

Discovering Computers 2003 Chapter 3 Objectives

Concepts for a Digital World
Web and XP Enhanced

Define application software

Identify the widely used application software products and explain their key features

Understand how system software interacts with application software

Identify various products available as Web applications

Identify the role of the user interface

Describe the learning aids available with many software applications

Explain how to start a software application

Next
p. 32

Discovering Computers 2003 Application Software

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What is application software?

- Programs that perform specific tasks for users
- Also called a software application or an application
- Several reasons to use application software

To assist with graphics and multimedia projects

To serve as a productivity/business tool

To facilitate communications

To support household activities, for personal business, or for education

Next
p. 32

Discovering Computers 2003 Application Software

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What are the categories of application software?

Productivity/Business	Graphic Design/Multimedia	Home/Personal/Educational
<ul style="list-style-type: none"> • Word Processing • Spreadsheet • Presentation Graphics • Database • Personal Information Manager (PIM) • Software Suite (e.g., word processing, spreadsheet, presentation graphics, database, PIM) • Project Management • Accounting 	<ul style="list-style-type: none"> • Computer-Aided Design • Desktop Publishing (Professional) • Paint/Image Editing (Professional) • Video and Audio Editing • Multimedia Authoring • Web Page Authoring 	<ul style="list-style-type: none"> • Integrated Software (e.g., word processing, spreadsheet, database) • Personal Finance • Legal • Tax Preparation • Desktop Publishing (Personal) • Paint/Image Editing (Personal) • Home Design/Landscaping • Educational • Reference • Entertainment

COMMUNICATIONS

E-mail
Instant Messaging

Web Browser
Groupware

Chat Rooms
Videoconferencing

Newsgroups

Next
p. 32 Fig. 3-1

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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

Next
p. 33 Fig. 3-2

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What is an antivirus program?

- A utility that prevents, detects, and removes viruses from a computer's memory or storage devices

Some viruses destroy or corrupt data

Next
p. 33 Fig. 3-3

Ketabton.com

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Application Software

What is a menu?

- A menu contains commands you can select

Next p. 35 Fig. 3-3

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Application Software

What is an application window?

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

Next p. 36 Fig. 3-6

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Application Software

What is a dialog box?

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

Next p. 38 Fig. 3-7

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Productivity Software

What is productivity software?

- Software that assists people in becoming more effective and efficient

Software Application	Popular Packages
Word Processing	• Microsoft Word • Corel WordPerfect • Lotus Word Pro
Presentation Graphics	• Microsoft PowerPoint • Corel Presentations • Lotus Freelance Graphics
Spreadsheet	• Microsoft Excel • Corel Quattro Pro • Lotus SmartSuite
Personal Information Manager	• Microsoft Outlook • CorelCENTRAL • Lotus Organizer • Microsoft Pocket Outlook • Palm Desktop • Palm MultiMail
Database	• Microsoft Access • Corel Paradox • Lotus SmartSuite
Software Suite	• Microsoft Office • Corel WordPerfect Suite • Lotus SmartSuite
Project Management	• Microsoft Project • Primavera SureTrak Project Manager
Accounting	• Intuit QuickBooks

Next p. 37 Fig. 3-8

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Productivity Software

What is word processing software?

- Allows users to create and manipulate documents that contain text and graphics

Next p. 38 Fig. 3-9

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Productivity Software

What is clip art?

- A collection of drawings, diagrams, and photographs that you can insert into documents

Next p. 38 Fig. 3-9

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Productivity Software

What are some word processing features?

The diagram consists of three purple hexagons arranged in a triangle. The top hexagon is labeled "Specify margins". The bottom-left hexagon is labeled "Word wrap". The bottom-right hexagon is labeled "Scrolling".

Next
p. 3.8

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Productivity Software

What is a major advantage of using a word processor?

- You can easily insert, delete, or rearrange words, sentences, paragraphs or entire sections
- Spelling and grammar checker

The house was deep in a remote part of the woods. The trees surrounded the porch in a protective circle. Small and white the d

The screenshot shows the "Find and Replace" dialog box in Microsoft Word. The "Find what:" field contains "included" and the "Replace with:" field contains "remote". The "replace" button is highlighted.

Next
p. 3.9

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Productivity Software

What are other popular word processing features?

The diagram shows twelve rounded rectangles arranged in three columns. The features listed are: autocorrect, autoformat, header/footer, collaboration, columns, tables, macros, mail merge, thesaurus, tracking changes, templates, and Web page development. The last one, "voice recognition", is in a separate rectangle at the bottom.

