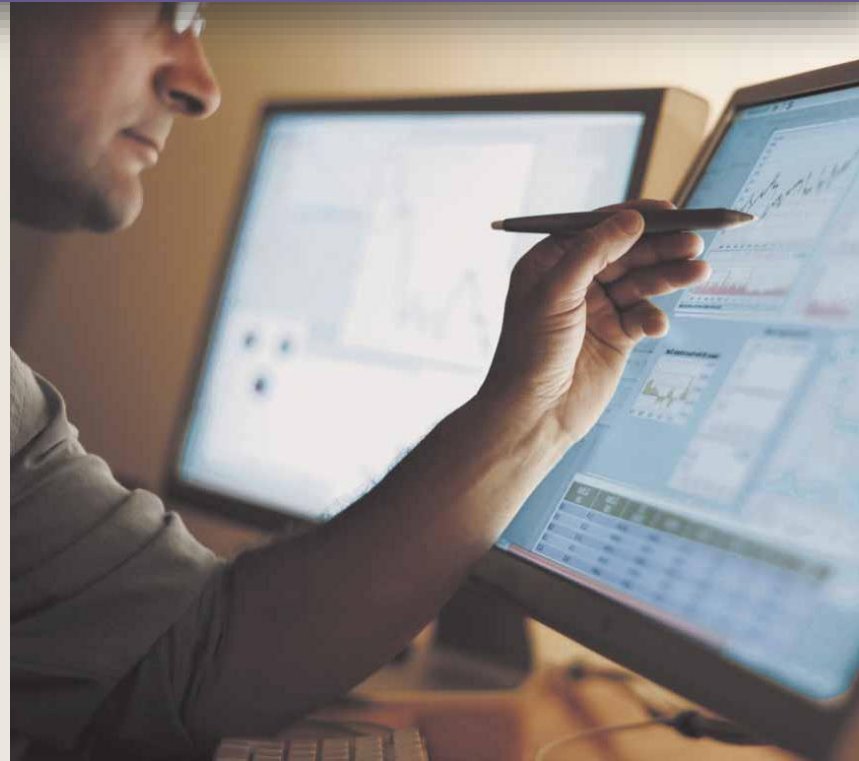


Chapter Three

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

- 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



Graphics and Multimedia

- 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



Home/Personal/Educational

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

Application Software

- Available in a variety of forms:

