

Chapter 3 Objectives

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

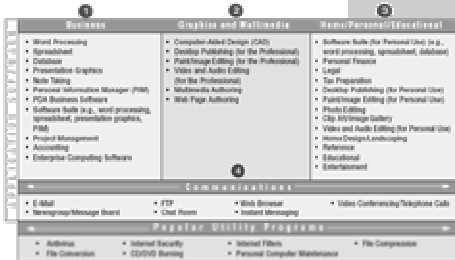
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Application Software

What is application software?

- > Programs designed to make users more productive

CATEGORIES OF APPLICATION SOFTWARE



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Application Software

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

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Application Software

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



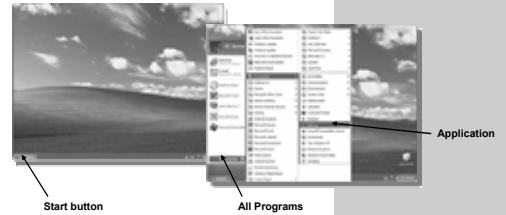
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Application Software

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



p. 137 Fig. 3-3

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Application Software

What is a window?

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



p. 135 Fig. 3-3

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Application Software

What is a dialog box?

- A special window that provides information, presents available options, or requests a response



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Business Software

What is spreadsheet software?

- Organizes data
- Performs calculations and recalculates when data changes

= A1+B2 (*C12)

= D1+E2 (*F12)

= SUM (C12:Y12)



Click to view Web Link.
Click Chapter 3. Click Web Link
from left navigation,
then click Spreadsheet Software
below Chapter 3.

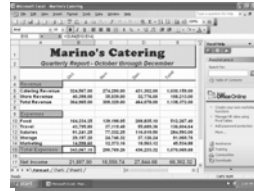
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Business Software

How is a spreadsheet organized?

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



Marino's Catering
Quarterly Report - October through December

	Oct.	Nov.	Dec.	Total
Revenue	100,000	120,000	150,000	370,000
Expenses	80,000	90,000	110,000	280,000
Net Income	20,000	30,000	40,000	90,000

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Next >

Business Software

What is a function?

- A predefined formula that performs common calculations

=C4+C5+C6+C7+C8

=SUM(C4:C8)

Financial		
FV (rate, number of periods, payment)		Calculates the future value of an investment
NPV (rate, investment)		Calculates the net present value of an investment
PMT (rate, number of periods, present value)		Calculates the periodic payment for an annuity
PV (rate, number of periods, payment)		Calculates the present value of an investment
RATE (number of periods, payment, present value)		Calculates the periodic interest rate of an annuity
Date and Time		
DATE (year, month, day)		Returns the current date
NOW (no arguments)		Returns the current date and time
TIME (hour, minute, second)		Returns the current time
Mathematical		
ABS (number)		Returns the absolute value of a number
INT (number)		Returns a number down to the nearest integer
LN (number)		Calculates the natural logarithm of a number
LOG (number, base)		Calculates the logarithm of a number to a specified base
ROUND (number, number of digits)		Returns a number to a specified number of digits
SQRT (number)		Calculates the square root of a number
Statistical		
SUM (range)		Calculates the total of a range of numbers
AVERAGE (range)		Calculates the average value of a range of numbers
COUNT (range)		Counts how many cells in the range have numeric entries
MAX (range)		Returns the maximum value in a range
MIN (range)		Returns the minimum value in a range
STDEV (range)		Calculates the standard deviation of a range of numbers
Logical		
IF (logical test, value if true, value if false)		Performs a test and returns one value if the result of the test is true and another value if the result is false

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Business Software

What is charting?

- Allows you to display spreadsheet data in graphical form



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Business Software

What is database software?

Allows you to create and manage data

Add, change, delete, sort, and retrieve data

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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

Product ID	Description	Quantity	Price	Supplier
1001	Mountain Bikes	5	\$1200	USA
1002	Trail Cycles	3	\$800	USA
1003	Mountain Bikes	2	\$1500	USA
1004	Trail Cycles	4	\$900	USA
1005	Mountain Bikes	1	\$1800	USA
1006	Trail Cycles	2	\$1000	USA
1007	Mountain Bikes	3	\$1100	USA
1008	Trail Cycles	1	\$1300	USA
1009	Mountain Bikes	2	\$1400	USA
1010	Trail Cycles	3	\$1200	USA

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Business Software

How do you extract information from a database?

Run queries to retrieve data

Can be sent as a report to the printer

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Business Software

What is presentation graphics software?

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



Click to view Web Link, click Chapter 3, Click Web Link from left navigation, then click Presentation Graphics Software below Chapter 3

p. 146 Fig. 3-12

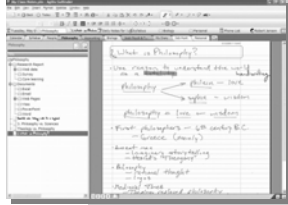


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Business Software

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



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Business Software

What is Personal Information Manager Software?

- Includes a calendar, address book, synchronization with desktop computer
- Most PDAs and many smart phones include PIM functionality



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Business Software

What is a software suite?

A collection of individual programs sold as a single package

Two major advantages:

lower cost

ease of use



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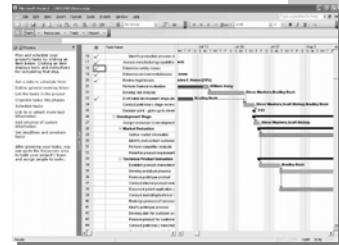
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Business Software

What is project management software?