Next
p. 3.9

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Productivity Software

What are the stages of developing a document?

The diagram shows five overlapping purple ovals. The top-left oval is labeled "Formatting". The top-right oval is labeled "Editing". The central oval is labeled "Creating". The bottom-left oval is labeled "Saving". The bottom-right oval is labeled "Printing".

Next
p. 3.10

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Productivity Software

What is a font?

- A name assigned to a specific design of characters
- Font size specifies the size or 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

The diagram shows two examples of font styles. The first example is "Times New Roman" in 12-Point and 24-Point sizes, with styles including Bold, Italic, and Underlined. The second example is "Arial" in 12-Point and 24-Point sizes, with styles including Bold, Italic, and Underlined.

Next
p. 3.10 Fig. 3-11

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Productivity Software

What is a file?

- A named collection of data, instructions, or information
- Each file has a file name

The screenshot shows a Microsoft Word document titled "Hidden Lake Announcement - Microsoft Word". The document content includes the text "Sail the Waters~". The file name "Hidden Lake Announcement" is highlighted in the title bar.

Next
p. 3.10

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What is voice recognition?

- The computer's capability of distinguishing spoken words

Step 6:
Say, "Green" and then say, "End".

Next
p. 311 Fig. 3-16

Discovering Computers 2003 Productivity Software
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What is spreadsheet software?

- Allows you to organize data
- Performs calculations
- Called a **worksheet** or **spreadsheet**

Next
p. 312 Fig. 3-13

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How is a spreadsheet organized?

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

Next
p. 312 Fig. 3-13

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What can a cell contain?

November
Label
Expenses
Total
Number
Formula
=A9 * 45
=SUM(A1:A5)
=C4+C5+C6+C7+C8

Next
p. 312

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What is a function?

- A predefined formula that performs common calculations

Next
p. 313

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What is recalculation?

- The capability of recalculating the rest of the worksheet when data in a worksheet changes
- What if analysis

Next
p. 313

Projected College Cash Flow Analysis					
Expenses	Freshman	Sophomore	Junior	Senior	Total
Totals recalculated	10,000.00	10,500.00	11,000.00	11,500.00	43,000.00
Total	\$ 14,740.00	\$ 15,477.00	\$ 16,225.86	\$ 16,987.15	\$ 63,430.01

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Productivity Software

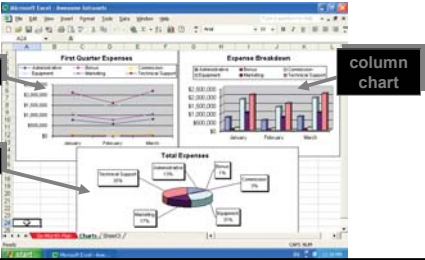
What is charting?

- Allows you to display spreadsheet data in graphical form

line chart

pie chart

column chart



Next

p. 3.14 Fig. 3-15

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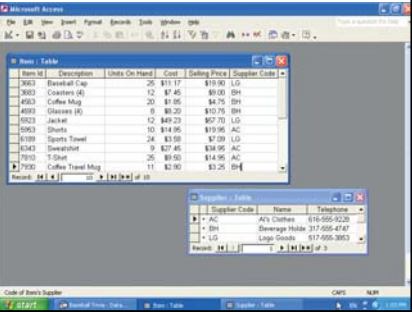
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Productivity Software

What is a database?

- A collection of data organized in a manner that allows access, retrieval, and use of that data



Next

p. 3.15 Fig. 3-16

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Productivity Software

What is database software?

- Allows you to create, access, and manage a database
- Also called a database management system (DBMS)

add, change, and delete data

sort and retrieve data

create forms and reports using the data

Next

p. 3.16

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Productivity Software

What are the parts of a database?

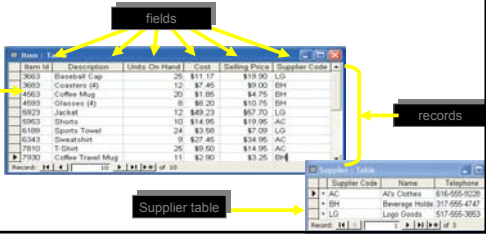
- A table contains records
- A record is a row in a table that contains information about a given person, product, or event
- A field is a column in a table that contains a specific piece of information within a record

fields

Item table

records

Supplier table



Next

p. 3.16 Fig. 3-16

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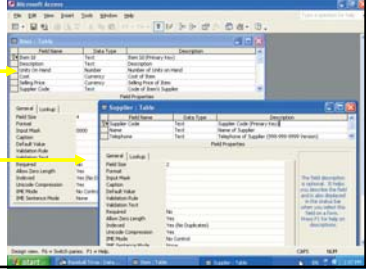
Productivity Software

How is a database organized?

