Application Software

Discovering Computers 2012

Your Interactive Guide to the Digital World

Objectives Overview

Identify the four categories of application software

Differentiate among the seven forms through which software is available

Explain how the operating system and utility programs work with application software

Describe characteristics of a user interface

Identify the key features of widely used business programs

Objectives Overview

Identify the key features of widely used graphics and multimedia programs

Identify the key features of widely used home, personal, and educational programs

Discuss the advantages of and ways to access Web applications

Identify the types of application software used in communications

Describe the learning aids available for application software

Application Software

- **Application software** consists of programs designed to make users more productive and/or assist with personal tasks

To make business activities more efficient

To assist with graphics and multimedia projects

To support home, personal, and educational tasks

To facilitate communications

Application Software

Business	Graphics and Multimedia	Home/Personal/Educational
• Word Processing • Spreadsheet • Database • Presentation • Note Taking • Personal Information Manager (PIM) • Business Software for Phones • Business Software Suite • Project Management • Accounting • Document Management • Enterprise Computing	• Computer-Aided Design (CAD) • Desktop Publishing (for the Professional) • Paint/Image Editing (for the Professional) • Photo Editing (for the Professional) • Video and Audio Editing (for the Professional) • Multimedia Authoring • Web Page Authoring	• Software Suite (for Personal Use) • Personal Finance • Legal • Tax Preparation • Desktop Publishing (for Personal Use) • Paint/Image Editing (for Personal Use) • Photo Editing and Photo Management (for Personal Use) • Clip Art/Image Gallery • Video and Audio Editing (for Personal Use) • Home Design/Landscaping • Travel and Mapping • Reference and Educational • Entertainment

Communications

• Web Browser • RSS Aggregator	• E-Mail • Blogging	• Instant Messaging • Newsgroup/Message Board	• Chat Room • FTP	• Text, Picture, Video Messaging • VoIP • Video Conferencing

Application Software

- Available in a variety of forms:

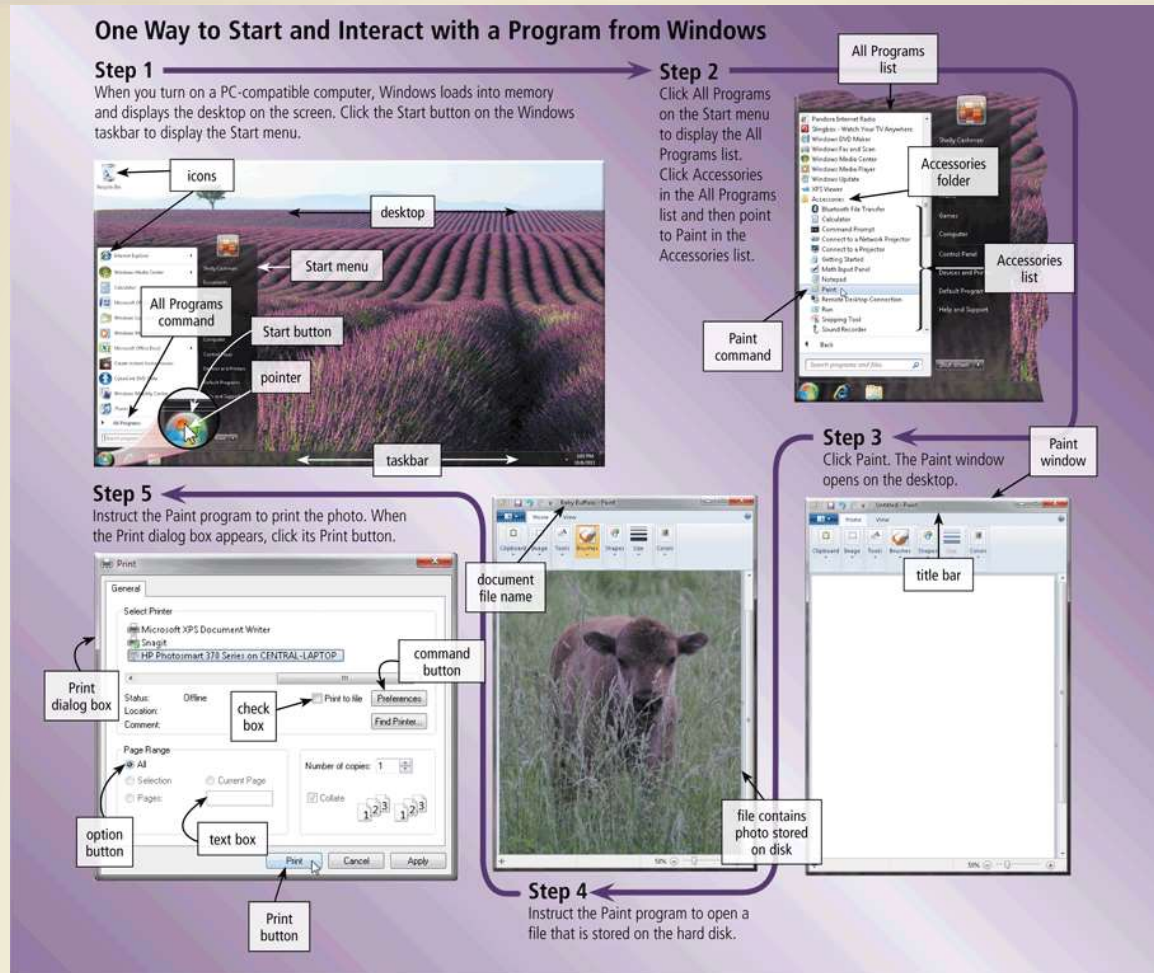|		
Packaged software	**Custom software**	**Web application**
Open source software	**Shareware**	**Freeware**
	Public-domain software	

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Application Software

- System software serves as the interface between the user, the application software, and the computer's hardware

  - Utility programs

Application Software

One Way to Start and Interact with a Program from Windows

Step 1
When you turn on a PC-compatible computer, Windows loads into memory and displays the desktop on the screen. Click the Start button on the Windows taskbar to display the Start menu.

