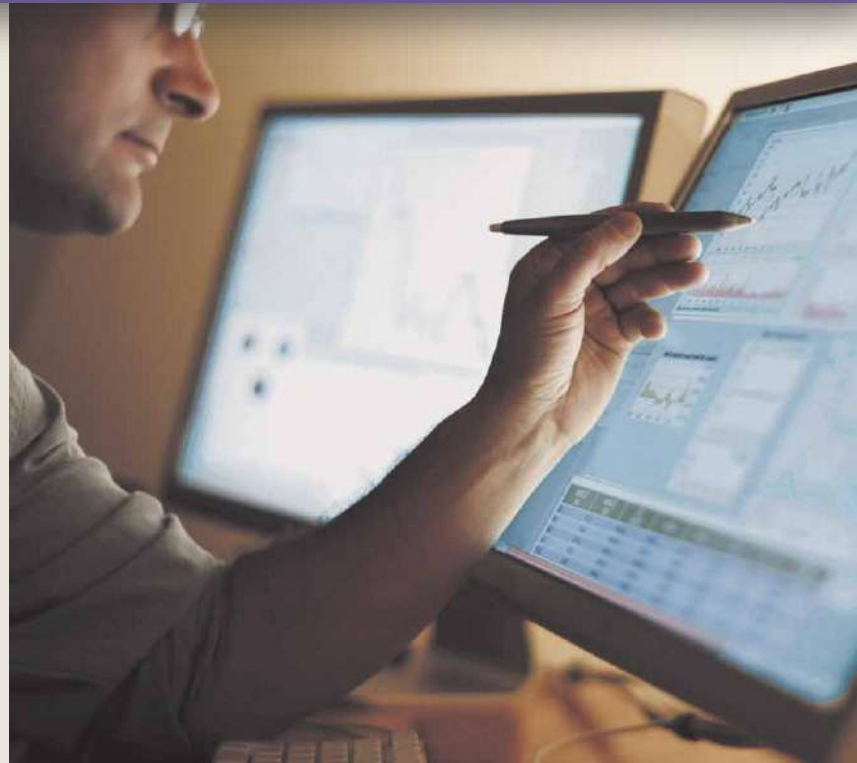# Application Software

Discovering Computers 2011

Living in a Digital World

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

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Chapter 3

2

Application Software

Four Categories of 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
- 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	