**Packaged
software**

**Custom
software**

**Web
application**

**Open source
software**

Shareware

Freeware

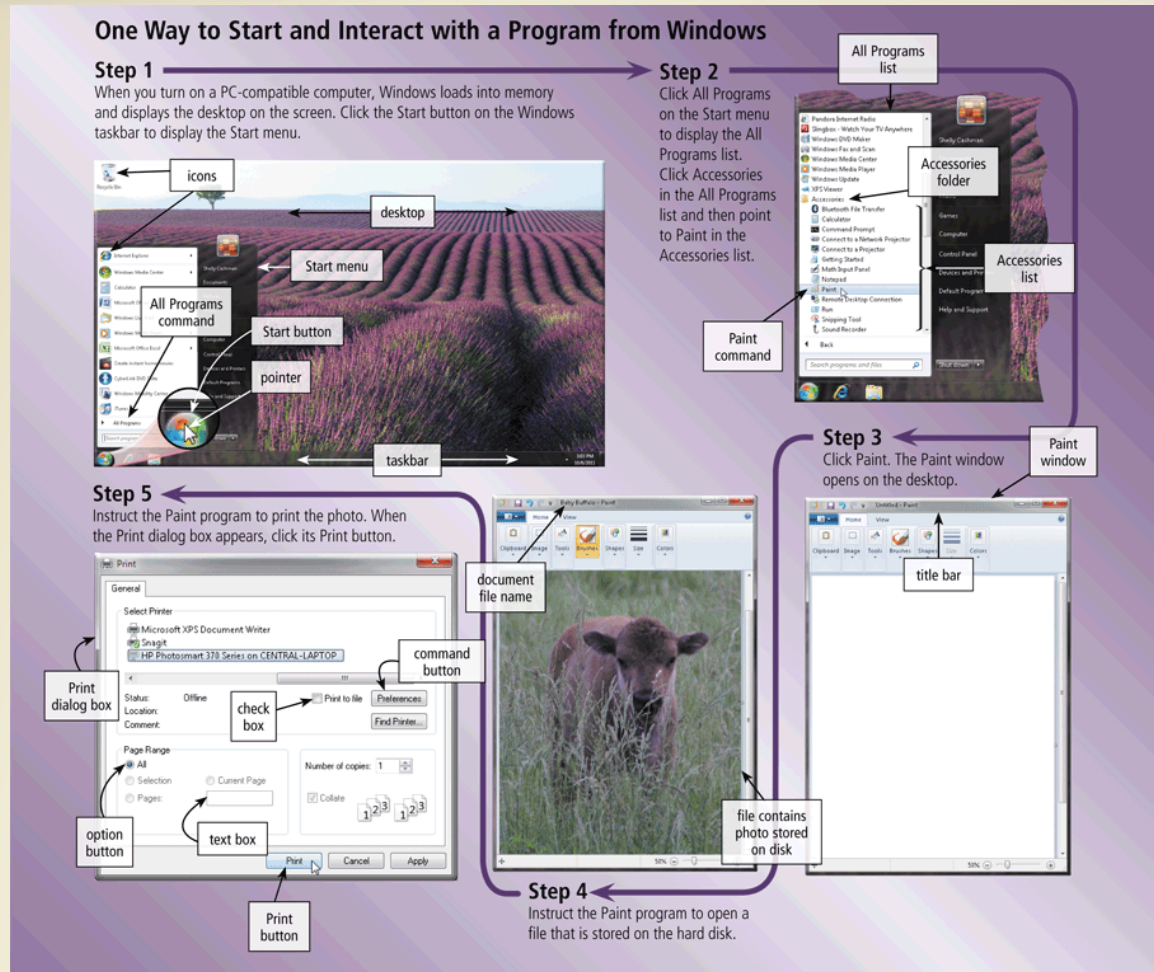
**Public-domain
software**

Application Software

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



Application Software



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

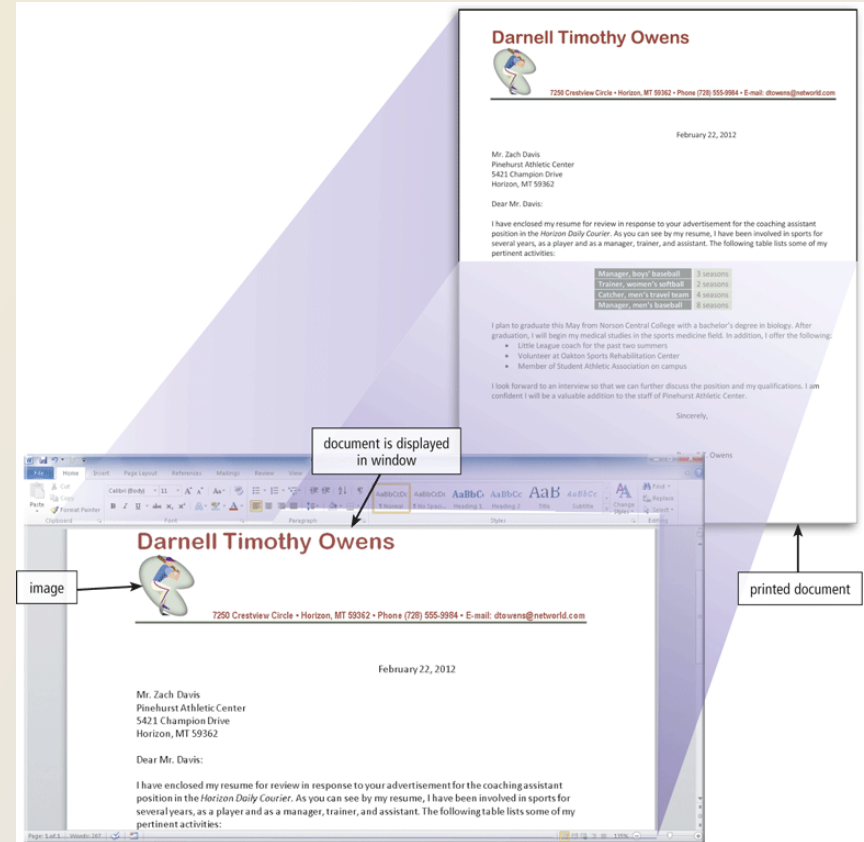
Accounting

Document
Management

Enterprise
Computing
Software

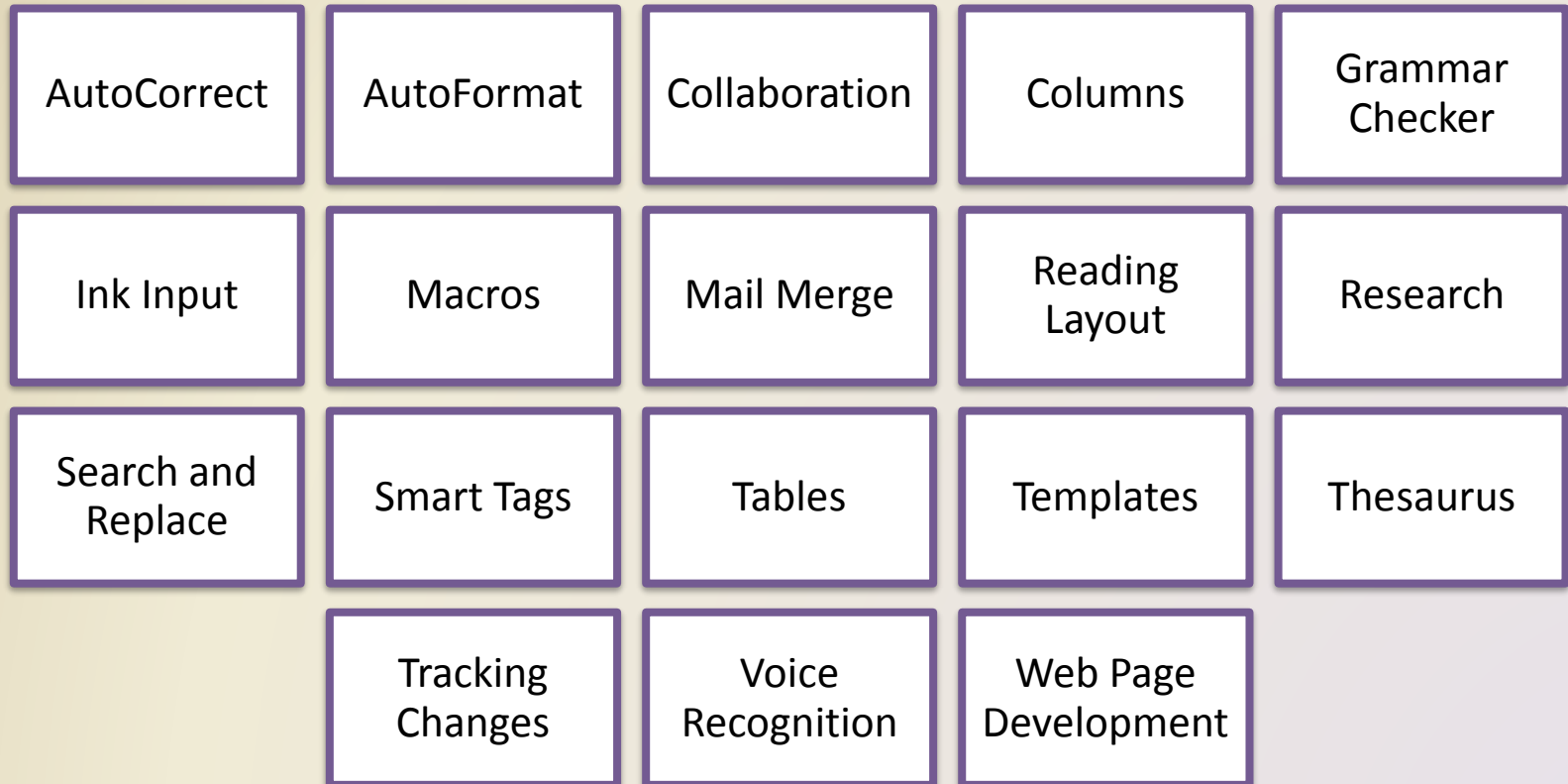
Business Software

- **Word processing software** allows users to create and manipulate documents
- **Clip art** is a collection of electronic drawings, photos, and other images