Step 2
Click All Programs on the Start menu to display the All Programs list. Click Accessories in the All Programs list and then point to Paint in the Accessories list.

Step 3
Click Paint. The Paint window opens on the desktop.

Step 4
Instruct the Paint program to open a file that is stored on the hard disk.

Step 5
Instruct the Paint program to print the photo. When the Print dialog box appears, click its Print button.

Business Software

- **Business software** is application software that assists people while performing business activities

Word Processing	Spreadsheet	Database	Presentation
Note Taking	Personal Information Manager	Business Software for Phones	Business Software Suites
Project Management	Accounting	Document Management	Enterprise Computing Software

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Business Software

- **Word processing software** allows users to create and manipulate documents

- **Clip art** is a collection of electronic drawings, photos, and other images

document is displayed in window

image

printed document
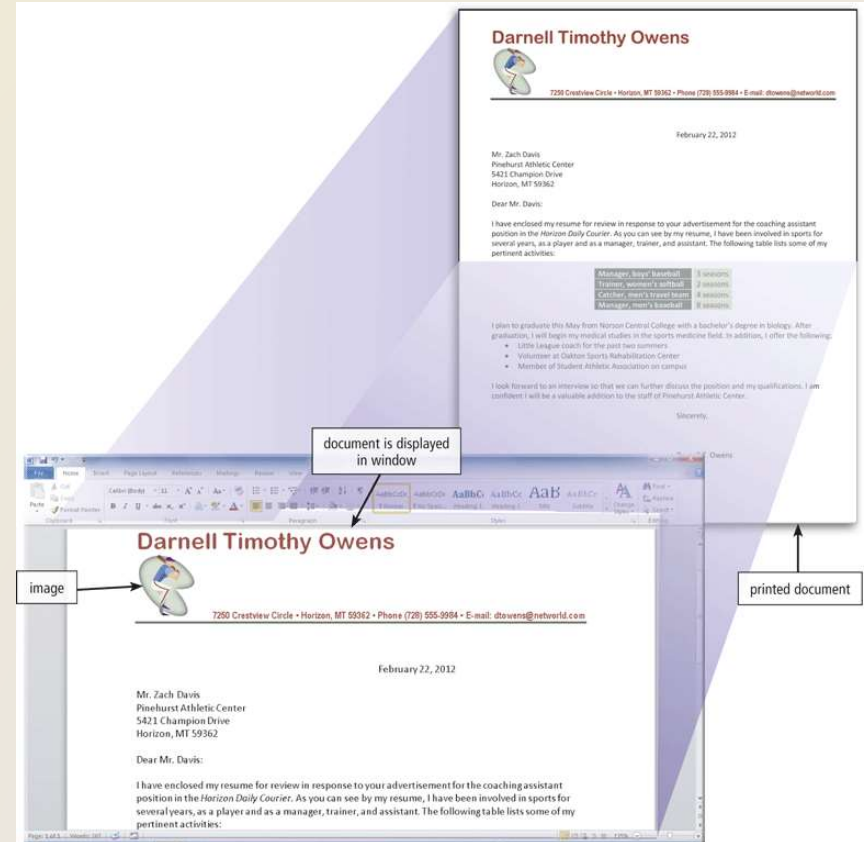
Business Software

- Additional word processing features include

AutoCorrect	AutoFormat	Collaboration	Columns	Grammar Checker
Ink Input	Macros	Mail Merge	Reading Layout	Research
Search and Replace	Smart Tags	Tables	Templates	Thesaurus
	Tracking Changes	Voice Recognition	Web Page Development	
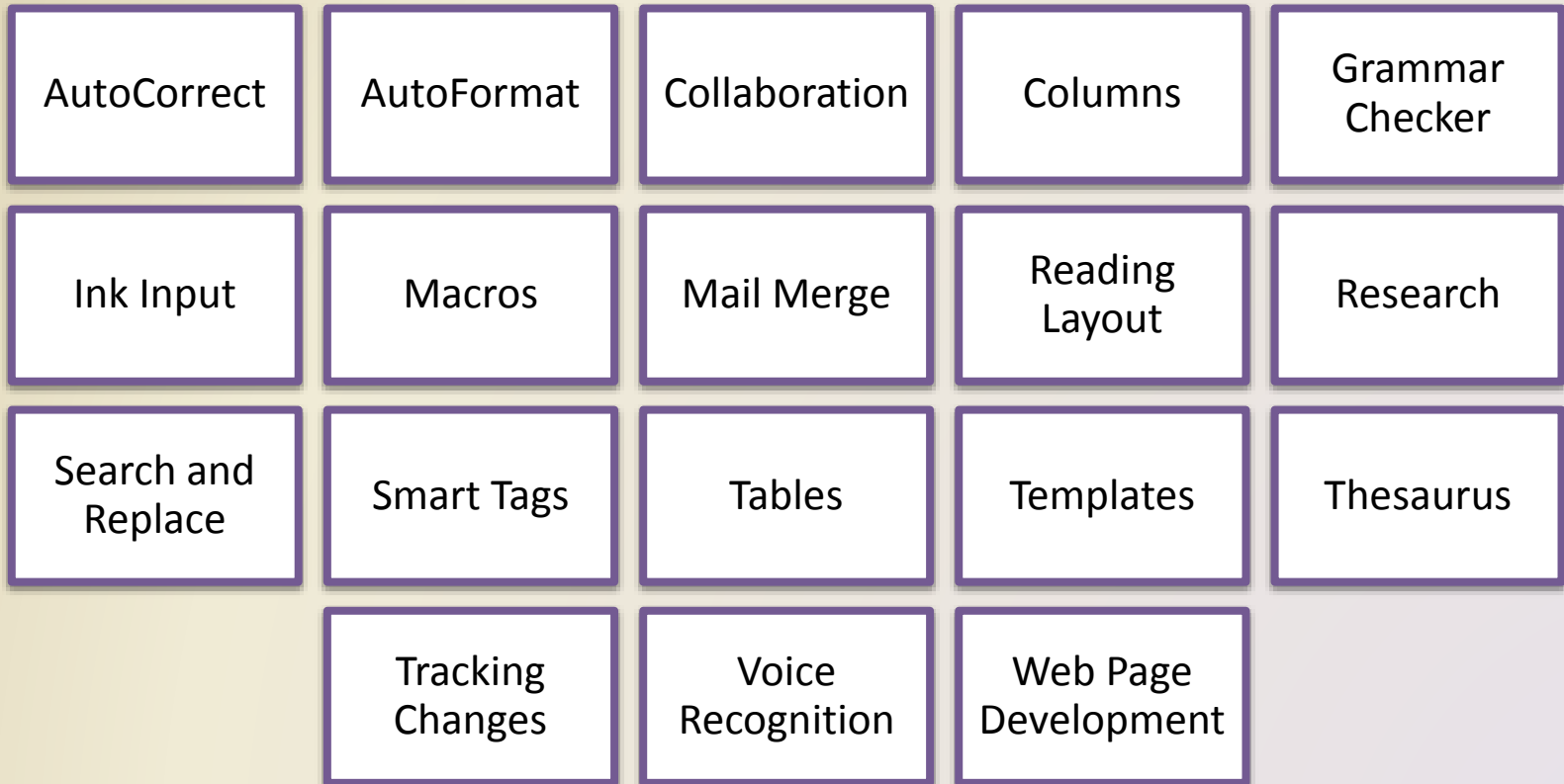
Business Software

