SHELLY CASHMAN SERIES

Discovering Computers 2003

Concepts for a Digital World

Web and XP Enhanced

Chapter 3
Application Software

Chapter 3 Objectives

- Define application software
- Understand how system software interacts with application software
- Identify the role of the user interface
- Explain how to start a software application
- Identify the widely used application software products and explain their key features
- Identify various products available as Web applications
- Describe the learning aids available with many software applications

Next

p. 3.2

Application Software

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

Next

p. 3.2

Application Software

What are the categories of application software?

Productivity/Business	Graphic Design/Multimedia	Home/Personal/Educational
• Word Processing	• Computer-Aided Design	• Integrated Software (e.g., word processing, spreadsheet, database)
• Spreadsheet	• Desktop Publishing (Professional)	• Personal Finance
• Presentation Graphics	• Paint/Image Editing (Professional)	• Legal
• Database	• Video and Audio Editing	• Tax Preparation
• Personal Information Manager (PIM)	• Multimedia Authoring	• Desktop Publishing (Personal)
• Software Suite (e.g., word processing, spreadsheet, presentation graphics, database, PIM)	• Web Page Authoring	• Paint/Image Editing (Personal)
• Project Management		• Home Design/Landscaping
• Accounting		• Educational
		• Reference
		• Entertainment

COMMUNICATIONS

• E-mail • Web Browser • Chat Rooms • Newsgroups
• Instant Messaging • Groupware • Videoconferencing

Next

p. 3.2 Fig. 3-1

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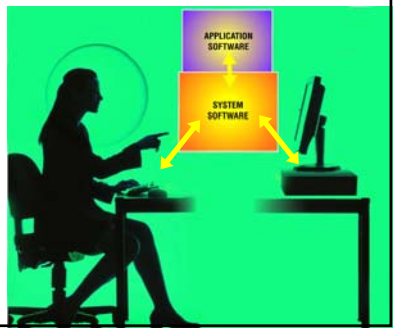
Application Software

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



Next

p. 3.3 Fig. 3-2

Application Software

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. 3.3 Fig. 3-3

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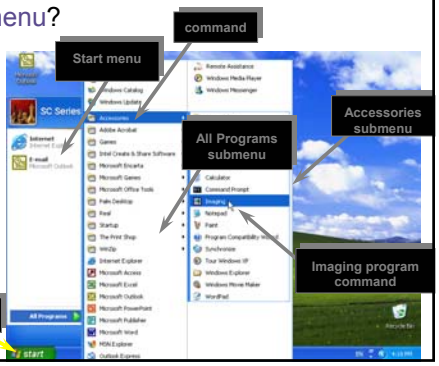
Application Software

What is a menu?

- A menu contains commands you can select

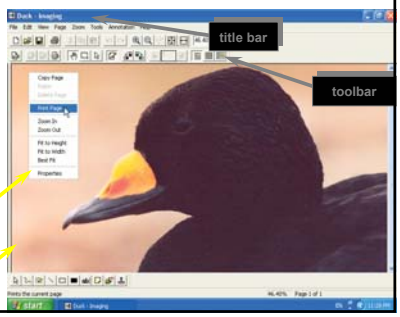


Next
p. 3.5 Fig. 3-5

Application Software

What is an application window?

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



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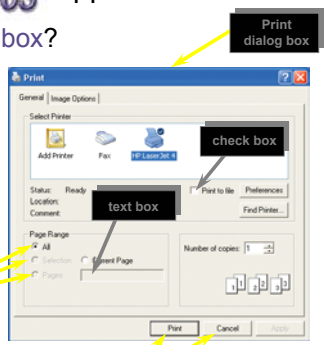
p. 3.6 Fig. 3-6

Application Software

What is a dialog box?

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



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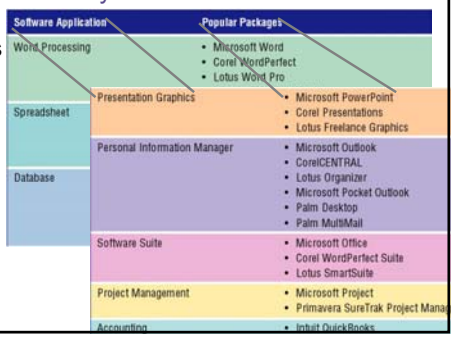
p. 3.6 Fig. 3-7

Productivity Software

What is productivity software?

