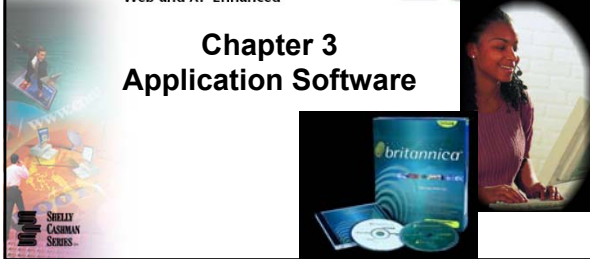


SHELLY CASHMAN SERIES®

# Discovering Computers

Concepts for a Digital World  
Web and XP Enhanced

## Chapter 3 Application Software



## 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

Concepts for a Digital World  
Web and XP Enhanced

### 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

Concepts for a Digital World  
Web and XP Enhanced

### What are the categories of application software?

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

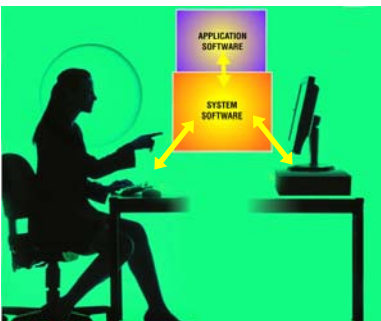
Next p. 32 Fig. 3-1

## Discovering Computers 2003 Application Software

Concepts for a Digital World  
Web and XP Enhanced

### 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

## Discovering Computers 2003 Application Software

Concepts for a Digital World  
Web and XP Enhanced

### 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

**Discovering Computers 2003** Application Software  
 Concepts for a Digital World  
 Web and XP Enhanced

### What is a menu?

- A menu contains commands you can select

Labels in the image: Start menu, command, Accessories submenu, All Programs submenu, Imaging program command, Start button, start.

Next p. 35 Fig. 3-3

**Discovering Computers 2003** Application Software  
 Concepts for a Digital World  
 Web and XP Enhanced

### What is an application window?

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

Labels in the image: title bar, toolbar, shortcut menu, Paint window.

Next p. 36 Fig. 3-6

**Discovering Computers 2003** Application Software  
 Concepts for a Digital World  
 Web and XP Enhanced

### What is a dialog box?

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

Labels in the image: Print dialog box, check box, text box, option buttons, command buttons.

Next p. 36 Fig. 3-7

**Discovering Computers 2003** Productivity Software  
 Concepts for a Digital World  
 Web and XP Enhanced

### What is productivity software?

- Software that assists people in becoming more effective and efficient

Software Application	Popular Packages
Word Processing	<ul style="list-style-type: none"> <li>Microsoft Word</li> <li>Corel WordPerfect</li> <li>Lotus Word Pro</li> </ul>
Spreadsheet	<ul style="list-style-type: none"> <li>Microsoft PowerPoint</li> <li>Corel Presentations</li> <li>Lotus Freelance Graphics</li> </ul>
Database	<ul style="list-style-type: none"> <li>Microsoft Outlook</li> <li>CorelCENTRAL</li> <li>Lotus Organizer</li> <li>Microsoft Pocket Outlook</li> <li>Palm Desktop</li> <li>Palm MultiMail</li> </ul>
Software Suite	<ul style="list-style-type: none"> <li>Microsoft Office</li> <li>Corel WordPerfect Suite</li> <li>Lotus SmartSuite</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>Microsoft Project</li> <li>Primavera SureTrak Project Manag</li> </ul>
Accounting	<ul style="list-style-type: none"> <li>Intuit QuickBooks</li> </ul>

Next p. 37 Fig. 3-8

**Discovering Computers 2003** Productivity Software  
 Concepts for a Digital World  
 Web and XP Enhanced

### What is word processing software?

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

Labels in the image: Word window, printed document.

Next p. 38 Fig. 3-9

**Discovering Computers 2003** Productivity Software  
 Concepts for a Digital World  
 Web and XP Enhanced

### What is clip art?

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

Next p. 38 Fig. 3-9

**Discovering Computers 2003**  
Concepts for a Digital World  
Web and XP Enhanced

## Productivity Software

What are some word processing features?

Specify margins

Word wrap

Scrolling

Next  
p. 38

**Discovering Computers 2003**  
Concepts for a Digital World  
Web and XP Enhanced

## 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 y the w the d

Next  
p. 39

**Discovering Computers 2003**  
Concepts for a Digital World  
Web and XP Enhanced

## Productivity Software

What are other popular word processing features?

autocorrect

autoformat

header/footer

collaboration

columns

tables

macros

mail merge

thesaurus

tracking changes

templates

Web page development

voice recognition

Next  
p. 39

**Discovering Computers 2003**  
Concepts for a Digital World  
Web and XP Enhanced

## Productivity Software

What are the stages of developing a document?