- Developing a document

Create a document

- Enter text and numbers
- Insert images
- Perform other tasks

Edit a document

- Make changes to existing content
- Inserting, deleting, cutting, copying, and pasting

Format a document

- Change appearance
  - **Font**
  - **Font size**
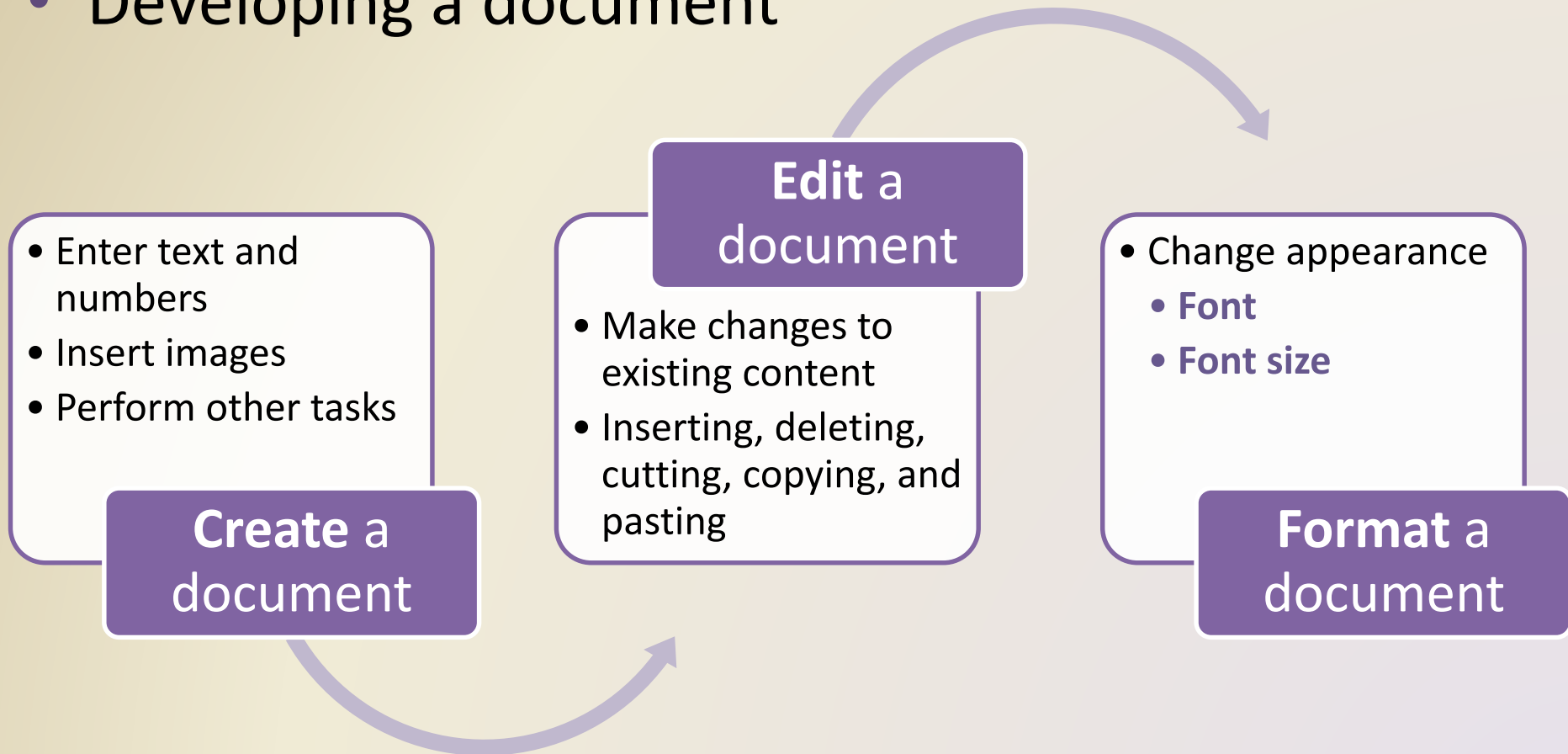
Business Software

- **Spreadsheet software** allows users to organize data in rows and columns and perform calculations

