**Chapter 3 Answers**

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

**Open Ended Questions:**

1. **Explain the difference between general purpose and specialized applications. Also discuss the common features of application programs, including those with traditional and ribbon graphical user interfaces.**

General purpose applications are widely used in nearly every discipline and occupation. They include word processors, spreadsheets, database management systems, and presentation graphics. Specialized applications are more narrowly focused on specific disciplines and occupations.

Common features of traditional application programs

* A user interfaceis the portion of the application that allows you to control and to interact with the program. Almost all applications use a graphical user interface. (GUI)that displays graphical elements called iconsto represent familiar objects and a mouse.
* Mouse controls a pointer on the screen that is used to select items such as icons.
* Uses windows to display programs, documents, and/or messages
* Has a drop-down menu with a list of options or commands associated with the selected menu
* Commands typically displayed in a menu barat the top of the screen
* Toolbars contain small buttons that provide shortcuts to the options and commands listed in the menu.
* Dialog boxesprovide additional information and requests user input

Common features of ribbon GUI interface

* Ribbons replace menus and toolbars by organizing commonly used commands into a set of tabs.
* Tabs are used to divide the ribbon into major activity areas. Each tab is then organized into groups that contain related items. Some tabs, called contextual tabs, only appear when they are needed and anticipate the next operations to be performed by the user.
* Galleries simplify the process of making a selection from a list of alternatives.

1. **Discuss general purpose applications including word processors, spreadsheets, database management systems, and presentation graphics.**

* 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 faxes. 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 graphicsare 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.

1. **Discuss specialized applications including graphics programs, Web authoring programs, and other professional specialized applications.**

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

* 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.
* 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.
* Image galleries are libraries of electronic images. These images are used for a wide variety of applications from illustrating textbooks to providing visual interest to presentations.
* 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 Web site 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.

1. **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 smartphones and tablets. Some of the most widely used apps are social networking, messaging, Web browsing, e-mail, photo sharing, and games.
* One of the fastest growing apps is QR code readers. These readers allow mobile devices to use their digital cameras to scan QR codes. QR codes, also known as Quick Response codes, are graphics that typically appear as black and white boxes that automatically link mobile devices to a variety of different content including games, text, videos, and Web sites.
* An app store is typically a Web site that provides access to specific mobile apps that can be downloaded either for a nominal fee or free of charge.

1. **Describe software suites including office suites, cloud suites, specialized suites, and utility suites.**

A software suiteis a collection of separate application programs bundled together and made available as a group. While the applications function exactly the same whether purchased in a suite or separately, it is significantly less expensive to buy a suite of applications than to buy each application separately. Four types of suites are office suites, cloud suites, specialized suites, and utility suites.

* Office suites, also known as office software suites and productivity suites, contain general purpose application programs that are typically used in a business situation. Productivity suites commonly include a word processor, spreadsheet, database manager, and a presentation application. The best known is Microsoft Office.
* Cloud suites or online office suites are stored at a server on the Internet and are available anywhere you can access the Internet. Documents created using online applications also can be stored online, making it easy to share and collaborate on documents with others.
* Specialized suites focus on specific applications. These include graphics suites, financial planning suites, and many others.
* Utility suites include a variety of programs designed to make computing easier and safer. Two of the best known are Norton System Works and Norton Internet Security Suite.