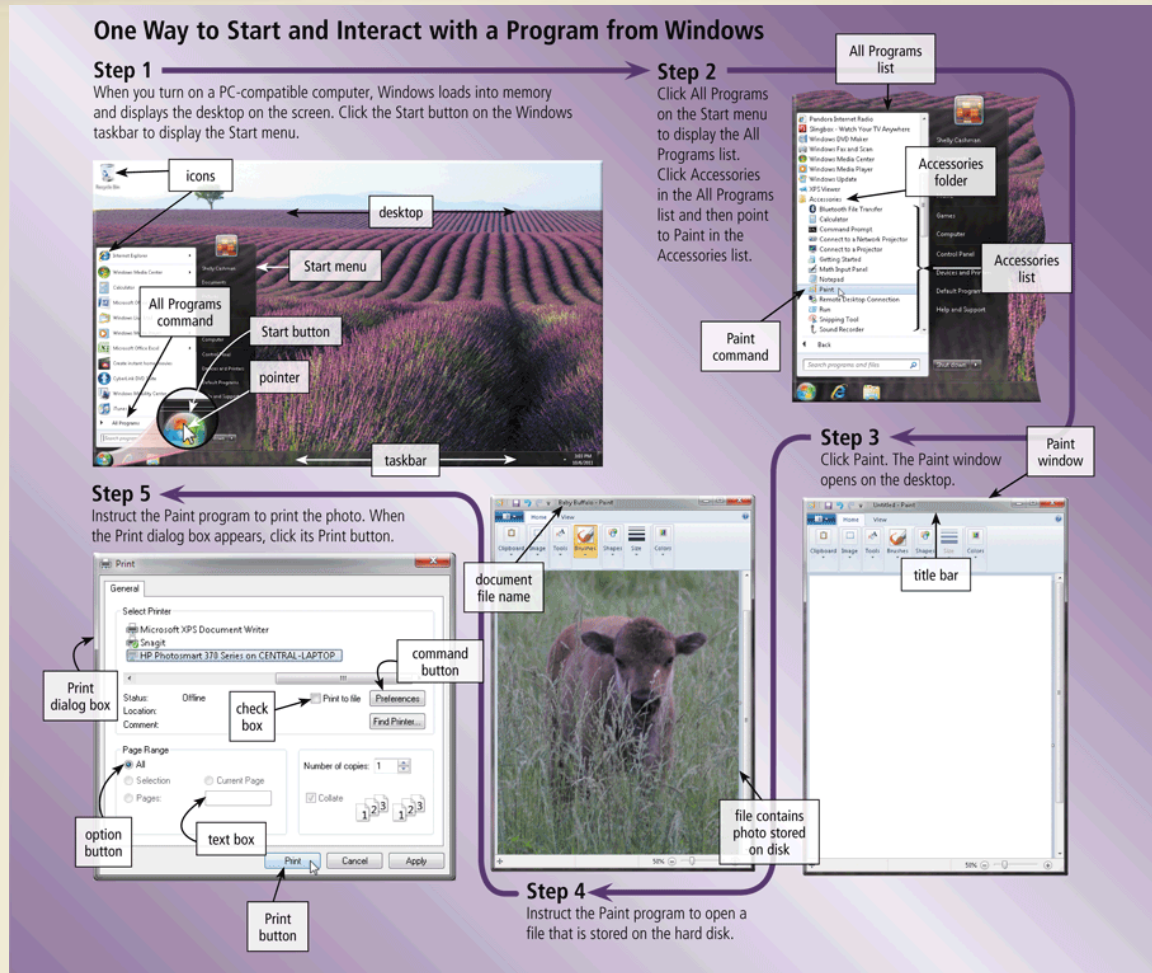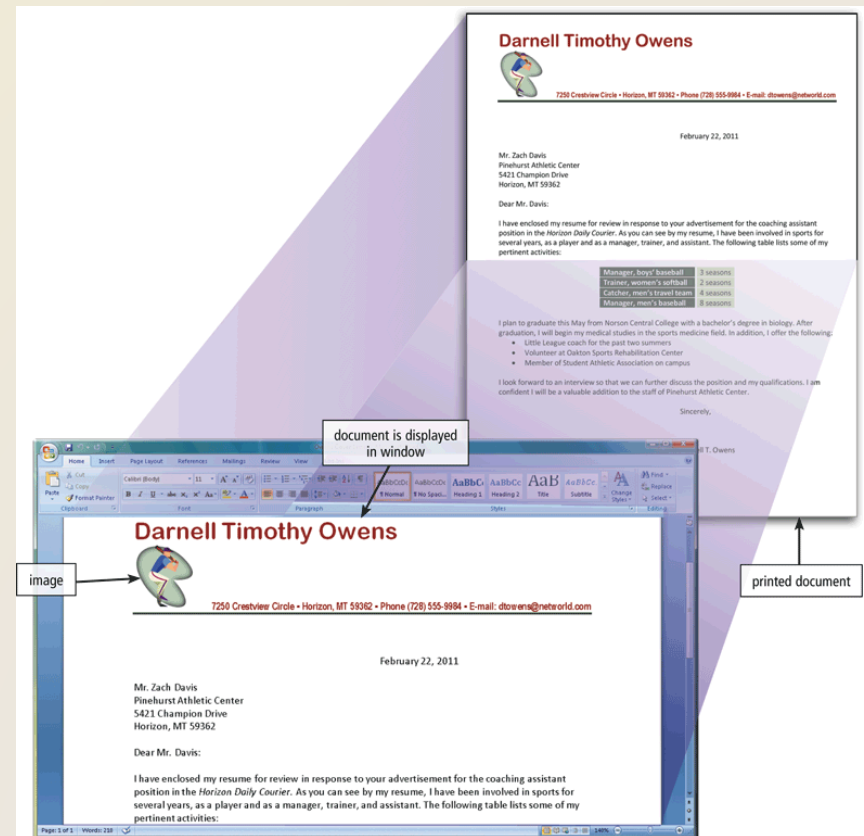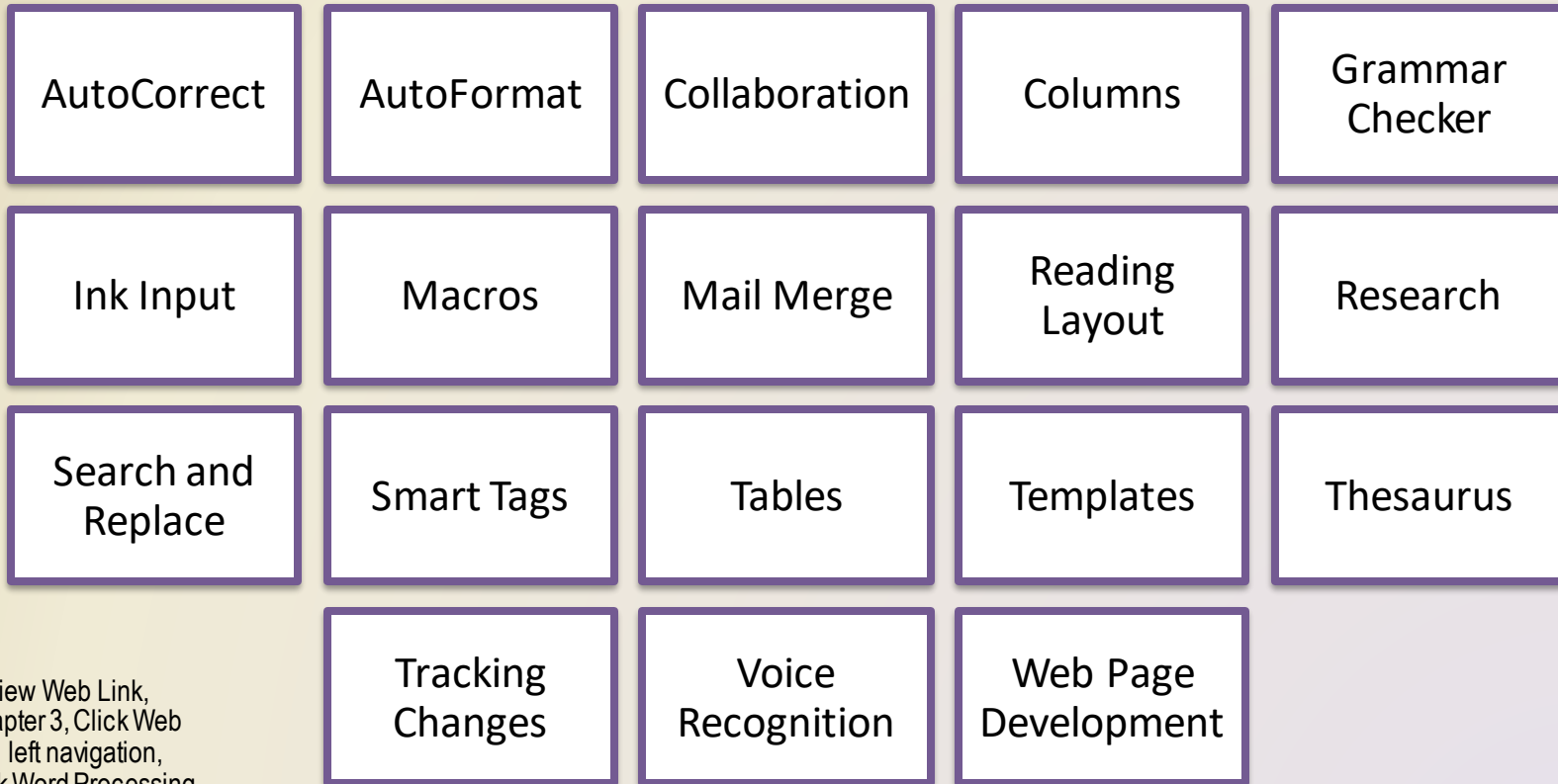Discovering Computers 2011: Living in a Digital World
Chapter 3