Business Software

- A function is a predefined formula that performs common calculations

FV	NPV	PMT	PV	RATE	DATE
NOW	TIME	ABS	INT	LN	LOG
ROUND	SQRT	SUM	AVERAGE	COUNT	MAX
	MIN	STDEV	IF		
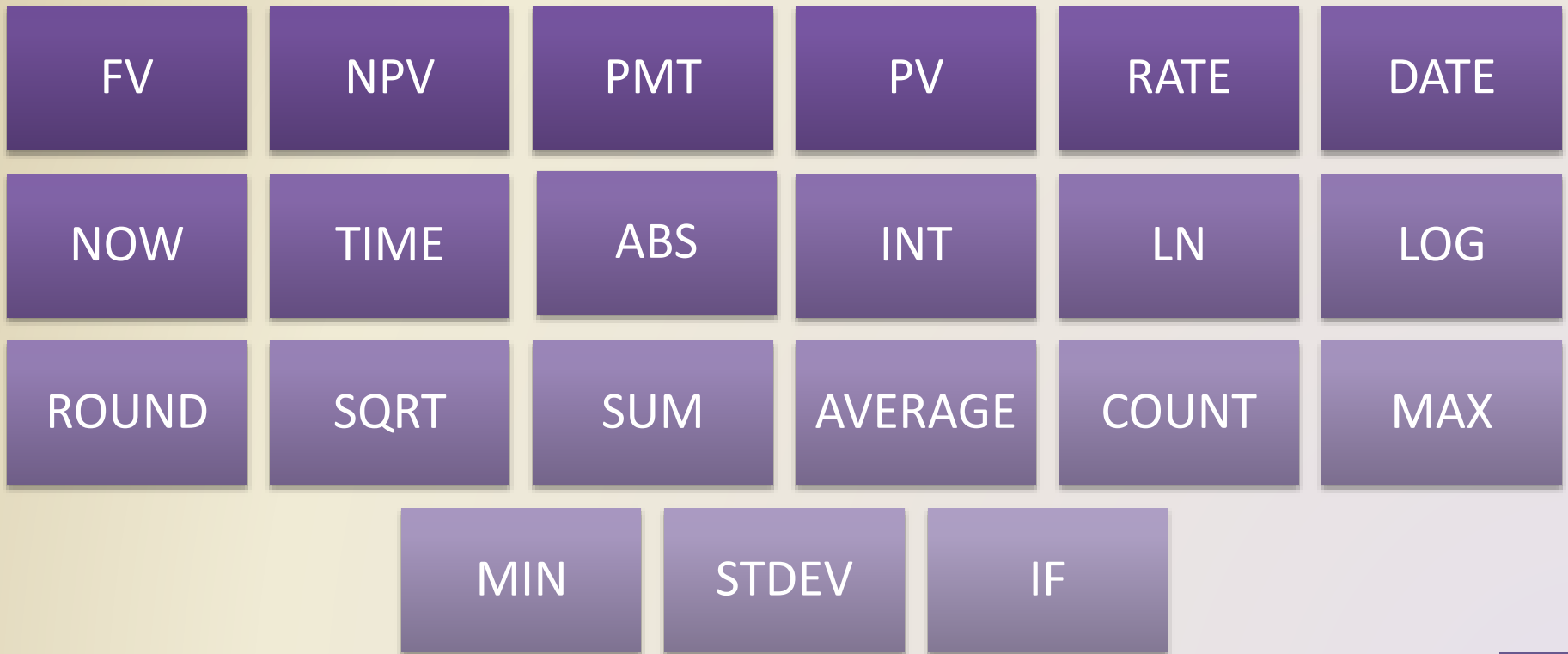
Business Software

- Charting depicts data in a spreadsheet in graphical form
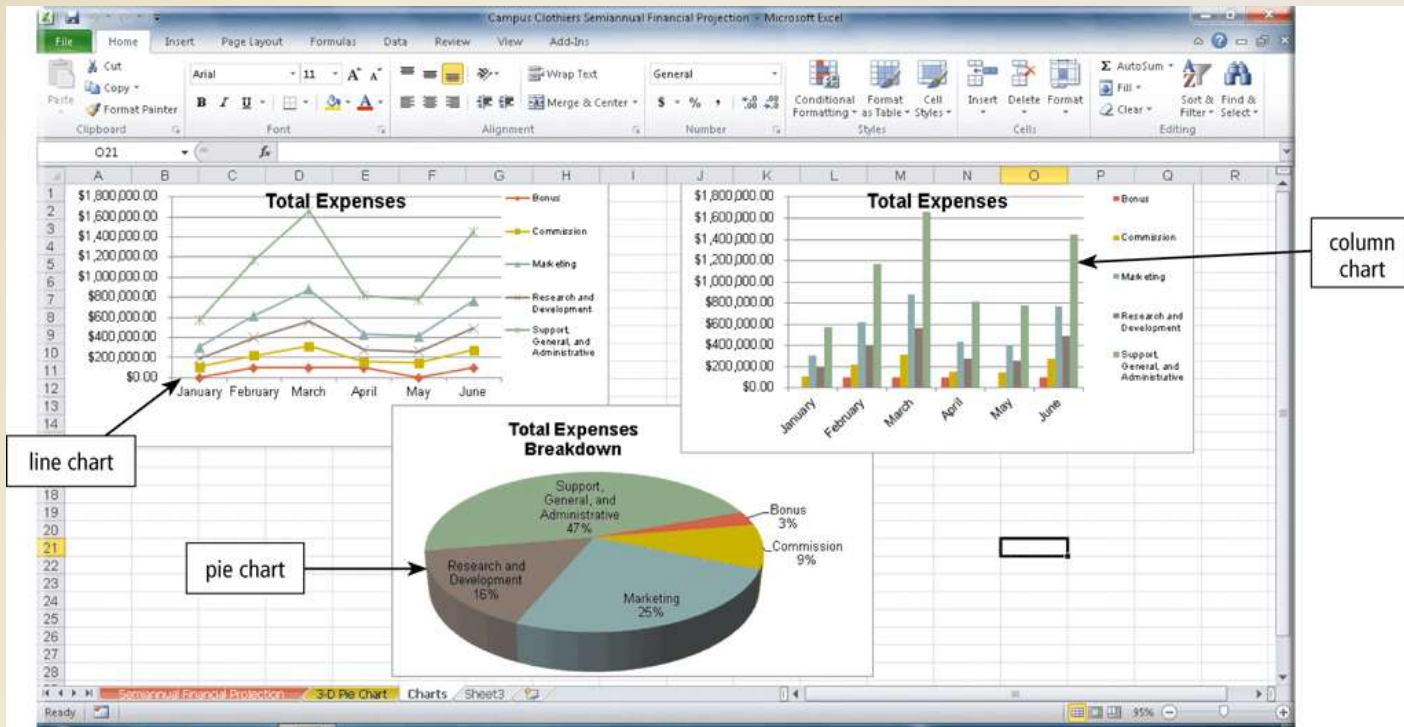
Business Software