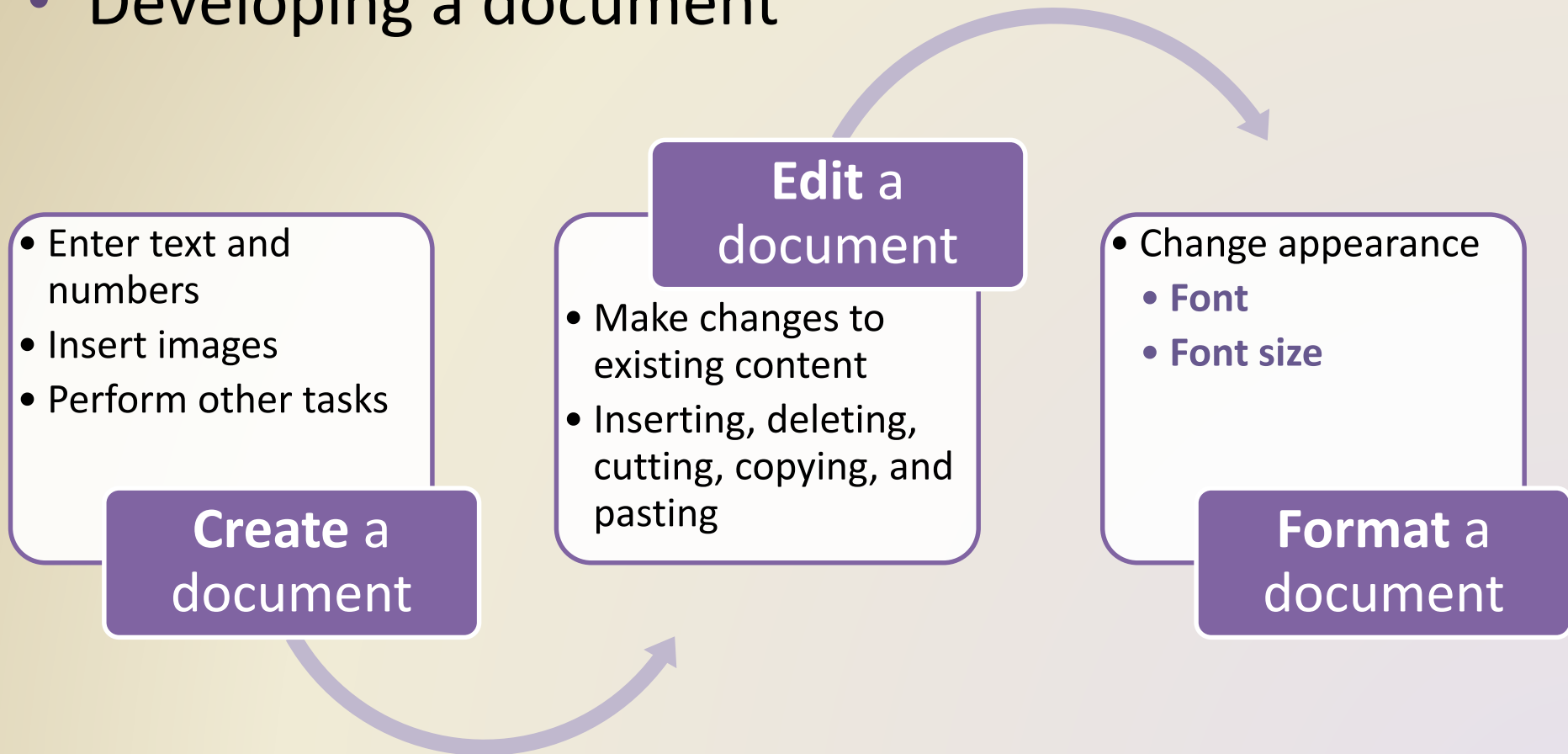
Business Software

- Additional word processing features include



Business Software

- Developing a document



Business Software

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

handwritten spreadsheet

Campus Clothiers
Semiannual Projected Gross Margin, Expenses, and Operating Income

	January	February	March	April	May	June	Total
Sales	\$3,383,909.82	\$6,880,576.15	\$9,742,702.37	\$4,818,493.53	\$4,566,722.63	\$8,527,504.39	\$37,919,908.89
Cost of Goods Sold	1,319,724.83	2,683,424.70	3,799,653.92	1,879,212.48	1,781,021.83	3,325,726.71	14,788,764.47
Gross Margin	\$2,064,184.99	\$4,197,151.45	\$5,943,048.45	\$2,939,281.05	\$2,785,700.80	\$5,201,777.68	\$23,131,144.42
Expenses							
Bonus	\$0.00	\$0.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$400,000.00
Commission	109,977.07	316,637.83	316,637.83	156,601.04	148,418.49	277,143.89	1,232,397.04
Marketing	304,551.88	876,843.21	876,843.21	433,664.42	411,005.04	767,475.40	3,412,791.80
Research and Development	194,574.81	395,633.13	560,205.39	277,063.38	262,586.55	490,331.50	2,180,394.76
Support, General, and Administrative	575,264.67	1,169,697.95	1,656,259.40	819,143.90	776,342.85	1,449,675.75	6,446,384.51
Total Expenses	\$1,184,368.44	\$2,508,201.65	\$3,509,945.83	\$1,786,472.74	\$1,598,352.92	\$3,084,626.54	\$13,671,968.11
Operating Income	\$879,816.55	\$1,688,949.80	\$2,433,102.62	\$1,152,808.32	\$1,187,347.88	\$2,117,151.14	\$9,459,176.31