Formatting

Editing

Creating

Saving

Printing

Next  
p. 310

**Discovering Computers 2003**  
Concepts for a Digital World  
Web and XP Enhanced

## 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

font size

12-Point

Times New Roman

font

24-Point

Times New Roman

**Bold Italic Underlined**

Font styles

12-Point

Arial

24-Point

Arial

**Bold Italic Underlined**

Next  
p. 310 Fig. 3-11

**Discovering Computers 2003**  
Concepts for a Digital World  
Web and XP Enhanced

## Productivity Software

What is a file?

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

file name on title bar

Hidden Lake Announcement - Microsoft Word

File Edit View Insert Format Tools Table Window

Sail the Waters~

Next  
p. 310

**Discovering Computers 2003** Productivity Software  
 Concepts for a Digital World Web and XP Enhanced

### What is voice recognition?

- The computer's capability of distinguishing spoken words

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

Next p. 3.11 Fig. 3-9

**Discovering Computers 2003** Productivity Software  
 Concepts for a Digital World Web and XP Enhanced

### What is spreadsheet software?

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

Next p. 3.12 Fig. 3-13

**Discovering Computers 2003** Productivity Software  
 Concepts for a Digital World Web and XP Enhanced

### 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. 3.12 Fig. 3-13

**Discovering Computers 2003** Productivity Software  
 Concepts for a Digital World Web and XP Enhanced

### What can a cell contain?

Next p. 3.12

**Discovering Computers 2003** Productivity Software  
 Concepts for a Digital World Web and XP Enhanced

### What is a function?

- A predefined formula that performs common calculations

Next p. 3.13

**Discovering Computers 2003** Productivity Software  
 Concepts for a Digital World Web and XP Enhanced

### What is recalculation?

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

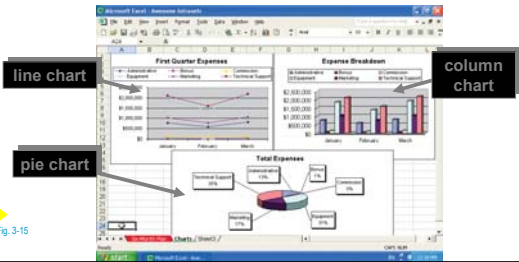
Next p. 3.13

# Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

## What is charting?

- Allows you to display spreadsheet data in graphical form

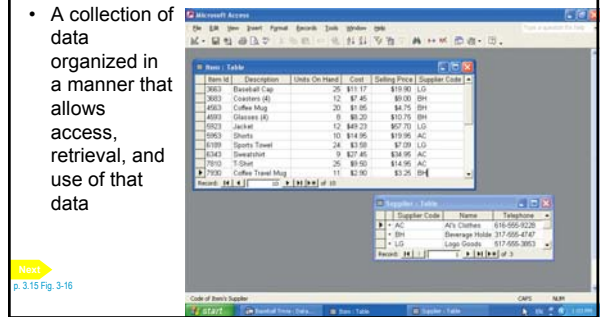


# Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

## What is a database?

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

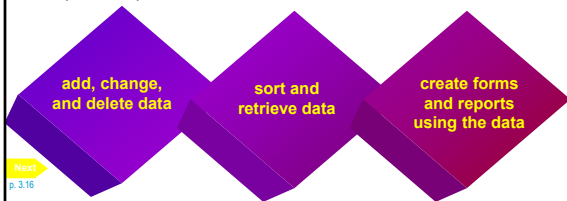


# Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

## What is database software?

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



# Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

## 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

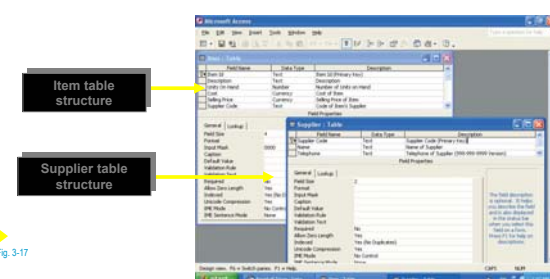


# Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

## How is a database organized?

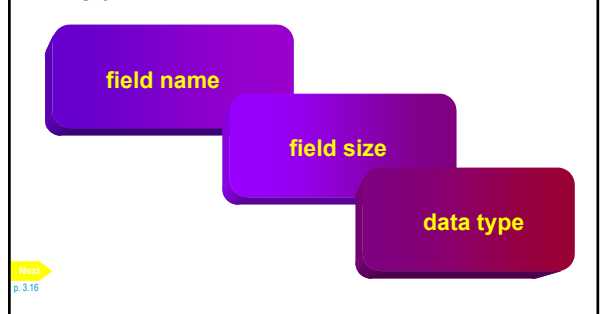
- Records and fields in a table are described by the table structure



# Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

## What does the table structure contain for each field?



## Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

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	\$1.65	\$4.75	BH
6169	Sports Towel	24	\$3.68	\$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

## Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

What is presentation graphics software?