- A **database** is a collection of data organized in a manner that allows access, retrieval, and use of that data
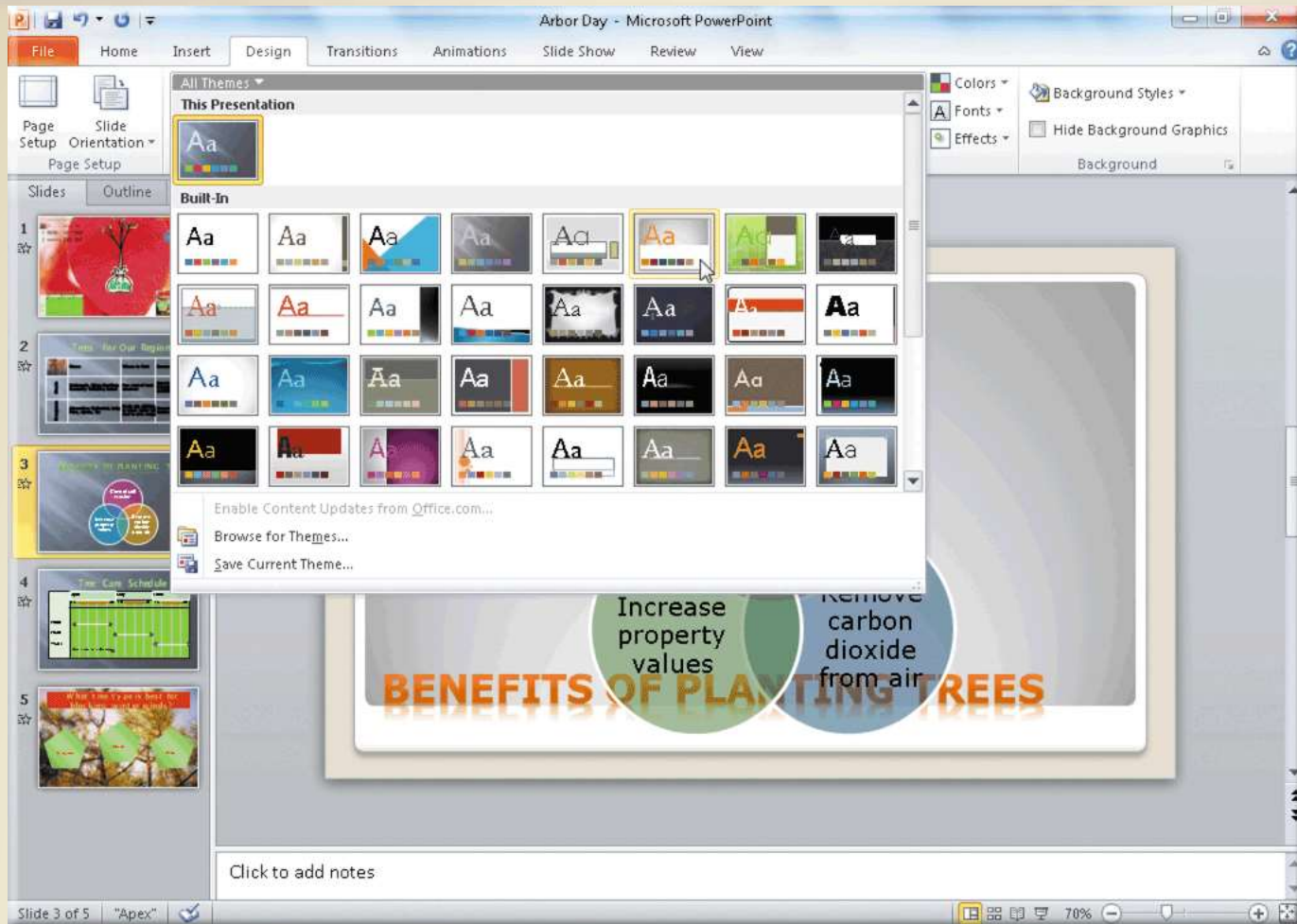 - **Database software** allows users to create, access, and manage a database
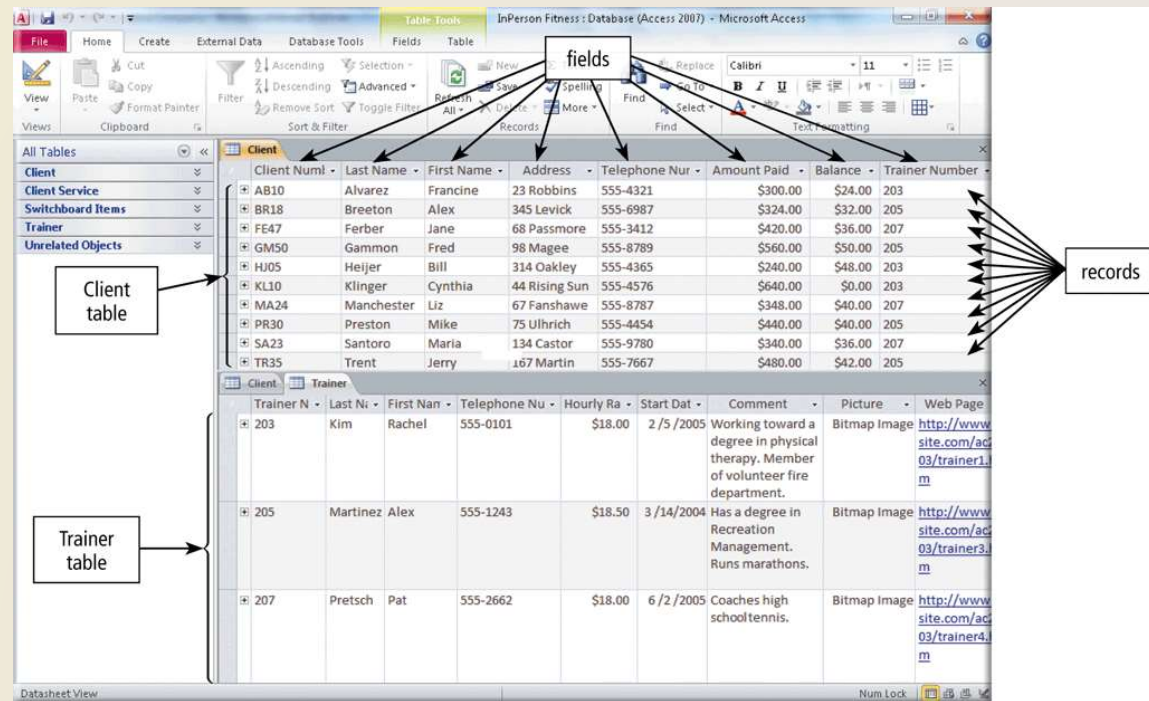
Business Software