columns B, C, D, and E

function assigned to active cell

rows 3, 4, 5, and 6

cell B4

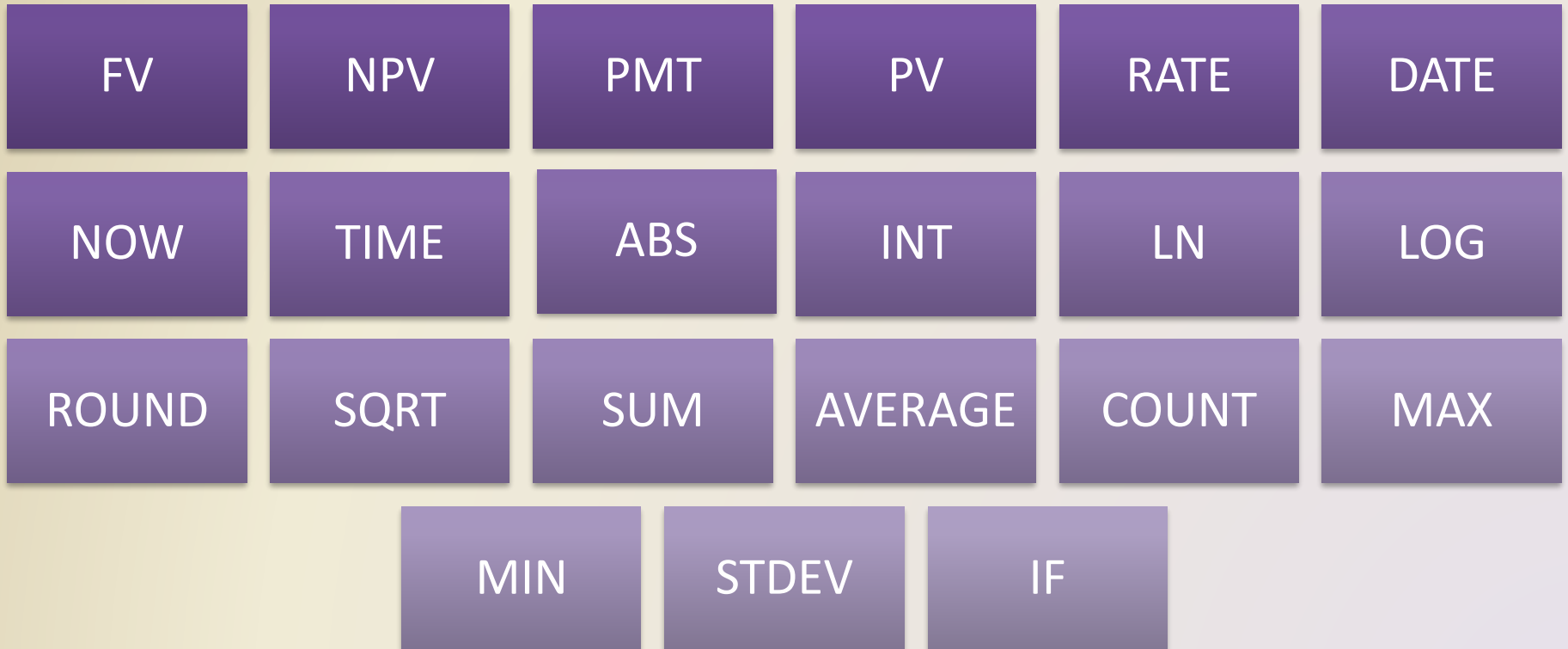
cell B14 is active

worksheet

Ready Semianual Financial Projection Sheet2 Sheet3 110%

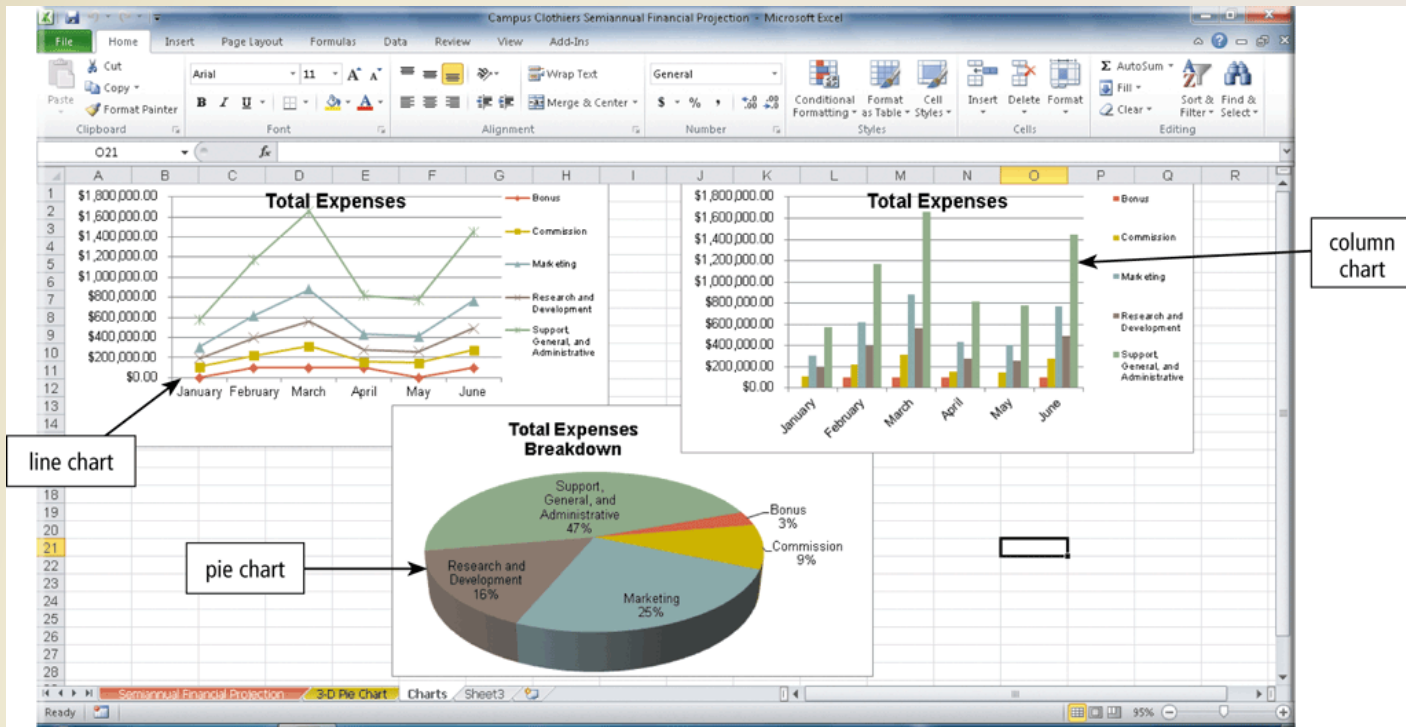
Business Software

- A function is a predefined formula that performs common calculations



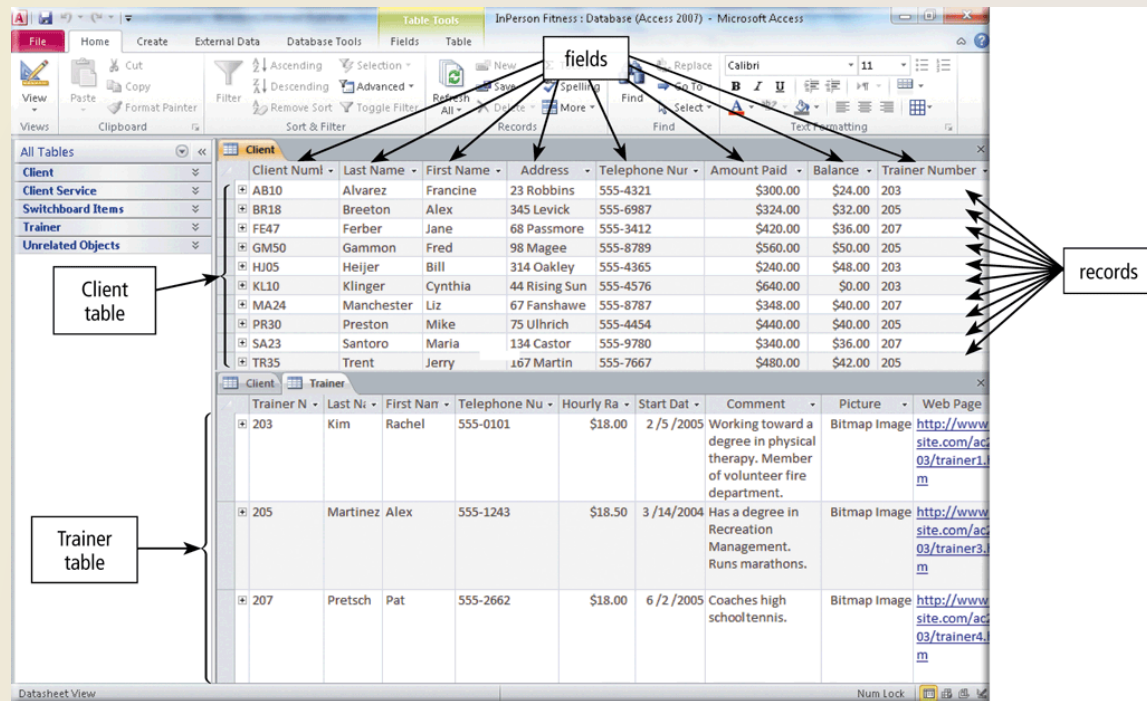
Business Software

- 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

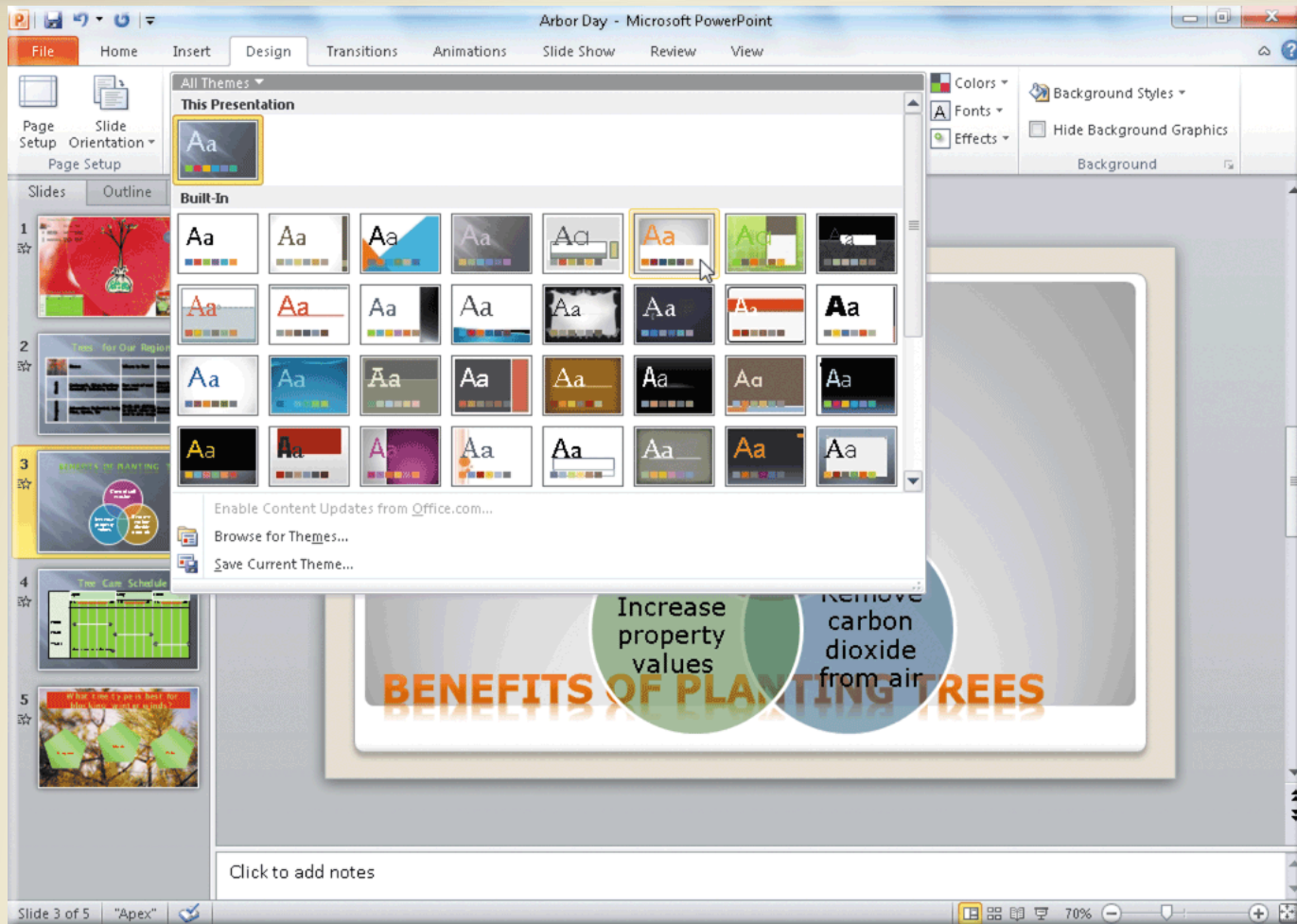


Business Software

- **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

The screenshot displays a note-taking application window titled "Cardiovascular Systems". The main content area shows a diagram titled "Circulatory System Variations" with three illustrations: a planarian (Planaria) with labels for "Gastrovascular cavity", "Pharynx", and "Mouth"; an insect with labels for "Tubular heart", "Lateral hearts", and "Ventral blood vessel"; and an earthworm (Earthworm) with labels for "Dorsal blood vessel" and "Ventral blood vessel". Below the diagrams are the labels: "Planaria: gastrovascular cavity", "Insect: open circulation", and "Earthworm: closed circulation". A red handwritten note with an arrow pointing to the earthworm diagram says "This will be on the test!". Below the diagram is a section titled "Human Heart" with a bulleted list: "• Primordium forms in cardiogenic plate at cranial end of embryo", "• Angiogenic cell clusters lie in horseshoe shape", and "• Tube can be subdivided into...". A small image of a human heart is visible at the bottom right of the diagram area. The application interface includes a top bar with "9/18 11:11 AM" and "Page Group: 1 of 2", and a right sidebar with a list of notes and various controls.