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

### 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

watch →

Next  
p. 3.18 Fig. 3-20

Melissa Stephens

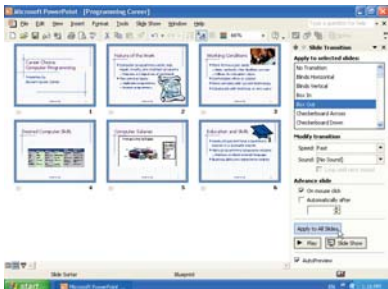
6

## Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

What is slide sorter view?

- View of small versions of all the slides



Next  
p. 3.18 Fig. 3-21

## Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

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

## Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

What is a software suite?

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

lower cost

ease of use

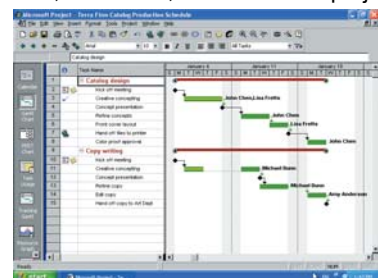
Next  
p. 3.20

## Discovering Computers 2003 Productivity Software

Concepts for a Digital World  
Web and XP Enhanced

What is project management software?

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

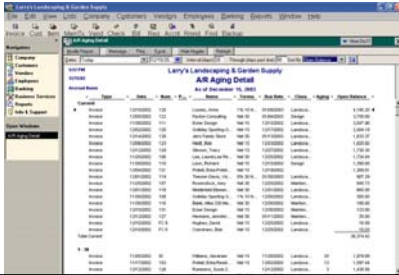


Next  
p. 3.21 Fig. 3-24

**Discovering Computers 2003** Productivity Software  
 Concepts for a Digital World  
 Web and XP Enhanced

What is accounting software?

- Helps companies record and report their financial transactions



Next  
 p. 321 Fig. 3-25

**Discovering Computers 2003** Graphics and Multimedia Software  
 Concepts for a Digital World  
 Web and XP Enhanced

What are some popular graphics and multimedia software products?

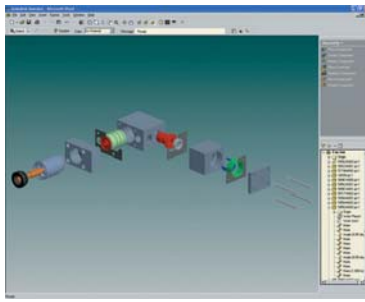
Software Application	Popular Packages
Computer-Aided Design (CAD)	<ul style="list-style-type: none"> <li>• Autodesk AutoCAD</li> <li>• Microsoft Visio Technical</li> </ul>
Desktop Publishing (Professional)	<ul style="list-style-type: none"> <li>• Adobe InDesign</li> <li>• Adobe PageMaker</li> <li>• Corel VENTURA</li> <li>• QuarkXPress</li> </ul>
Paint/Image Editing (Professional)	<ul style="list-style-type: none"> <li>• Adobe Illustrator</li> <li>• Adobe Photoshop</li> <li>• CorelDRAW</li> <li>• Macromedia FreeHand</li> </ul>
Video and Audio Editing	<ul style="list-style-type: none"> <li>• Adobe Premiere</li> <li>• Ulead Systems MediaStudio Pro</li> </ul>
Multimedia Authoring	<ul style="list-style-type: none"> <li>• click2learn.com ToolBook</li> <li>• Macromedia Authorware</li> <li>• Macromedia Director</li> </ul>
Web Page Authoring	<ul style="list-style-type: none"> <li>• Adobe GoLive</li> <li>• Lotus FastSite</li> <li>• Macromedia Dreamweaver</li> <li>• Macromedia Flash</li> <li>• Microsoft FrontPage</li> </ul>

Next  
 p. 322 Fig. 3-26

**Discovering Computers 2003** Graphics and Multimedia Software  
 Concepts for a Digital World  
 Web and XP Enhanced

What is computer-aided design (CAD)?

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



Next  
 p. 322 Fig. 3-27

**Discovering Computers 2003** Graphics and Multimedia Software  
 Concepts for a Digital World  
 Web and XP Enhanced

What is desktop publishing software?