- Software that assists people in becoming more effective and efficient

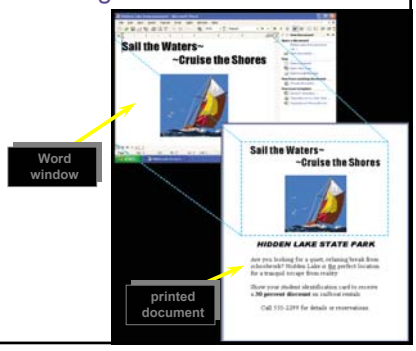


Next
p. 3.7 Fig. 3-8

Productivity Software

What is word processing software?

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

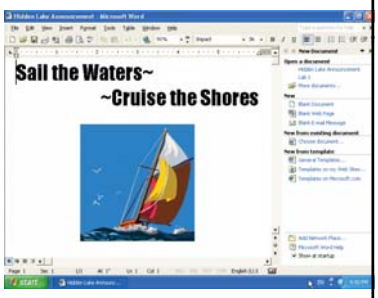


Next
p. 3.8 Fig. 3-9

Productivity Software

What is clip art?

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



Next
p. 3.8 Fig. 3-9

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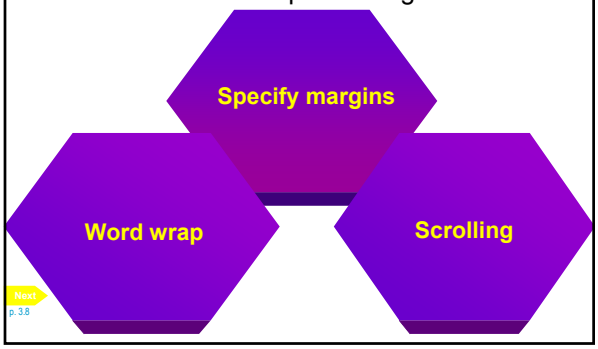
Productivity Software

What are some word processing features?



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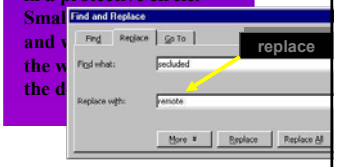
p. 3.8

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



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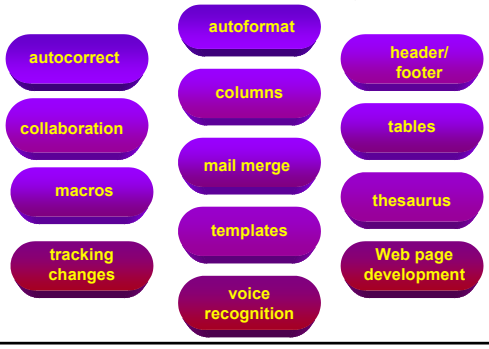
p. 3.9

Productivity Software

What are other popular word processing features?



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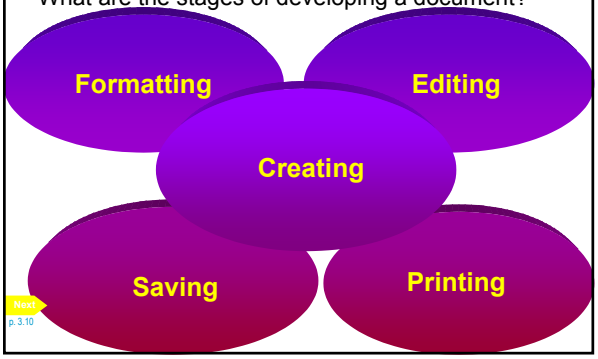
p. 3.9

Productivity Software

What are the stages of developing a document?



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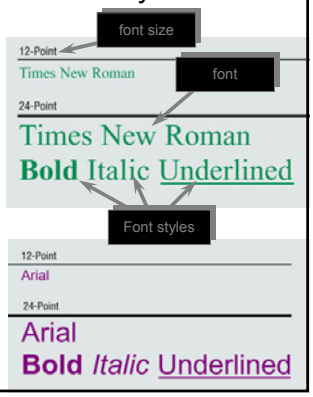
p. 3.10

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

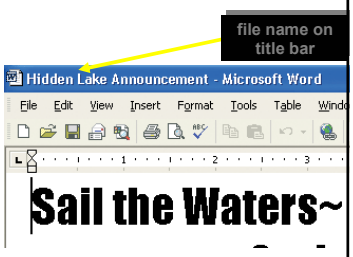


Next
p. 3.10 Fig. 3-11

Productivity Software

What is a file?