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

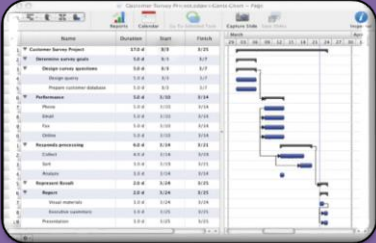
Notepad

Business Software

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



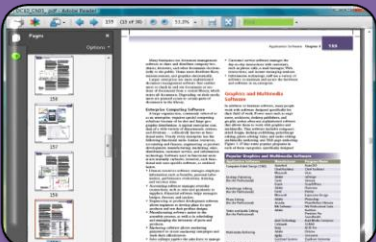
Business Software



Project management software allows a user to plan, schedule, track, and analyze the events, resources, and costs of a project



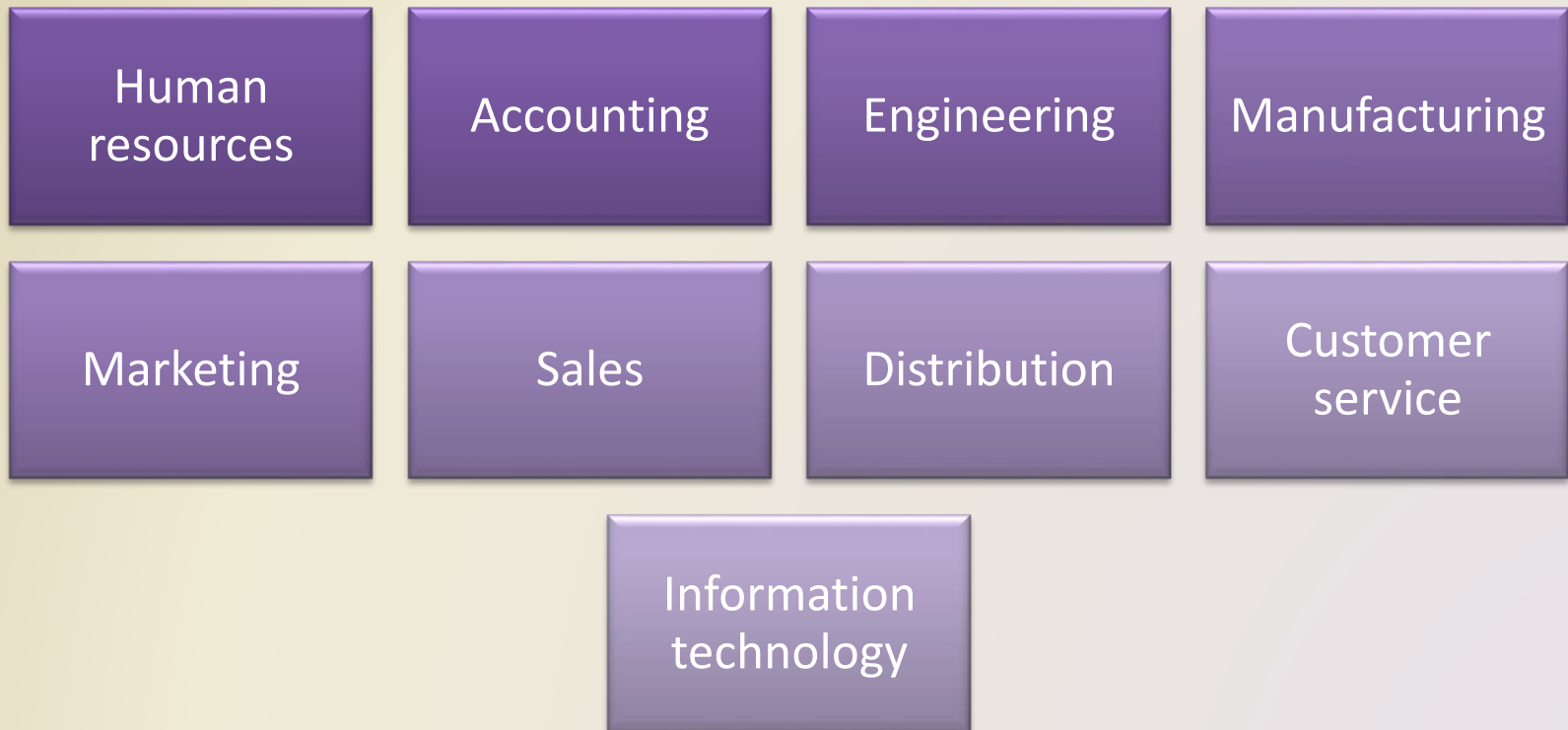
Accounting software helps companies record and report their financial transactions



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



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
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



