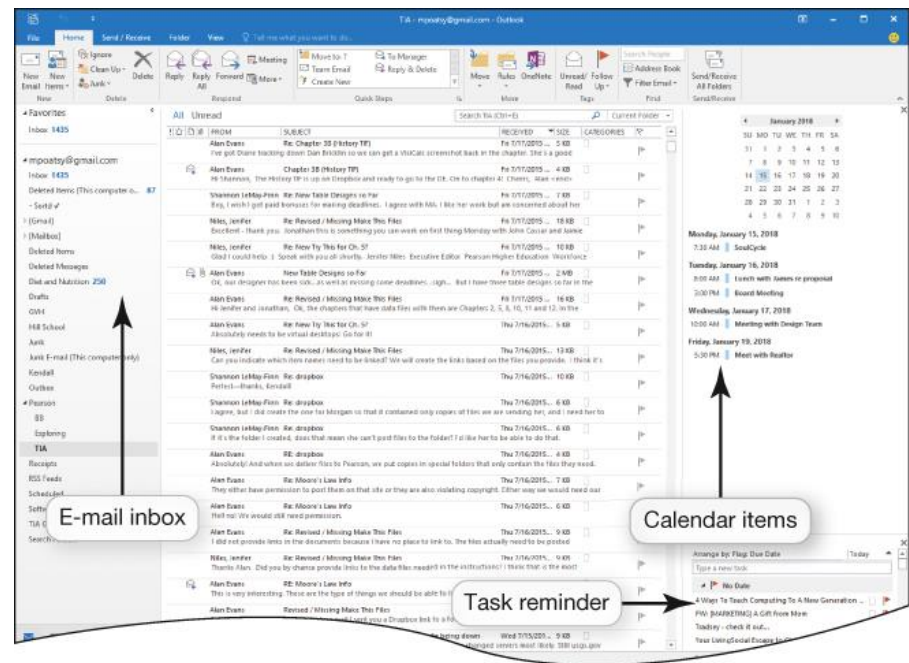
- Yahoo!

- Google

- Other options

- Toodledo

- OmniFocus



Productivity and Business Software

Productivity Software (8 of 9) (Objective 4.7)

- Productivity software features
 - A wizard walks through the steps necessary to complete a task
 - A template is a predesigned form
 - A macro is a small program that groups a series of commands

Productivity and Business Software

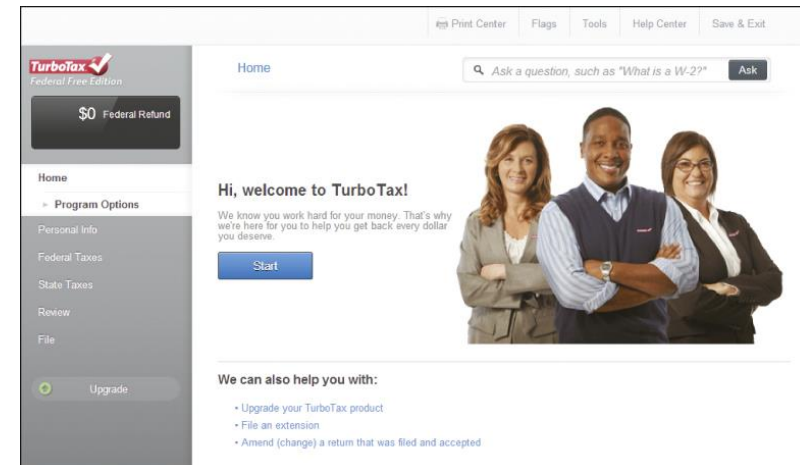
Productivity Software (9 of 9) (Objective 4.7)

- Personal Financial Software

- Manage daily finances
- Electronic checkbook registers
- Automatic bill payment tools

- Tax preparation software

- Intuit TurboTax
- H&R Block At Home



Productivity and Business Software

Business Software (1 of 2) (Objective 4.8)

- Software for Large and Specialized Businesses
 - Vertical market software is designed for a specific industry
 - Computer-aided design (CAD) creates automated designs, technical drawings, and 3D model visualizations
 - Home or landscape planning
 - SketchUp Make