Application Software

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

  – Utility programs

Click to view Web Link, click Chapter 3, Click Web Link from left navigation, then click Antivirus Programs below Chapter 3

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

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Chapter 3

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

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	

Click to view Web Link, click Chapter 3, Click Web Link from left navigation, then click Word Processing Software below Chapter 3
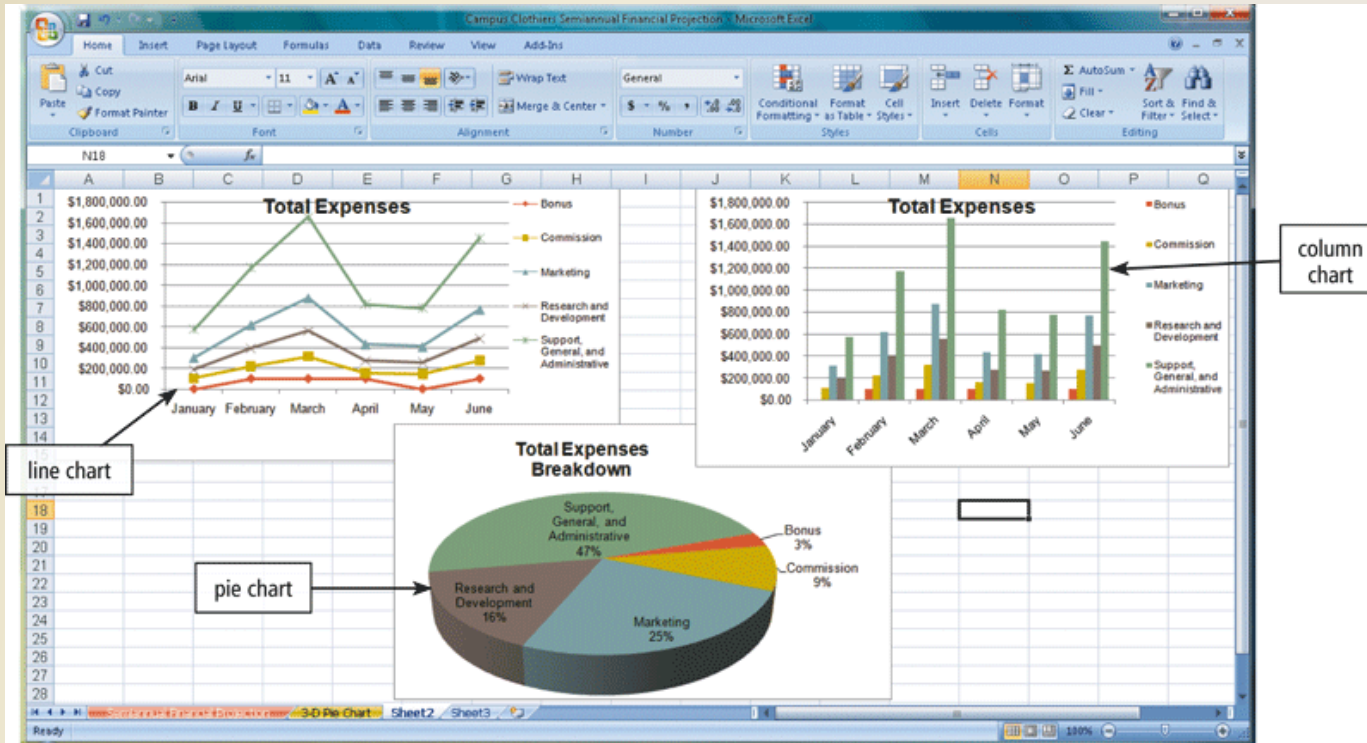
Business Software

