Chapter 3 Objectives

- Identify the categories of application software
- Explain ways software is distributed
- 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
- Describe the function of several stand-alone utility programs
- Discuss the advantages of using application software on the Web
- Describe the learning aids available for application software

Chapter 3 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
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

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

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

What is a dialog box?
- A special window that provides information, presents available options, or requests a response
What is business software?
- Software that assists people in becoming more effective and efficient

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

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

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

A1+B2 (*C12) = D1+E2 (*F12)
SUM (C12:Y12)

What is a function?
- A predefined formula that performs common calculations
  =C4+C5+C6+C7+C8
  =SUM(C4:C8)

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

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

Allows you to create and manage data

Add, change, delete, sort, and retrieve data

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
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

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

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

Business Software
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

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

Graphics and Multimedia Software

What are some popular graphics and multimedia software products?

What is computer-aided design (CAD)?
- Sophisticated application software that allows you to create engineering, architectural, and scientific designs
What is desktop publishing software?
- Enables you to design and produce sophisticated documents that contain text, graphics, and many colors.

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.
**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

**Software for Home, Personal, and Educational Use**

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

**Application Software for Communications**

What software facilitates communication?

**Popular Stand-Alone Utility Programs**

What are some widely used stand-alone utility programs?
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

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

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

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