- Records and fields in a table are described by the table structure

Item table structure

Supplier table structure



Next

p. 3.16 Fig. 3-17

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Productivity Software

What does the table structure contain for each field?

field name

field size

data type


Next

p. 3.16

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How do you extract information from a database?

- Sort records in a particular order
- Query database



Record: 4 of 4 (Filtered)


Next
p. 3.17 Fig. 3-19

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What is presentation graphics software?

- Used to create documents that communicate ideas and messages
 - Sometimes called a slide show

watch →



Education and Skills

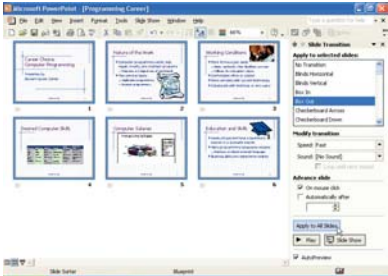
- ◆ Nearly 60 percent have a bachelor's degree or a graduate degree
- ◆ Many programming languages required
 - Emphasis on object-oriented languages
- ◆ Business skills and experience desired

Next
p. 3.18 Fig. 3-20

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What is slide sorter view?

- View of small versions of all the slides




Next
p. 3.18 Fig. 3-21

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What is a personal information manager (PIM)?

- An application that includes an appointment calendar, address book, and other features
- Organize personal information on both desktop and handheld computers
- Synchronization




handheld computer

Next
p. 3.20 Fig. 3-23

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What is a software suite?

- A collection of individual applications sold as a single package
- Two major advantages:

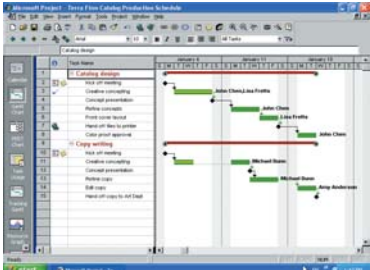


Next
p. 3.20

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What is project management software?

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



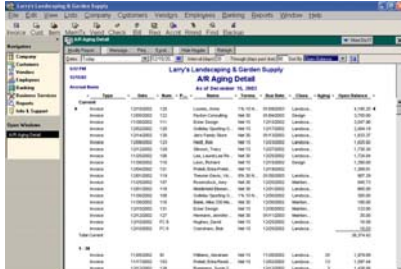
Next
p. 3.21 Fig. 3-24

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Productivity Software

What is accounting software?

- Helps companies record and report their financial transactions



Next
p. 321 Fig. 3-25

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Graphics and Multimedia Software

What are some popular graphics and multimedia software products?

Software Application	Popular Packages
Computer-Aided Design (CAD)	Autodesk AutoCAD Microsoft Visio Technical
Desktop Publishing (Professional)	Adobe InDesign Adobe PageMaker Corel VENTURA QuarkXPress
Paint/Image Editing (Professional)	Adobe Illustrator Adobe Photoshop CorelDRAW Macromedia Freehand
Video and Audio Editing	Adobe Premiere Ulead Systems MediaStudio Pro
Multimedia Authoring	click2learn.com Toolkit Macromedia Authorware Macromedia Director
Web Page Authoring	Adobe GoLive Lotus FastSite Macromedia Dreamweaver Macromedia Flash Microsoft FrontPage

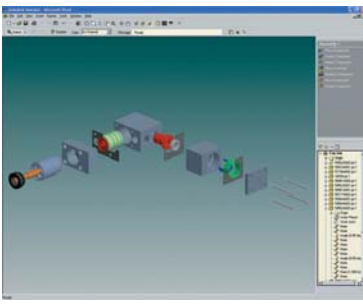
Next
p. 322 Fig. 3-26

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Graphics and Multimedia Software

What is computer-aided design (CAD)?