- 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**

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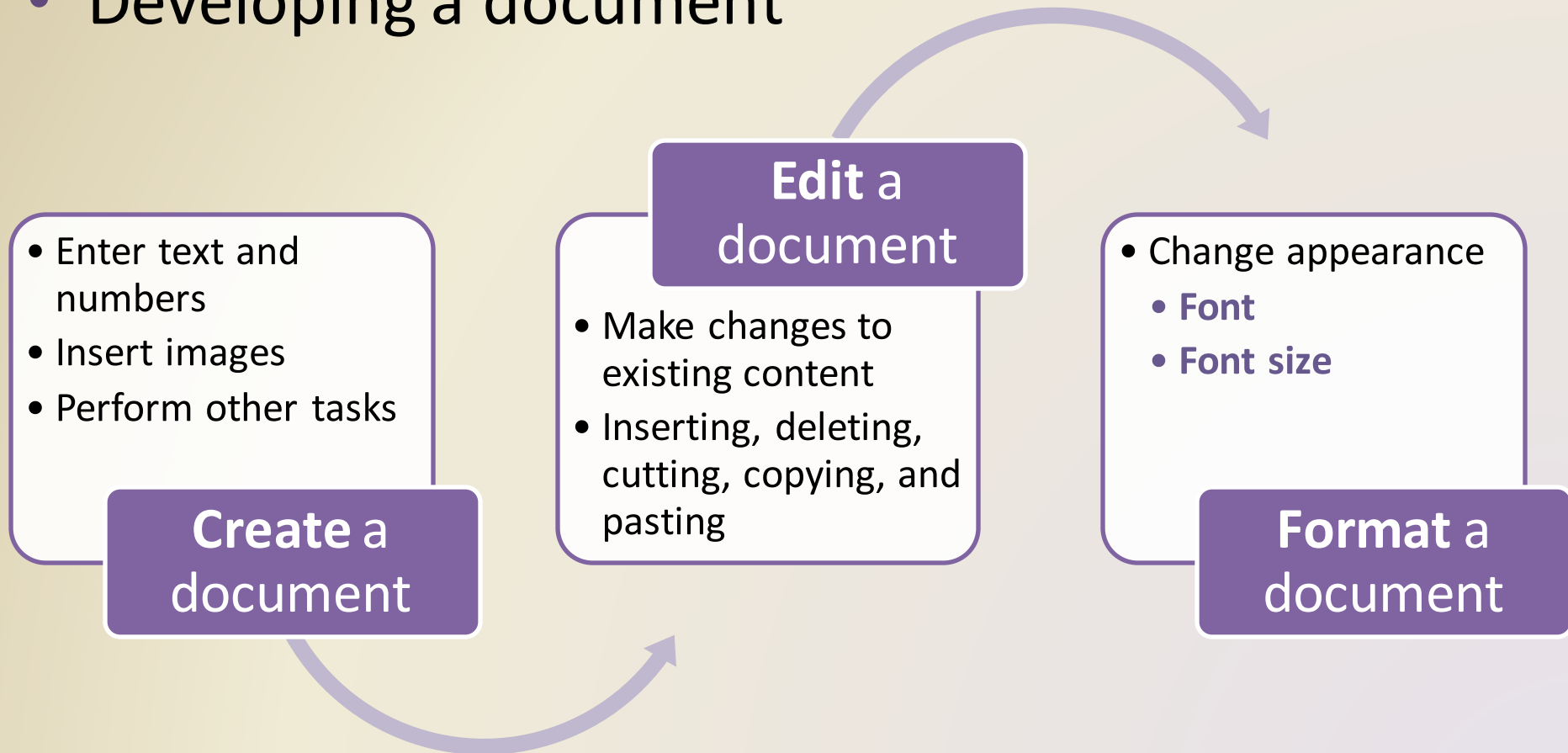
Business Software