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



Next
p. 3.10

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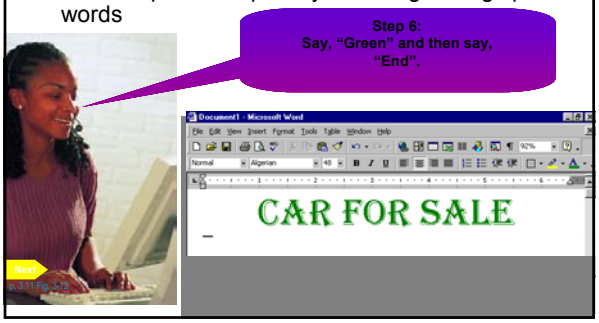
Productivity Software

What is voice recognition?

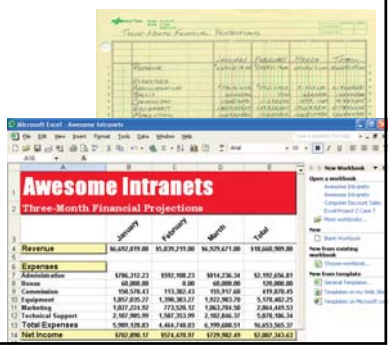
- The computer's capability of distinguishing spoken words



Productivity Software

What is spreadsheet software?

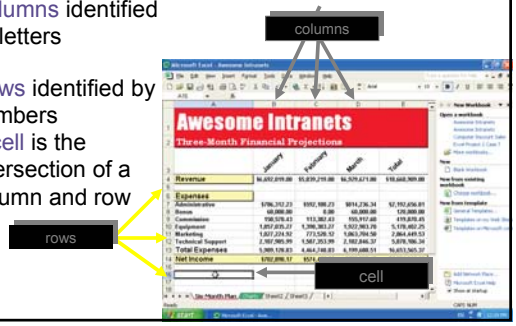
- Allows you to organize data
- Performs calculations
- Called a worksheet or spreadsheet



Productivity Software

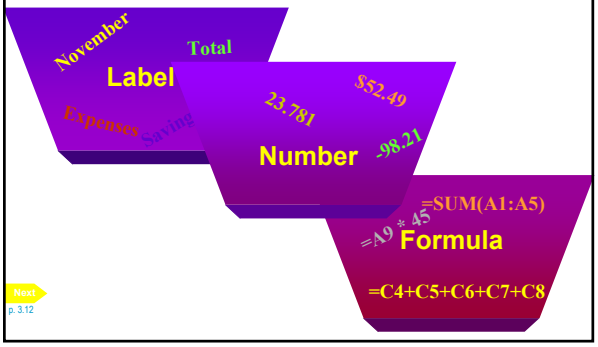
How is a spreadsheet organized?

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



Productivity Software

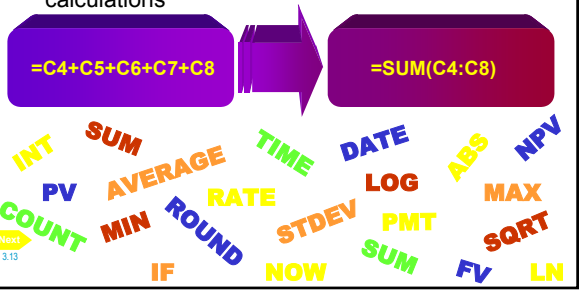
What can a cell contain?



Productivity Software

What is a function?

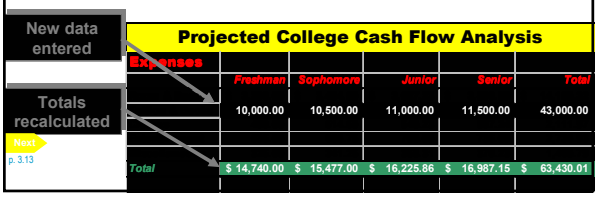
- A predefined formula that performs common calculations



Productivity Software

What is recalculation?

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



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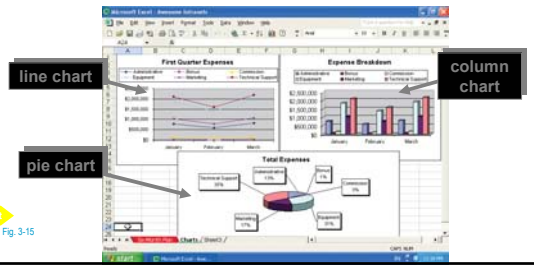
Productivity Software

What is charting?

- Allows you to display spreadsheet data in graphical form

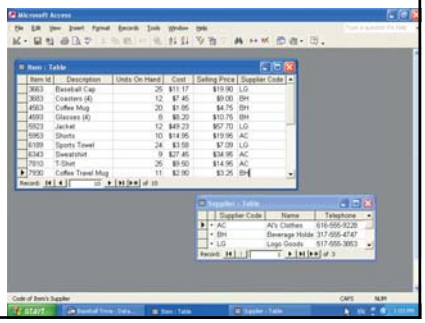


Next
p. 3.14 Fig. 3-15

Productivity Software

What is a database?