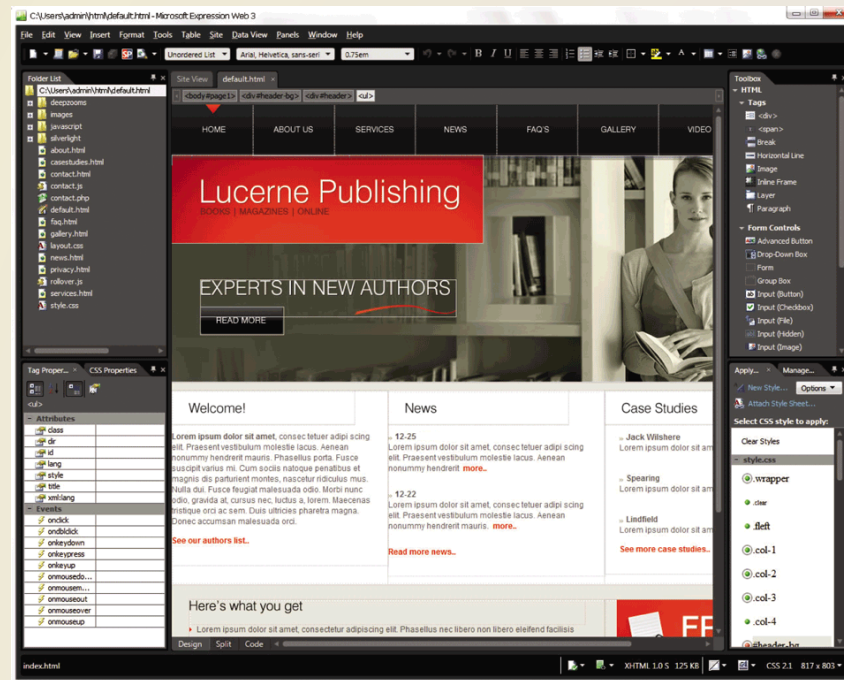
Video and audio editing software



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

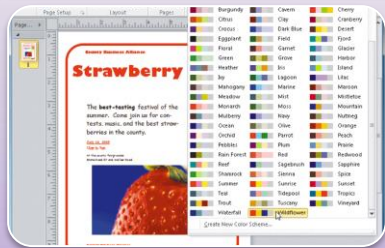


Legal software



Tax preparation software

Software for Home, Personal, and Educational Use



Personal DTP software

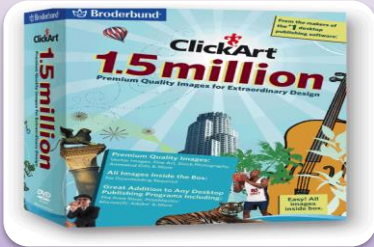


Personal paint/image editing software



Personal photo editing software

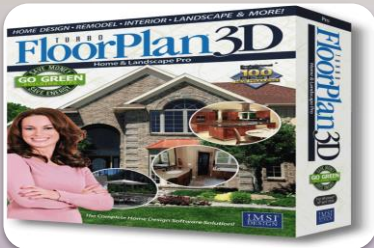
Software for Home, Personal, and Educational Use



Clip art/image gallery

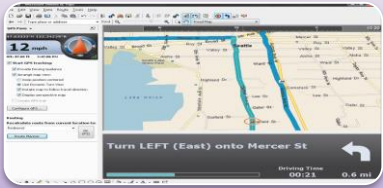


Video and audio editing software

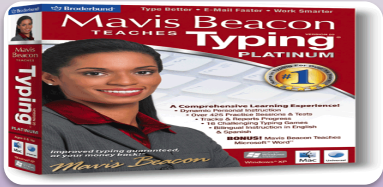


Home design/landscaping software

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

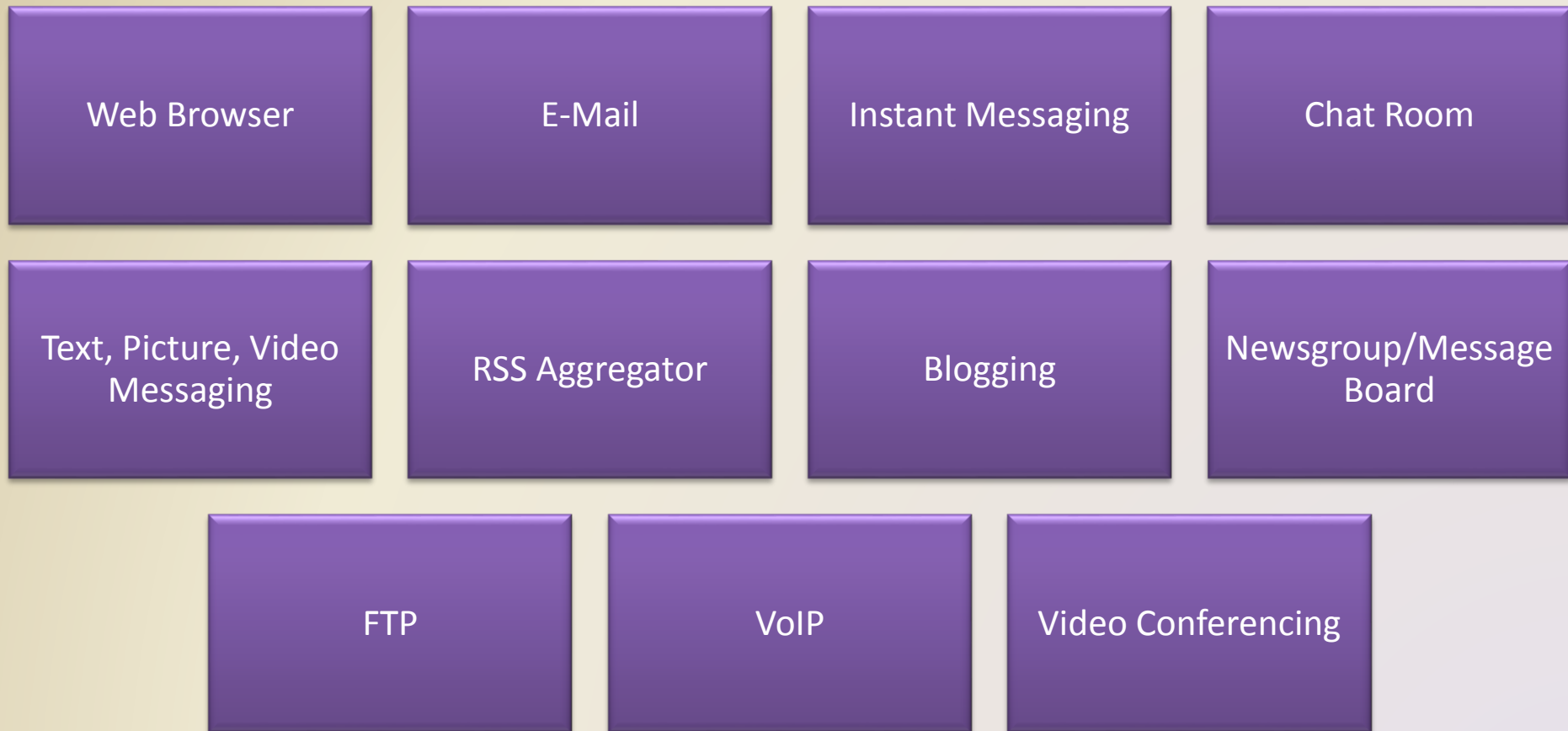
Popular Web Applications	
Program Name	Type of Application Software
Britannica.com	Reference
Dictionary.com	Reference
Flickr	Photo Editing and Photo Management
Gmail	E-Mail
Google Docs	Productivity Suite
Google Earth	Travel and Mapping
Google Maps	Travel and Mapping
MSN Encarta	Reference
Office Web Apps	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