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

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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		
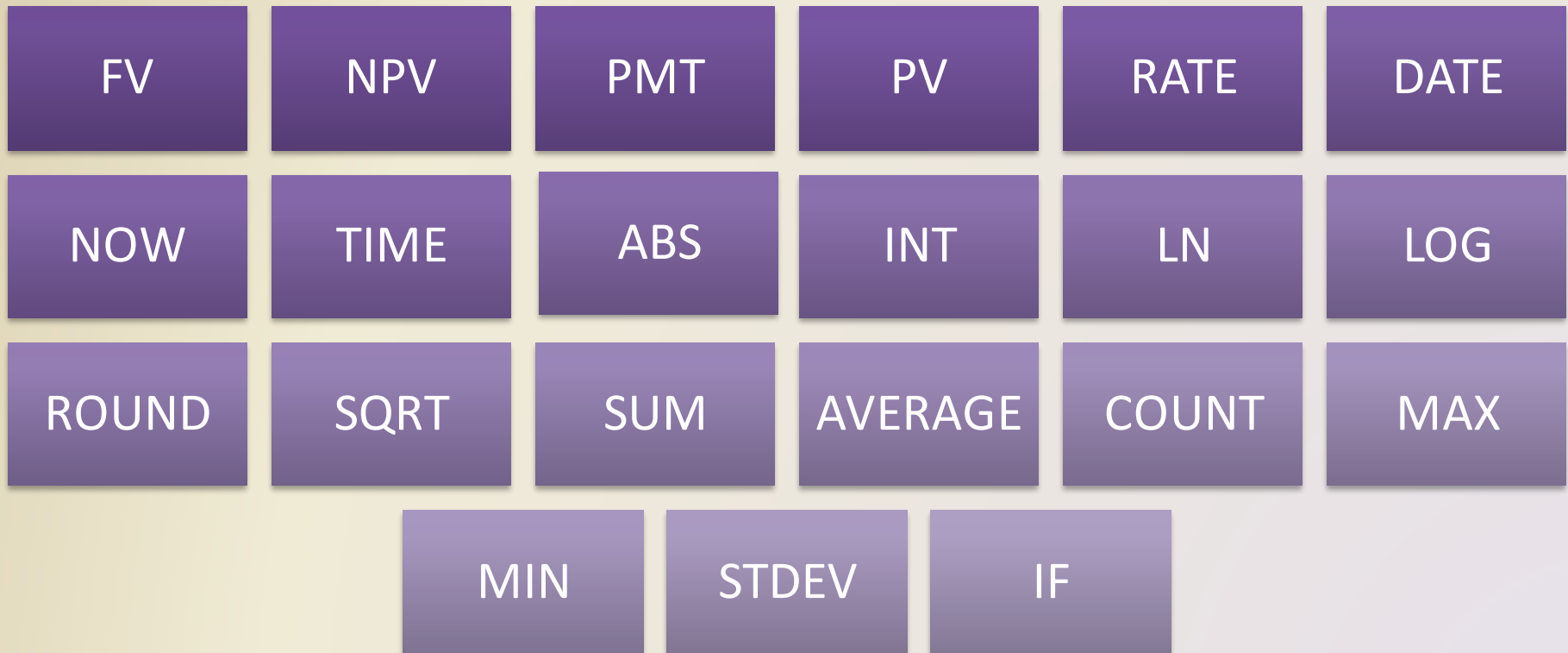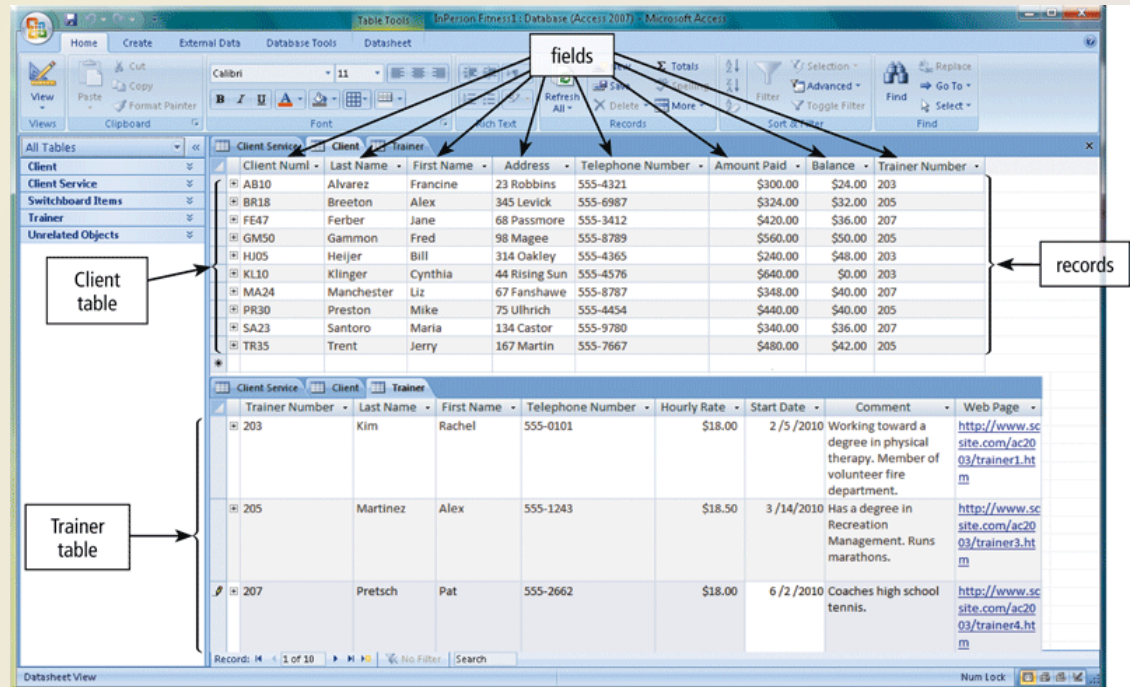
Business Software