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

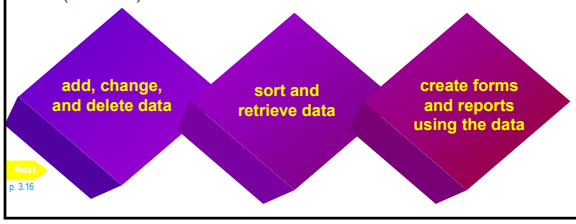


Next
p. 3.15 Fig. 3-16

Productivity Software

What is database software?

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

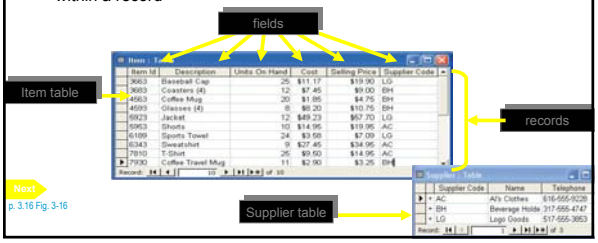


Next
p. 3.16

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

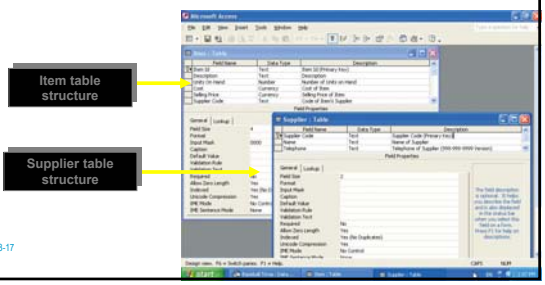


Next
p. 3.16 Fig. 3-16

Productivity Software

How is a database organized?

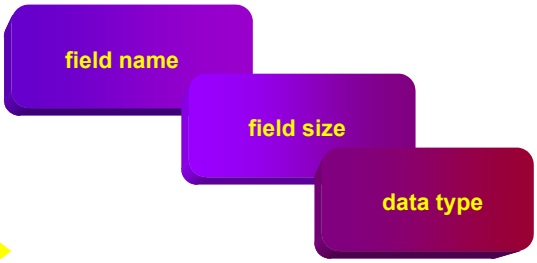
- Records and fields in a table are described by the table structure



Next
p. 3.16 Fig. 3-17

Productivity Software

What does the table structure contain for each field?



Next
p. 3.16

Productivity Software

How do you extract information from a database?

- Sort records in a particular order
- Query database

Item Query : Select Query

Item Id	Description	Units On Hand	Cost	Selling Price	Supplier Code
4563	Coffee Mug	20	$1.85	$4.75	BH
6189	Sports Towel	24	$3.58	$7.09	LG
7810	T-Shirt	25	$9.50	$14.95	AC
3663	Baseball Cap	25	$11.17	$19.90	LG

Record: 4 of 4 (Filtered)

Next
p. 3.17 Fig. 3-19

Productivity Software

What is presentation graphics software?

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

watch →

Next
p. 3.18 Fig. 3-20

Productivity Software

What is slide sorter view?

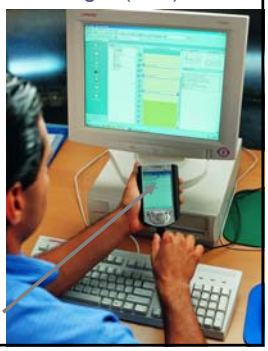
- View of small versions of all the slides

Next
p. 3.18 Fig. 3-21

Productivity Software

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



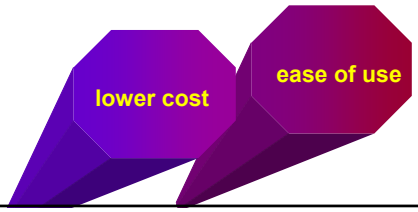
handheld computer

Next
p. 3.20 Fig. 3-23

Productivity Software

What is a software suite?

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



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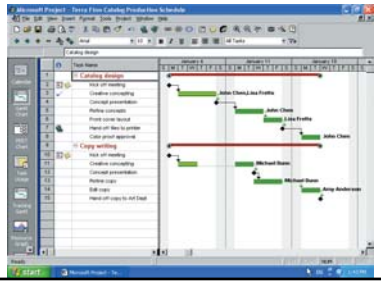
p. 3.20

Productivity Software

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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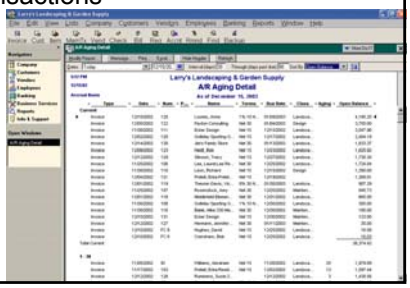
Productivity Software

What is accounting software?