Productivity and Business Software

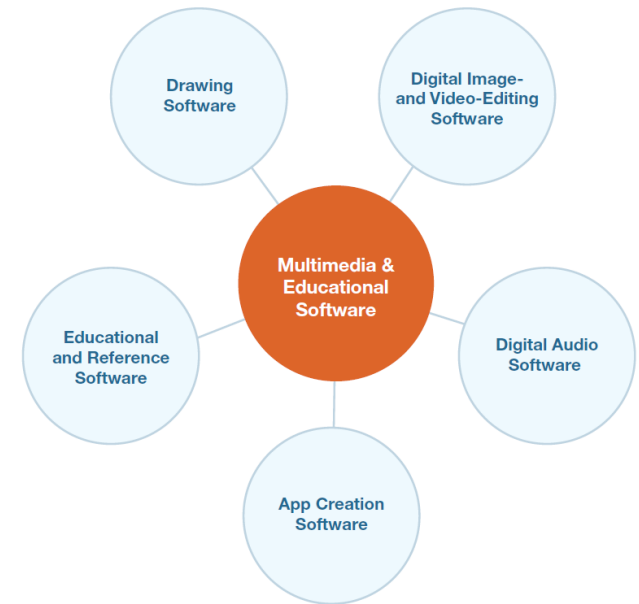
Business Software (2 of 2) (Objective 4.8)

- Small business software
 - Accounting software
 - Track accounts receivable and payable
 - Inventory management, payroll, and billing
 - Desktop publishing (DTP) software
 - Design books and publications
 - Web authoring software
 - Design web pages

Multimedia and Educational Software

Digital Multimedia Software (1 of 2) (Objective 4.9)

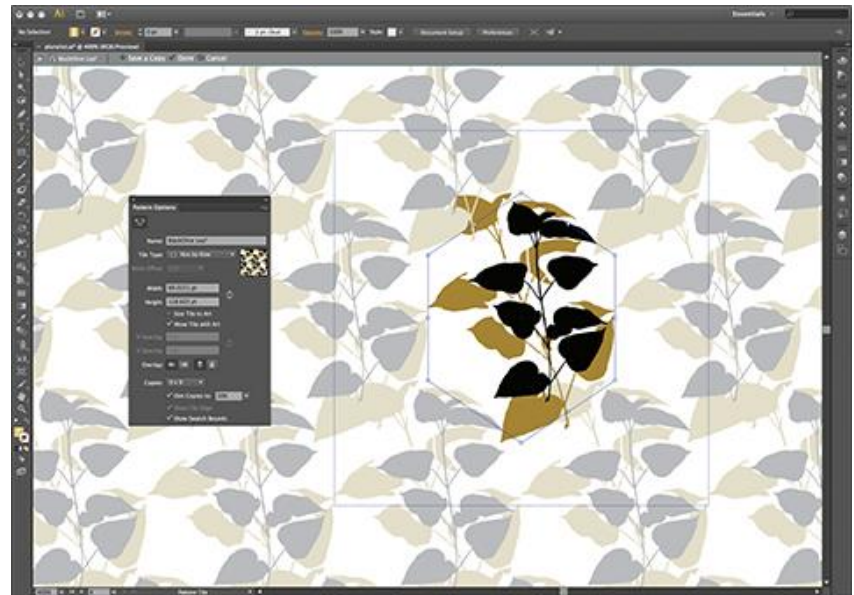
- Required to produce computer games, animations, and movies
- Photo and image editing software used to edit photos
- Digital video-editing software used to refine videos



Multimedia and Educational Software

Digital Multimedia Software (2 of 2) (Objective 4.9)

- Drawing software lets you create:
 - Two-dimensional, line-based drawings
 - Technical diagrams
 - Animations
- Professional-level
 - Adobe Illustrator



Multimedia and Educational Software

Digital Audio Software (Objective 4.10)

- Digital audio files
- Downloaded music files, audiobooks, or podcasts
 - Compressed: MP3, ACC, WMA
 - Uncompressed: WAV, AIFF
- Digital audio workstation software
- Audio-editing software

Multimedia and Educational Software

App Creation Software (Objective 4.11)

- Create characters to extend a game
 - EverQuest, Oblivion, Unreal Tournament
- Create your own games
 - Unity, Adobe Flash, RPG Maker VX, GameMaker



Multimedia and Educational Software

Educational and Reference Software (Objective 4.12)

Figure 4.27 Educational and Reference Software: A Sample of What's Available

Test Preparation



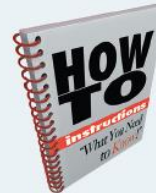
Designed to improve your performance on standardized tests

Simulation



Allows you to experience a real situation through a virtual environment

Instructional



Designed to teach you almost anything from playing a musical instrument to learning a language or cooking

Trip Planning



Generates maps and provides driving instructions; some incorporate hotel, restaurant, and other trip information

Home Design/Improvement



Provides 2D or 3D templates and images to let you better visualize indoor and outdoor remodeling projects and landscaping ideas

Course Management



Web-based software system that creates a virtual learning experience, including course materials, tests, and discussion boards

Brain Training



Features games and activities to exercise your brain to improve your memory, processing speed, attention, and multitasking capabilities

Genealogy



Helps chart the relationships between family members through multiple generations



Questions

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