- 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
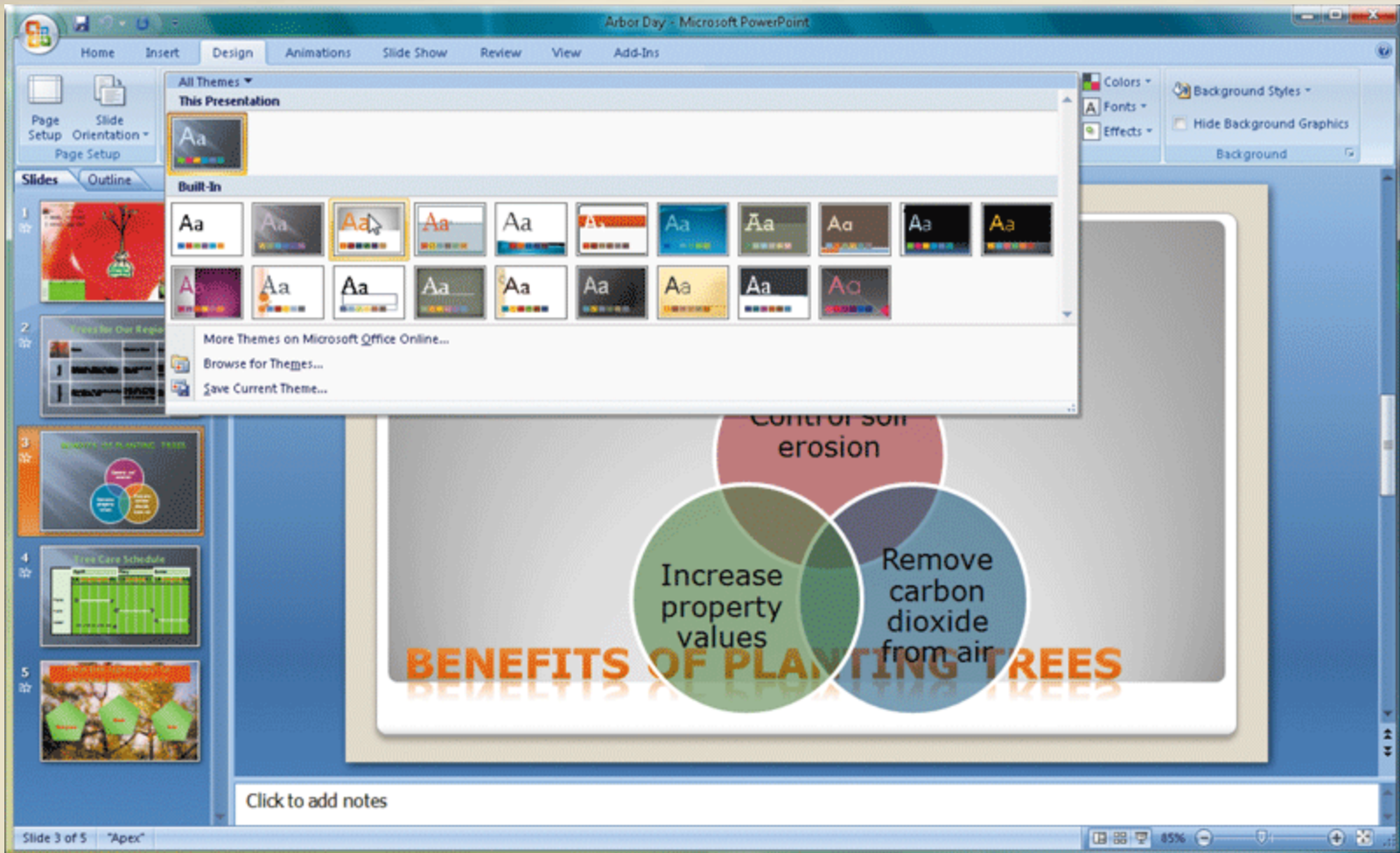

Click to view Web Link, click Chapter 3, Click Web Link from left navigation, then click Presentation Software below Chapter 3

Business Software

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Chapter 3

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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 |

Click to view Web Link, click Chapter 3, Click Web Link from left navigation, then click Microsoft Office below Chapter 3

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 |
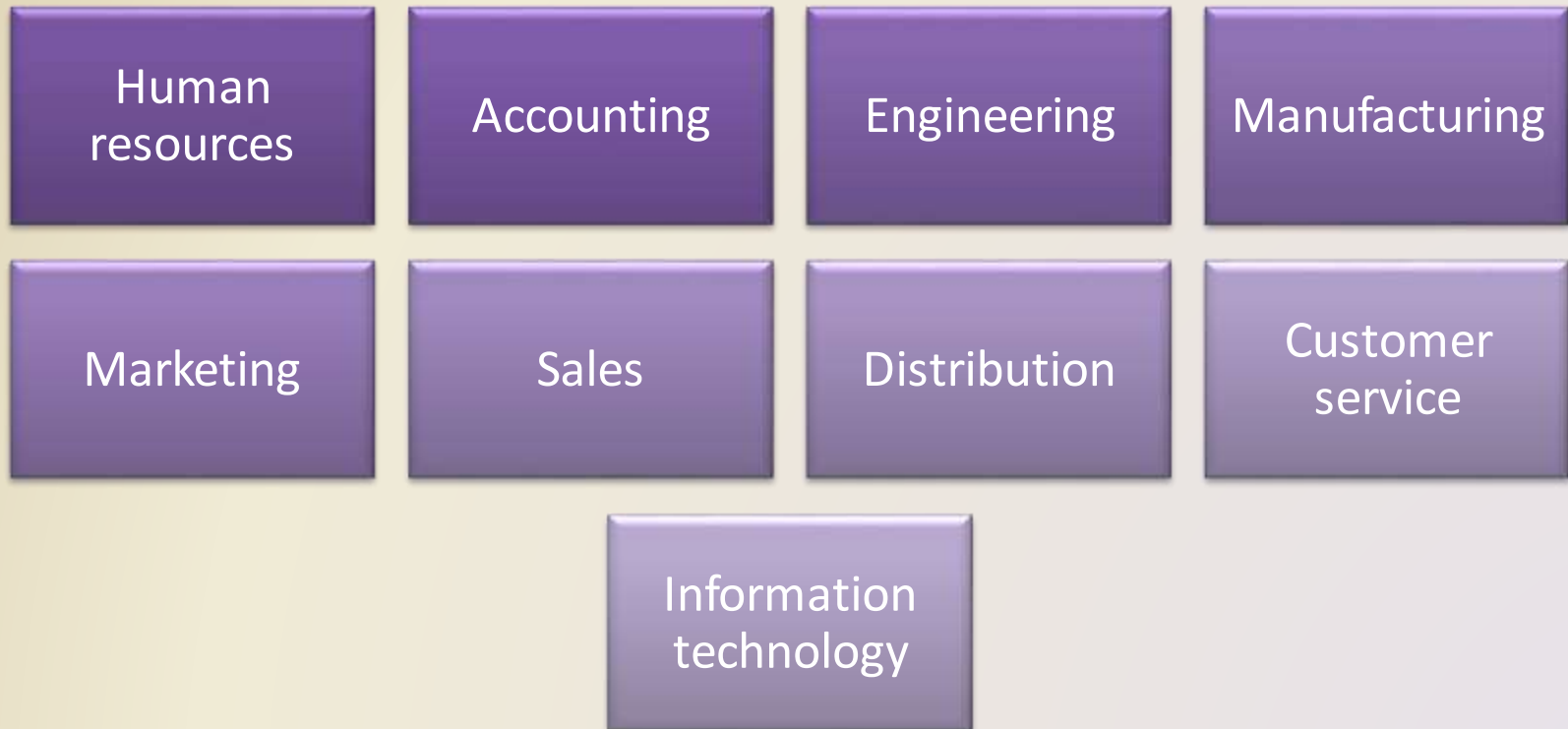
Graphics and Multimedia Software