The screenshot shows a Google Docs spreadsheet with the following data:

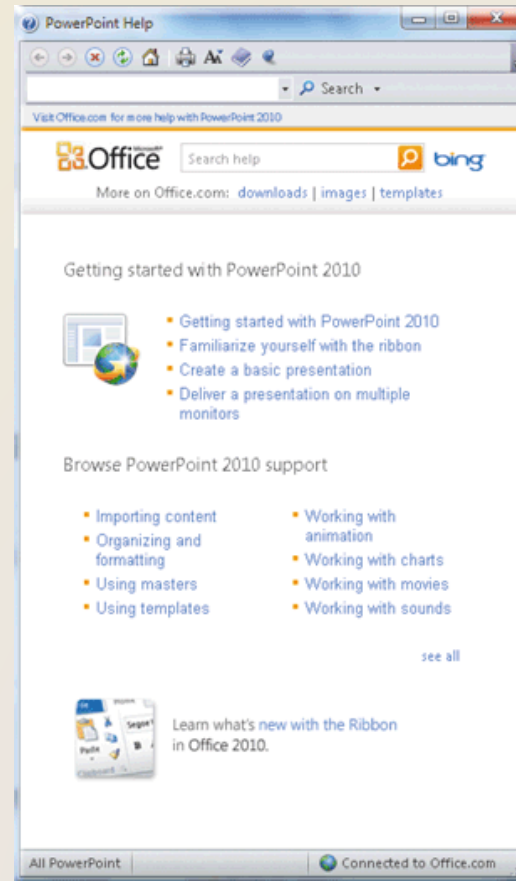
	January	February	March	April	May	June	Total
Sales	\$3,383,909.82	\$6,880,576.15	\$9,742,702.37	\$4,818,493.53	\$4,566,722.63	\$8,527,504.39	\$37,919,908.89
Cost of Goods Sold	1,319,725	2,683,425	3,799,654	1,879,212	1,781,022	3,325,727	14,788,764
Gross Margin	\$2,064,184.99	\$4,197,151.45	\$5,943,048.45	\$2,939,281.05	\$2,785,700.80	\$5,201,777.68	\$23,131,144.42
Expenses							
Bonus	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$400,000.00
Commission	109,977	223,619	316,638	156,601	148,418	277,144	1,232,397
Marketing	304,552	619,252	876,843	433,664	411,005	767,475	3,412,792
Research and Development	194,575	395,633	560,205	277,063	262,587	490,332	2,180,395

Application Software for Communications



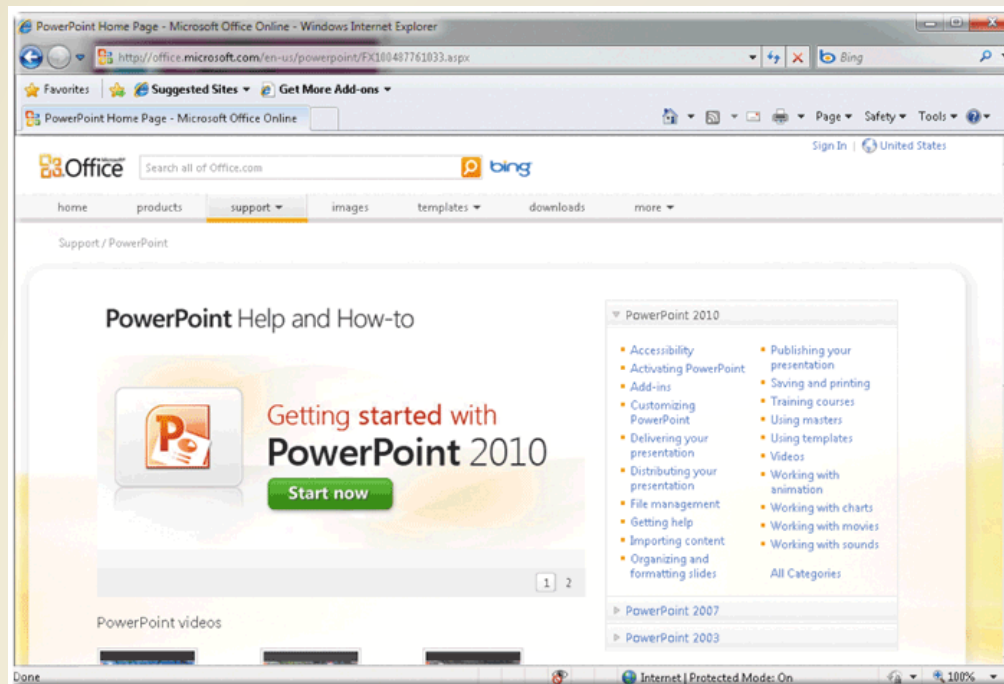
Learning Tools for Application Software

- **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

The screenshot shows a Moodle course page titled "Romeo and Juliet Sample Unit". The page is viewed through a "guest access" session. The main content area displays a "Topic outline" for "Welcome to English 9!". Below the title, there is a photograph of a building. Underneath the photo, there is a section for "General Information" which includes a link to "Course Syllabus or Overview Goes HERE" and another link for "Welcome and Instructions for Visitors". A table of contents is visible, listing "1 Introductory Discussions" with sub-items: "Primary Document for Parenting Advice Forum" and "Seventeenth Century *Advice to Parents*", followed by "Assignments and Handouts". The left sidebar contains navigation menus for "Online Users" (showing none), "Activities" (Assignments, Forums, Quizzes, Resources), and "Administration" (Enroll me in this course). The right sidebar features a "Calendar" for September, an "Events Key" (Global, Course), and "Credits" information stating the course was developed by Lesli Smith at <http://moodlerooms.com/>.

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

Chapter Three

Application Software

Discovering Computers 2012

**Your Interactive Guide
to the Digital World**

Chapter 3 Complete