- Allows you to plan, schedule, track, and analyze the events, resources, and costs of a project



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Business Software

What is accounting software?

- Helps companies record and report their financial transactions



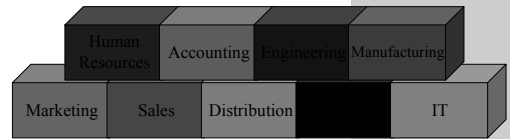
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Business Software

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?

POPULAR GRAPHICS AND MULTIMEDIA SOFTWARE

Application Software	Manufacturer	Program Name
Computer-Aided Design (CAD)	Autodesk	AutoCAD
	Quality Plans	Chief Architect
	Microsoft	Visio
Desktop Publishing (for the Professional)	Adobe	Indesign
	Corel	Ventura
	Quark	QuarkXPress
Paint/Image Editing (for the Professional)	Adobe	Illustrator
	Corel	Photoshop
	Macromedia	Painter
Video and Audio Editing (for the Professional)	Macromedia	FinalCut
	Adobe	AfterEffects
	Excuse DVD	Premiere Pro
Macromedia	Corel	SONAR
	Macromedia	SoundEdit
	Sony	ACID Pro
	Ulead	MediaStudio Pro
	DVD Workshop	
Multimedia Authoring	SumTotal Systems	ToolBook Instructor
	Macromedia	Authorware Director
Web Page Authoring	Adobe	GoLive
	Lotus	FastSite
	Macromedia	Dreamweaver
	Fireworks	
	Flash	
Microsoft	FrontPage	

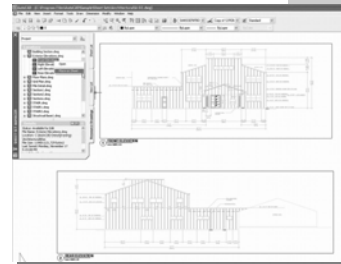
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Graphics and Multimedia Software

What is computer-aided design (CAD)?

- Sophisticated application software that allows you to create engineering, architectural, and scientific designs



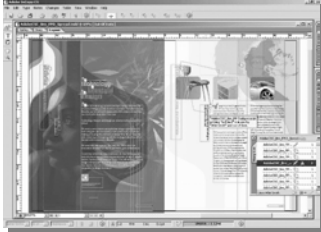
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Graphics and Multimedia Software

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



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Graphics and Multimedia 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



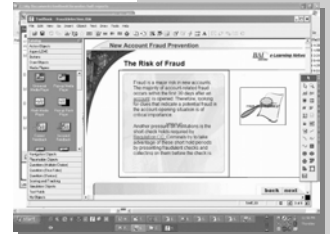
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Graphics and Multimedia Software

What is multimedia authoring software?

- Allows you to combine text, graphics, audio, video, and animation into an interactive presentation



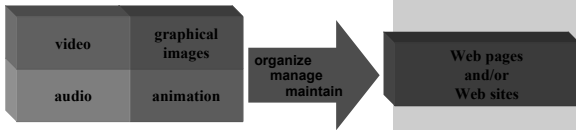
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Graphics and Multimedia Software

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



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Next ▶

Software for Home, Personal, and Educational Use

What software products are available for home, personal, and educational use?



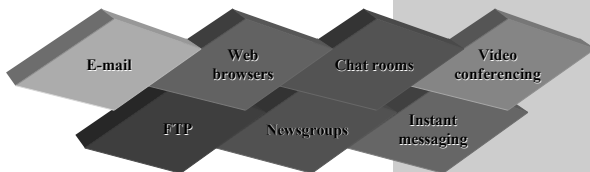
Click to view Web Link, click Chapter 3. Click Web Link from left navigation, then click Personal Finance Software, Personal DTP Software, Microsoft Office Clip Art, and Entertainment Software below Chapter 3

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Application Software for Communications

What software facilitates communication?

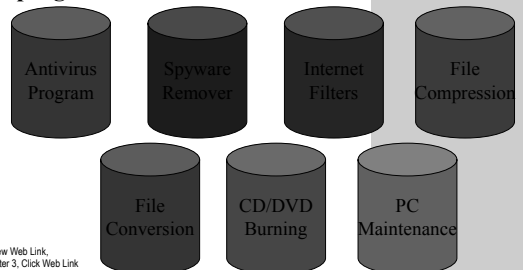


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Popular Stand-Alone Utility Programs

What are some widely used stand-alone utility programs?



Click to view Web Link, click Chapter 3. Click Web Link from left navigation, then click Antivirus Programs below Chapter 3

p. 162 Fig. 3-38

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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



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Applications on the Web

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

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Learning Aids and Support Tools for Application Software

What is Online Help?

- Electronic equivalent of a user manual
- Context-sensitive help



p. 164 Fig. 3-40a

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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 user can talk directly with a technical support person



p. 164 Fig. 3-40b

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Learning Aids and Support Tools Within an Application

How can I learn more about a software package?

- Books
- Web
- School



p. 165 Fig. 3-41

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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



Click to view Web Link, click Chapter 3, Click Web Link from left navigation, then click Web-Based Training below Chapter 3

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Summary of Application Software

Application software

Software for communications

Business software

Stand-alone utility programs

Graphics and multimedia software

Applications on the Web

Software for home, personal, and educational use

Learning aids and support tools within an application

Chapter 3 Complete