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

Click to view Web Link, click Chapter 3, Click Web Link from left navigation, then click Graphics Software below Chapter 3

Graphics and Multimedia Software

 Professional photo editing software

 Video and audio editing software

 Multimedia authoring software

# Video: MediaCell Video Converter

MediaCell Video Converter

CLICK TO START

Graphics and Multimedia Software

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

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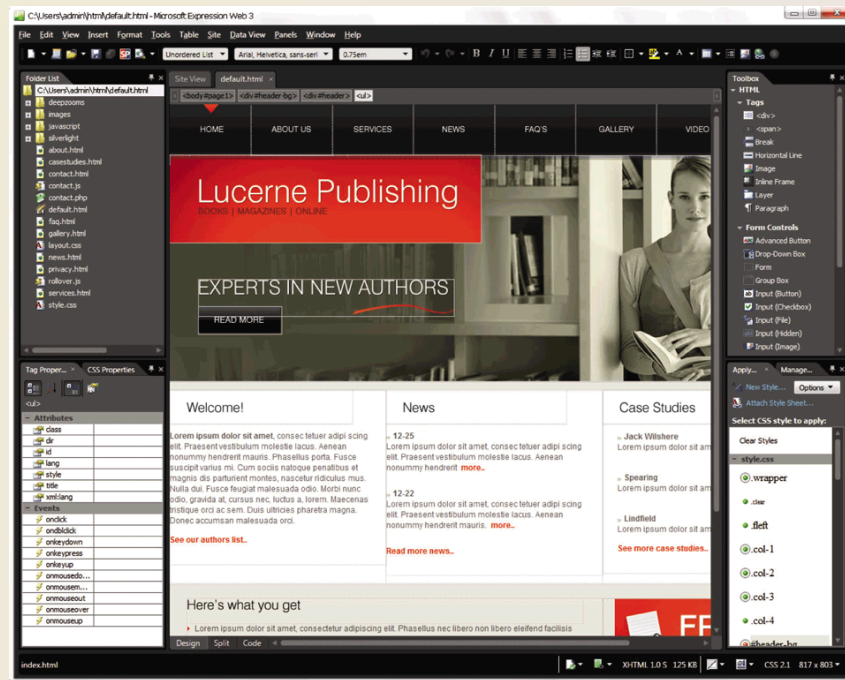
Software for Home, Personal, and Educational Use

Personal finance software
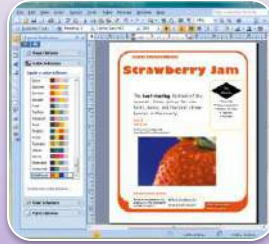

Legal software

Tax preparation software

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Software for Home, Personal, and Educational Use

Personal DTP software

Personal paint/image editing software

Personal photo editing software

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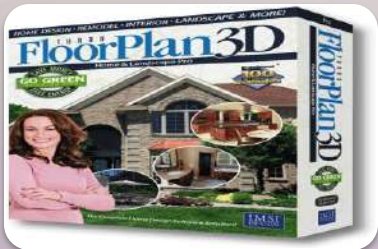
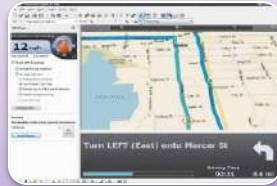# Software for Home, Personal, and Educational Use

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

Click to view Web Link, click Chapter 3, Click Web Link from left navigation, then click Game Software below Chapter 3

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
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

Click to view Web Link, click Chapter 3, Click Web Link from left navigation, then click Google Docs below Chapter 3