- Enables you to design and produce sophisticated documents that contain text, graphics, and brilliant colors

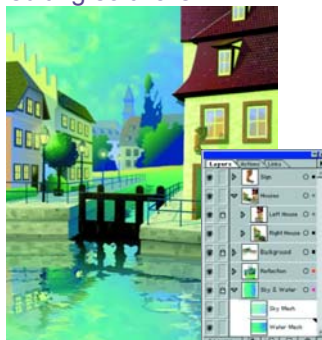


Next  
 p. 323 Fig. 3-28

**Discovering Computers 2003** Graphics and Multimedia Software  
 Concepts for a Digital World  
 Web and XP Enhanced

What is paint/image editing software?

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



Next  
 p. 324 Fig. 3-29

**Discovering Computers 2003** Graphics and Multimedia Software  
 Concepts for a Digital World  
 Web and XP Enhanced

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

**Discovering Computers 2003** Graphics and Multimedia Software  
 Concepts for a Digital World Web and XP Enhanced

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

**Discovering Computers 2003** Graphics and Multimedia Software  
 Concepts for a Digital World Web and XP Enhanced

What is Web page authoring software?

- Allows you to create Web pages



Next  
p. 325

**Discovering Computers 2003** Software for Home, Personal, and Educational Use  
 Concepts for a Digital World Web and XP Enhanced

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

POPULAR SOFTWARE PACKAGES FOR HOME, PERSONAL, EDUCATIONAL USE

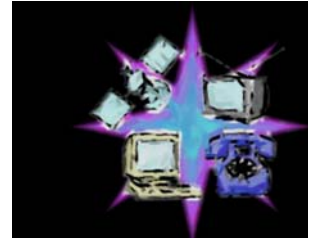
Software Application	Popular Packages
Integrated Software	• Microsoft Works
Personal Finance	• Intuit Quicken • Microsoft Money
Legal	• Broderbund Family Lawyer • Kiplinger's WILL Power • Quicken Lawyer
Tax Preparation	• Intuit TurboTax • Kiplinger TaxCut
Desktop Publishing (Personal)	• Broderbund Print Shop Pro Publisher • Microsoft Publisher
Print/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 Street/finder • Rand McNally TripMaker

Next  
p. 326 Fig. 3-32

**Discovering Computers 2003** Software for Home, Personal, and Educational Use  
 Concepts for a Digital World Web and XP Enhanced

What software facilitates communication?

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

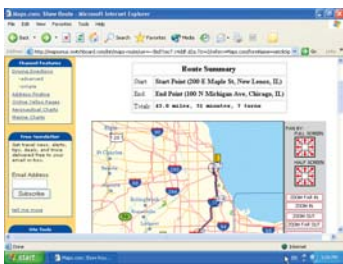


Next  
p. 331

**Discovering Computers 2003** Applications on the Web  
 Concepts for a Digital World Web and XP Enhanced

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

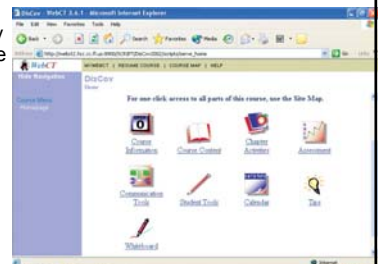


Next  
p. 333 Fig. 3-41

**Discovering Computers 2003** Applications on the Web  
 Concepts for a Digital World Web and XP Enhanced

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



What is an application service provider (ASP)?

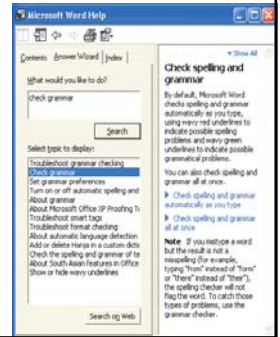
- Third party organization that manages and distributes software and services on the Web
- Allows companies to outsource information technology (IT) needs



Next  
p. 3.35 Fig. 3-45

What is Online Help?

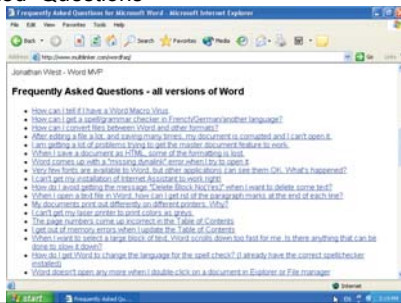
- Electronic equivalent of a user manual
- Context sensitive help



Next  
p. 3.36 Fig. 3-46a

What is an FAQs page?

- Frequently Asked Questions
- Often available on a Web site that provides updates



Next  
p. 3.36 Fig. 3-46b

What is a wizard?

- An automated assistant that helps you complete a task



Next  
p. 3.36 Fig. 3-46c

How can I learn more about a software package?

- Books
- Web
- School



Next  
p. 3.37 Fig. 3-47

- 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