- Helps companies record and report their financial transactions



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p. 3.21 Fig. 3-25

Graphics and Multimedia Software

What are some popular graphics and multimedia software products?

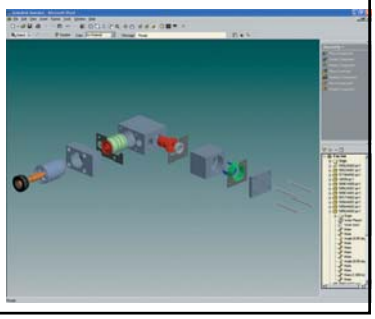
Software Application	Popular Packages
Computer-Aided Design (CAD)	• Autodesk AutoCAD • Microsoft Visio Technical
Desktop Publishing (Professional)	• Adobe InDesign • Adobe PageMaker • Corel VENTURA • QuarkXPress
Paint/Image Editing (Professional)	• Adobe Illustrator • Adobe Photoshop • CorelDRAW • Macromedia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

Next
p. 3.22 Fig. 3-26

Graphics and Multimedia Software

What is computer-aided design (CAD)?

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

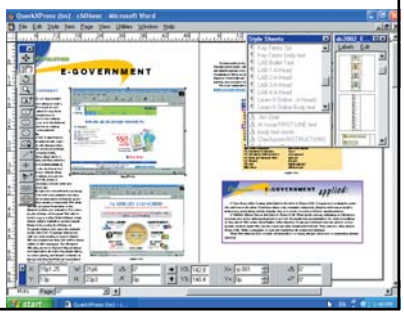


Next
p. 3.22 Fig. 3-27

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. 3.23 Fig. 3-28

Graphics and Multimedia Software

What is paint/image editing software?

- Used to create and modify graphical images
- Sometimes called illustration software

Next
p. 3.24 Fig. 3-29

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. 3.25 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. 3.25 Fig. 3-31

Graphics and Multimedia Software

What is Web page authoring software?

- Allows you to create Web pages

Next
p. 3.25

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. 3.26 Fig. 3-32

Software for Home, Personal, and Educational Use

What software facilitates communication?

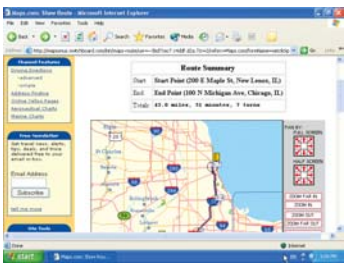
- E-mail
- Web browsers
- Chat rooms
- Newsgroups
- Instant messaging
- Groupware
- Videoconferencing

Next
p. 3.31

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

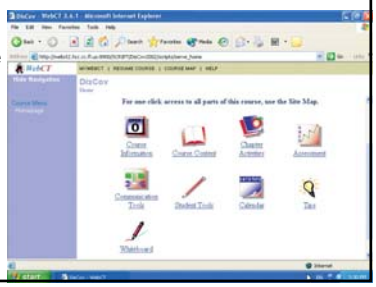


Next
p. 3.33 Fig. 3-41

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. 3.35 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

Learning Aids and Support Tools Within an Application

What is Online Help?

- Electronic equivalent of a user manual
- Context sensitive help

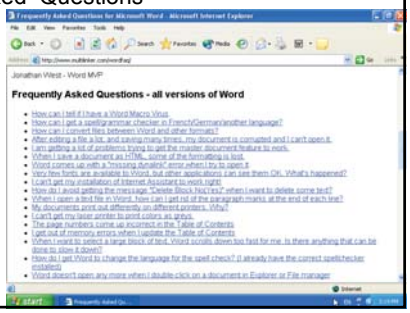
Next

p. 3.36 Fig. 3-46a

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



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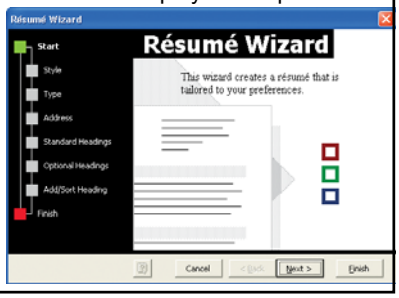
p. 3.36 Fig. 3-46b

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

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

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

Next

Chapter 3 Complete

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