Chapter 3 Objectives

- Identify the categories of application software
- Explain ways software is distributed
- Explain how to work with application software
- Explain how to work with application software
- Identify the key features of widely used business programs
- Identify the key features of widely used graphics and multimedia programs
- Identify the key features of widely used home, personal, and educational programs
- Identify the types of application software used in communications
- Discuss the advantages of using application software on the Web
- Describe the learning aids available for application software

Application Software

What is application software?
- Programs designed to make users more productive

How is software distributed?
- Packaged software, mass-produced
- Custom software, performs functions specific to a business or industry
- Open source software, provided for use, modification, and redistribution
- Shareware, distributed free for trial period
- Freeware, copyrighted software provided at no cost
- Public-domain software, freeware with no copyright restrictions

What is system software?
- Programs that control the operations of the computer
- Serves as the interface between the user, the application software, and the computer’s hardware

How do you start an application?
- From the desktop, click the Start button, point to All Programs, and click the name of the application
- The program’s instructions load into memory
**Application Software**

What is a window?
- A rectangular area of the screen that displays a program, data, and/or information

**Business Software**

What is business software?
- Software that assists people in becoming more effective and efficient

**Application Software**

What is a dialog box?
- A special window that provides information, presents available options, or requests a response

**Business Software**

What is word processing software?
- Allows users to create and manipulate text and graphics
  - Clip art is a collection of graphics that you can insert in documents

**Business Software**

What is a font?
- A name assigned to a specific design of characters
- Font size indicates the size of the characters in a particular font in points (a single point is about 1/72 of an inch in height)
- Font style adds emphasis to a font such as bold, italic, and underline

**Business Software**

What are popular word processing features?
- AutoCorrect
- AutoFormat
- Collaboration
- Columns
- Grammar Checker
- Ink Input
- Macros
- Mail Merge
- Reading Layout
- Research
- Smart Tags
- Tables
- Templates
- Thesaurus
- Tracking Changes
- Voice Recognition
- Web Page Development

**Business Software**

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- **28-point Times New Roman**
  - Bold
  - Italic
  - Underline

- **28-point Arial**
  - Bold
  - Italic
  - Underline
**Business Software**

What is spreadsheet software?
- Organizes data
- Performs calculations and recalculates when data changes

\[ = \text{SUM(C12:Y12)} \]
\[ = \text{A1+B2} \times \text{C12} \]
\[ = \text{D1+E2} \times \text{F12} \]

**Business Software**

How is a spreadsheet organized?
- Columns identified by letters
- Rows identified by numbers
- A cell is the intersection of a column and row

**Business Software**

What is a function?
- A predefined formula that performs common calculations

\[ = \text{C4+C5+C6+C7+C8} \]
\[ = \text{SUM(C4:C8)} \]

**Business Software**

What is charting?
- Allows you to display spreadsheet data in graphical form

**Business Software**

What is database software?
- Allows you to create and manage data
- Add, change, delete, sort, and retrieve data

**Business Software**

What are the parts of a database?
- A table contains records
- A record is a row in a table that contains information about a given person, product, or event
- A field is a column in a table that contains a specific piece of information within a record
How do you extract information from a database?
- Run queries to retrieve data
- Can be sent as a report to the printer

What is presentation graphics software?
- Used to create visual aids for presentations
- A presentation is sometimes called a slide show

What is note taking software?
- Enables users to enter typed text, handwritten comments, drawings, or sketches anywhere on the page
- Notes are organized like a notebook

What is Personal Information Manager Software?
- Includes a calendar, address book, synchronization with desktop computer
- Most PDAs and many smart phones include PIM functionality

What is a software suite?
- A collection of individual programs sold as a single package
- Two major advantages: lower cost, ease of use

What is project management software?
- Allows you to plan, schedule, track, and analyze the events, resources, and costs of a project
**Business Software**

What is **accounting software**?
- Helps companies record and report their financial transactions

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**Business Software**

What is enterprise computing software?
- Large organizations require special computing solutions
- Each functional unit has specialized software requirements

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**Graphics and Multimedia Software**

What are some popular graphics and multimedia software products?

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**Graphics and Multimedia Software**

What is computer-aided design (CAD)?
- Sophisticated application software that allows you to create engineering, architectural, and scientific designs

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**Graphics and Multimedia Software**

What is desktop publishing software?
- Enables you to design and produce sophisticated documents that contain text, graphics, and many colors

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**Graphics and Multimedia Software**

What is paint/image editing software?
- Used to create and modify graphical images
- Sometimes called illustration software
What is video and audio editing software?
- Video editing software allows you to modify a segment of a video, called a clip.
- Audio editing software allows you to modify audio clips.

What is multimedia authoring software?
- Allows you to combine text, graphics, audio, video, and animation into an interactive presentation.

What is Web page authoring software?
- Allows users of all skill levels to create Web pages.
- Some application software programs include Web page authoring programs.

What software facilitates communication?
- Email
- Web browsers
- Chat rooms
- Video conferencing
- Instant messaging
- FTP
- Newsgroups

What are some widely used stand-alone utility programs?
- Antivirus Program
- Spyware Remover
- Internet Filters
- File Compression
- File Conversion
- CD/DVD Burning
- PC Maintenance
Application Software on the Web

What is a Web application?
- A software application that exists on a Web site, such as maps and directions
  - Some Web applications store your data and information at their site
  - Some are free

What is an application service provider (ASP)?
- Third-party organization that manages and distributes software and services on the Web
  - Allows companies to outsource information technology (IT) needs

Learning Aids and Support Tools for Application Software

What is Online Help?
- Electronic equivalent of a user manual
  - Context-sensitive help

Learning Aids and Support Tools for Application Software

What is Web-based Help?
- A Web site linked from Online Help
  - Provides updates and more resources to respond to technical issues about a program
  - Some Web sites contain chat rooms where users can talk directly with a technical support person

Learning Aids and Support Tools Within an Application

How can I learn more about a software package?
- Books
- Web
- School

Learning Aids and Support Tools Within an Application

What is Web-based training (WBT)?
- Self-directed, self-paced instruction on a topic on the Web
  - Distance learning (DL) is the delivery of education at one location while the learning takes place at other locations
Summary of Application Software

- Application software
- Business software
- Graphics and multimedia software
- Software for home, personal, and educational use
- Software for communications
- Stand-alone utility programs
- Applications on the Web
- Learning aids and support tools within an application

Chapter 3 Complete