- **Presentation software** allows users to create visual aids for presentations to communicate ideas, messages, and other information to a group

Business Software

Business Software

- **Note taking software** is application software that enables users to enter typed text, handwritten comments, drawings, or sketches anywhere on a page

Business Software

- A **software suite** is a collection of individual programs available together as a unit

- A **personal information manager** (**PIM**) is application software that includes

| Appointment calendar | Address book | Notepad |

Business Software

- Scaled down versions of software are available to work with smart phones and other mobile devices

Business Software

 Project management software allows a user to plan, schedule, track, and analyze the events, resources, and costs of a project
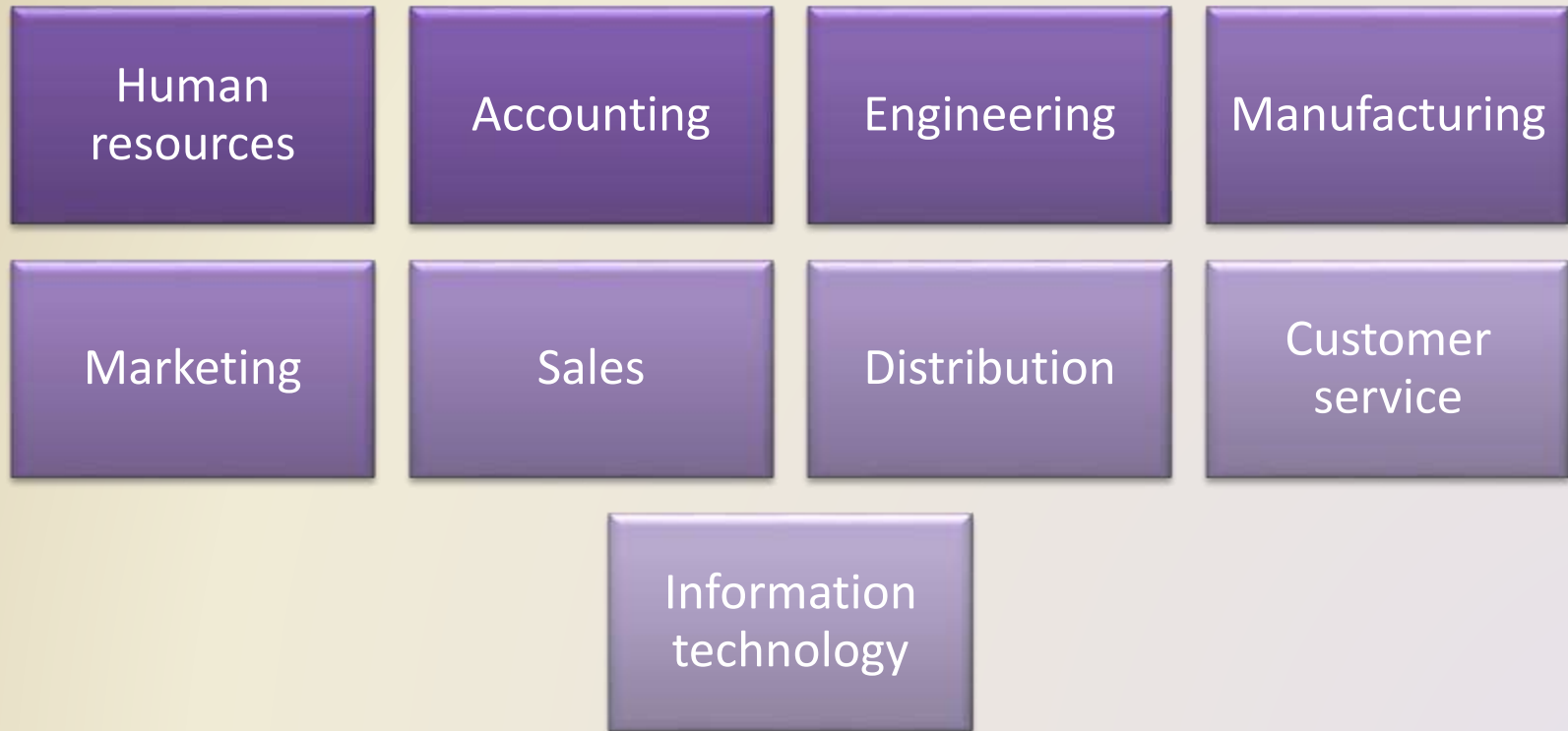
 Accounting software helps companies record and report their financial transactions