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	
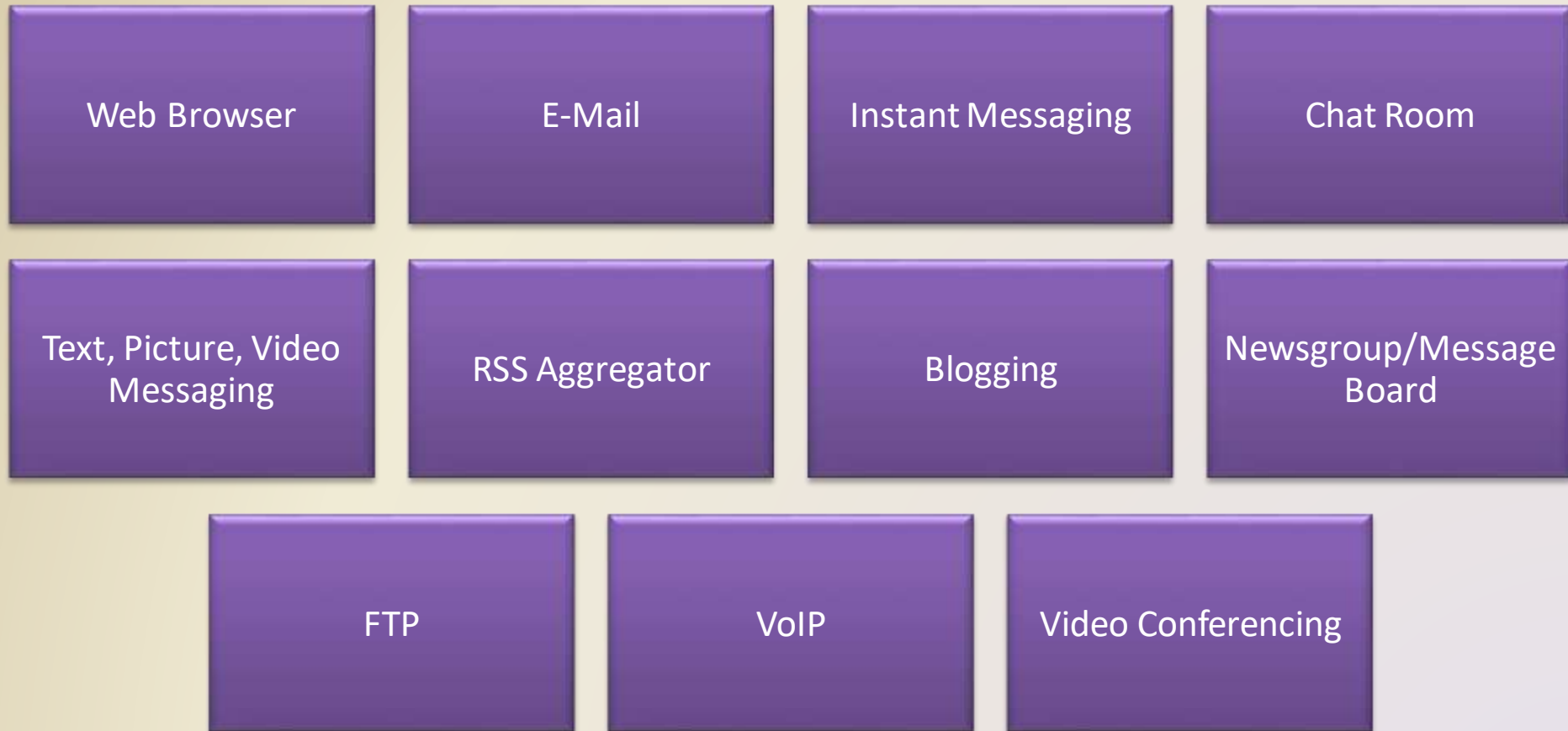
Learning Tools for Application Software

- **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
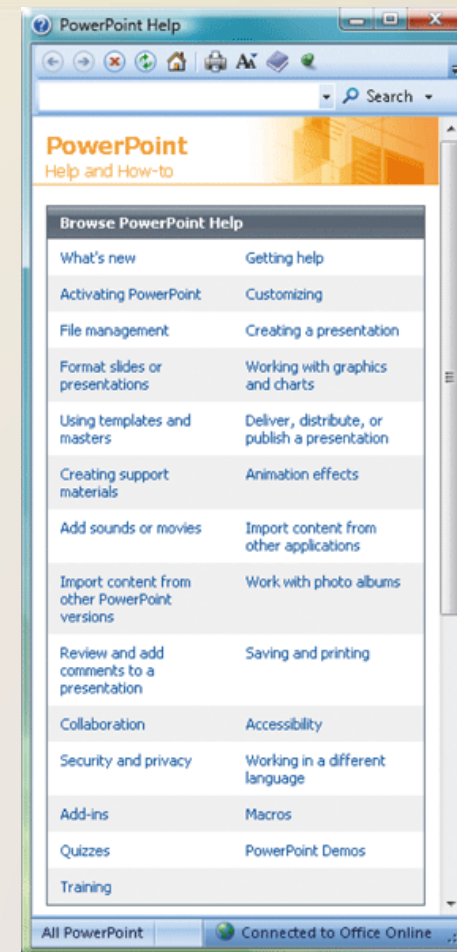
Learning Tools for Application Software

- **Web-based 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