- Software that allows you to create engineering, architectural, and scientific designs




Next
p. 322 Fig. 3-27

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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 brilliant colors




Next
p. 323 Fig. 3-28

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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



Next
p. 324 Fig. 3-29

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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



Next
p. 325 Fig. 3-30

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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
- Also called **authorware**

Next
p. 325 Fig. 3-31



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Graphics and Multimedia Software

What is Web page authoring software?

- Allows you to create Web pages

Next
p. 325



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Software for Home, Personal, and Educational Use

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

POPULAR SOFTWARE PACKAGES FOR HOME/PERSONAL/EDUCATIONAL USE

Software Application	Popular Packages
Integrated Software	• Microsoft Works
Personal Finance	• Intuit Quicken • Microsoft Money
Legal	• Broderbund Family Lawyer • Kiplinger's WILL Power • Quicken Lawyer
Tax Preparation	• Intuit TurboTax • Kiplinger TaxCut
Desktop Publishing (Personal)	• Broderbund Print Shop Pro Publisher • Microsoft Publisher
Paint/Image Editing (Personal)	• Adobe PhotoDeluxe • Broderbund Print Shop • Corel PHOTO-PAINT • Jasc! Paint Shop Pro • Microsoft Picture It! Photo
Clip Art/Image Gallery	• Corel GALLERY • Nova Development Art Explosion
Home Design/Landscaping	• Broderbund 3D Home Design Suite • Quality Plans Complete LandDesigner
Reference	• American Heritage Talking Dictionary • Microsoft Encarta • Microsoft Pocket Streets • Microsoft Streets & Trips • Rand McNally StreetFinder • Rand McNally TripMaker

Next
p. 326 Fig. 3-32


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Software for Home, Personal, and Educational Use

What software facilitates communication?

- E-mail
- Web browsers
- Chat rooms
- Newsgroups
- Instant messaging
- Groupware
- Videoconferencing

Next
p. 331



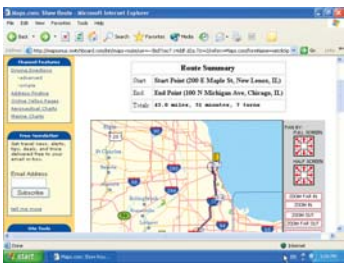
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Applications on the Web

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

Next
p. 333 Fig. 3-41



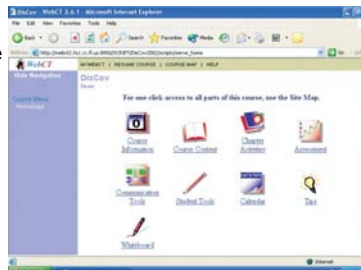
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Applications on the Web

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

Next
p. 335 Fig. 3-44



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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




Next
p. 3.35 Fig. 3-45

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Learning Aids and Support Tools Within an Application

What is Online Help?

- Electronic equivalent of a user manual
- Context sensitive help



Next
p. 3.36 Fig. 3-46a

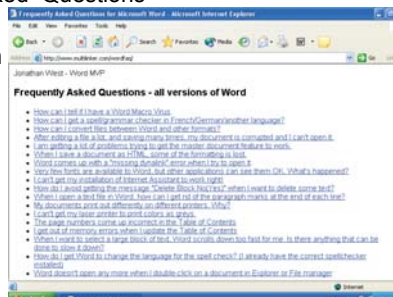
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Learning Aids and Support Tools Within an Application

What is an FAQs page?

- Frequently Asked Questions

Often available on a Web site that provides updates



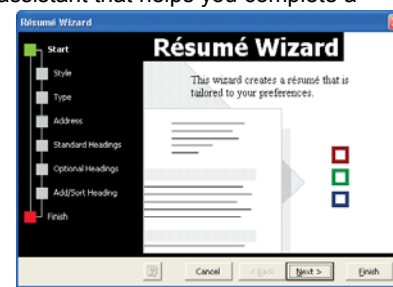
Next
p. 3.36 Fig. 3-46b

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Learning Aids and Support Tools Within an Application

What is a wizard?

- An automated assistant that helps you complete a task



Next
p. 3.36 Fig. 3-46c

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Learning Aids and Support Tools Within an Application

How can I learn more about a software package?

- Books
- Web
- School



Next
p. 3.37 Fig. 3-47

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Summary of Application Software

- Application software
- Productivity software
- Developing a document
- Graphics and multimedia software
- Software for home, personal, and educational use
- Software for communications
- Applications on the Web
- Learning aids and support tools within an application

Chapter 3 Complete

Next

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