 Document management software provides a means for sharing, distributing, and searching through documents by converting them into a format that can be viewed by any user

Business Software

- Enterprises typically require special computing solutions for various functional units

Human resources	Accounting	Engineering	Manufacturing
Marketing	Sales	Distribution	Customer service
	Information technology		

Graphics and Multimedia Software

Popular Graphics and Multimedia Software		
Application Software	**Manufacturer**	**Program Name**
Computer-Aided Design (CAD)	Autodesk	AutoCAD
	Chief Architect	Chief Architect
	Microsoft	Visio
Desktop Publishing (for the Professional)	Adobe	InDesign
	Corel	Ventura
	Quark	QuarkXPress
Paint/Image Editing (for the Professional)	Adobe	Illustrator
	Corel	Painter
	Microsoft	Expression Design
Photo Editing (for the Professional)	Adobe	Photoshop
	Arcadia	PhotoPerfect Ultimate
	Nik Software	Nik Professional Suite
Video and Audio Editing (for the Professional)	Adobe	Audition Premiere Pro Soundbooth
	Avid Technology	Avid Media Composer
	Cakewalk	SONAR
	Sony	ACID Pro
Multimedia Authoring	Adobe	Director
	Agilix	GoCourse
	SumTotal Systems	ToolBook Instructor
Web Page Authoring	Adobe	Dreamweaver Fireworks Flash
	Microsoft	Expression Web SharePoint Designer

Graphics and Multimedia Software

Computer-aided design (CAD) software

Desktop publishing software

Paint/Image editing software

Graphics and Multimedia Software

Professional photo editing software

Video and audio editing software

Multimedia authoring software

Graphics and Multimedia Software

- **Web page authoring software** helps users of all skill levels create Web pages that include multimedia and interactive content

Software for Home, Personal, and Educational Use

 Personal finance software

 Legal software

 Tax preparation software

Software for Home, Personal, and Educational Use

Personal DTP software

Personal paint/image editing software

Personal photo editing software

Software for Home, Personal, and Educational Use

Clip art/image gallery

Video and audio editing software

Home design/landscaping software

Software for Home, Personal, and Educational Use

Travel and mapping software

Reference software

Educational software

Entertainment software

Web Applications

- A Web application is a Web site that allows users to access and interact with software from any computer or device that is connected to the Internet
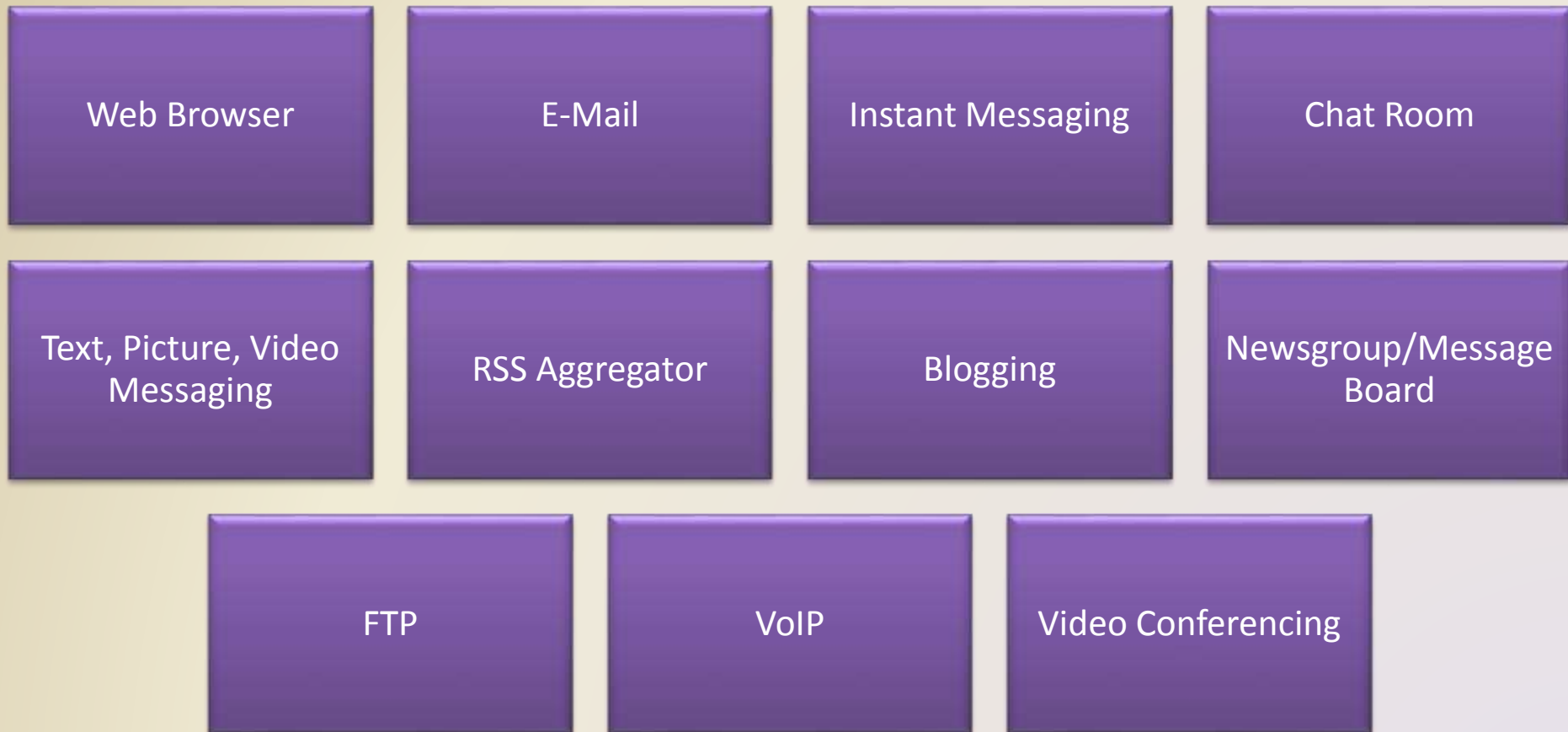
Popular Web Applications	
Program Name	**Type of Application Software**
Britannica.com	Reference
Dictionary.com	Reference
Flickr	Photo Editing and Photo Management
Gmail	E-Mail
Google Docs	Productivity Suite
Google Earth	Travel and Mapping
Google Maps	Travel and Mapping
MSN Encarta	Reference
Office Web Apps	Productivity Suite
Photoshop Express	Photo Editing
Picnik	Photo Editing
TaxACT Online	Tax Preparation
TurboTax Online	Tax Preparation
Windows Live Calendar	Personal Information Manager
Windows Live Hotmail	E-Mail
YouSendIt	File Transfer and E-Mail

Web Applications

Application Software for Communications

|			
Web Browser	E-Mail	Instant Messaging	Chat Room
Text, Picture, Video Messaging	RSS Aggregator	Blogging	Newsgroup/Message Board
FTP	VoIP	Video Conferencing	

Learning Tools for Application Software

- **Online Help** is the electronic equivalent of a user manual

- You can ask a question or access the Help topics in subject or alphabetical order
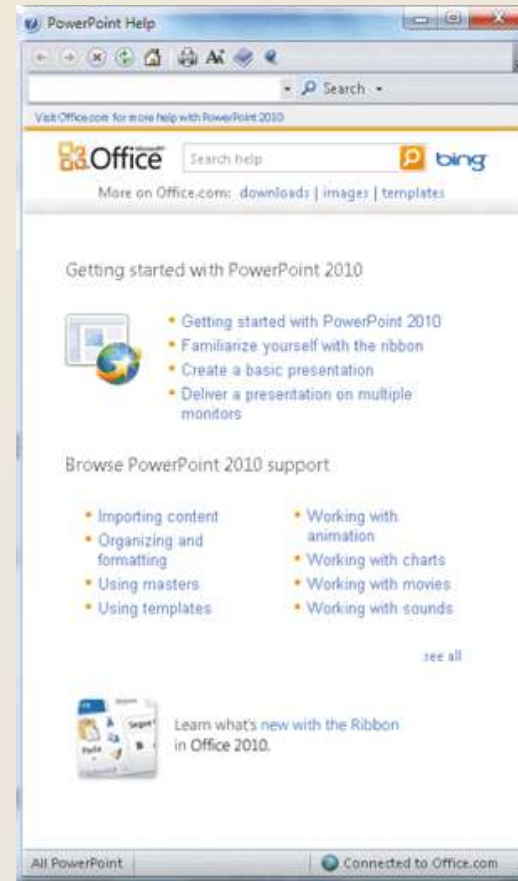
Learning Tools for Application Software

- Web-based Help provides updates and more comprehensive resources to respond to technical issues about software
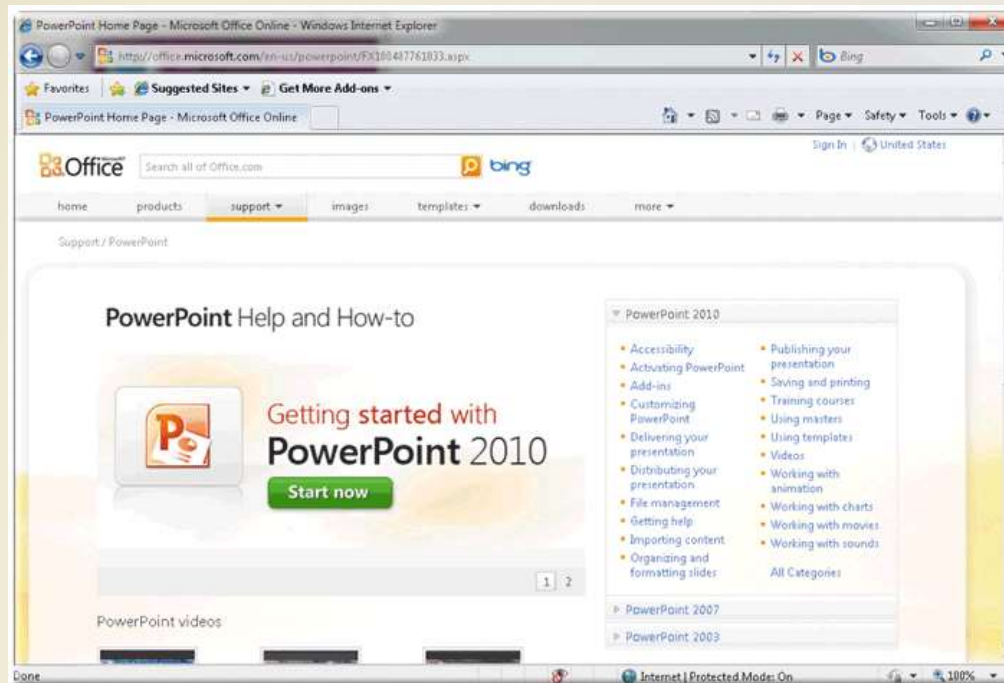
Learning Tools for Application Software

- **Web-based training** is a type of CBT that uses Internet technology and consists of application software on the Web

- **Distance learning** (**DL**) is the delivery of education at one location while the learning takes place at other locations

Summary

How to start and interact with application software

Overview of a variety of business software, graphics and multimedia software, and home/personal/educational software

Web applications and application software for communications

Learning tools for application software and Web-based training

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Chapter Three

Application Software

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Chapter 3 Complete