

### 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>
<b>COMMUNICATIONS</b>		
<ul style="list-style-type: none"> <li>• E-mail</li> <li>• Instant Messaging</li> </ul>	<ul style="list-style-type: none"> <li>• Web Browser</li> <li>• Groupware</li> </ul>	<ul style="list-style-type: none"> <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

Ketabton.com

**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

Next p. 35 Fig. 33

**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

Next p. 36 Fig. 36

**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

Next p. 38 Fig. 37

**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>Inhibit QuickBooks</li> </ul>

Next p. 37 Fig. 38

**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

Next p. 38 Fig. 39

**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. 39

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

What are some word processing features?

Next p. 3.8

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

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 young trees were the dominant feature of the d

Next p. 3.9

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

What are other popular word processing features?

Next p. 3.9

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

What are the stages of developing a document?

Next p. 3.10

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

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

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

What is a file?

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

Next p. 3.10

**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. 3-19

**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?

- Label
- Number
- Formula

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

$=C4+C5+C6+C7+C8$  →  $=SUM(C4:C8)$

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

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

Projected College Cash Flow Analysis					
Expenses	Freshman	Sophomore	Junior	Senior	Total
Totals recalculated	10,000.00	10,500.00	11,000.00	11,500.00	43,000.00
Total	\$ 14,740.00	\$ 15,477.00	\$ 16,225.86	\$ 16,987.15	\$ 63,430.01

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

line chart  
column chart  
pie chart

Next  
p. 3.14 Fig. 3-15

**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

Next  
p. 3.15 Fig. 3-16

**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)

add, change, and delete data  
sort and retrieve data  
create forms and reports using the data

Next  
p. 3.16

**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

fields  
records  
Supplier table

Next  
p. 3.16 Fig. 3-16

**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

Item table structure  
Supplier table structure

Next  
p. 3.16 Fig. 3-17

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

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

field name  
field size  
data type

Next  
p. 3.16

**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 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

**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

watch →

**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

Next p. 3.18 Fig. 3-20

**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?

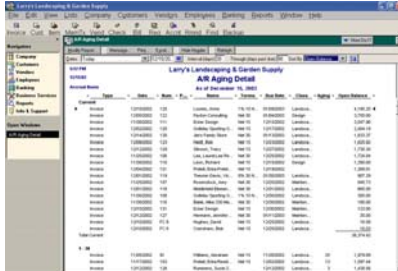
- Allows you to plan, schedule, track, and analyze the events, resources, and costs of a project

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?

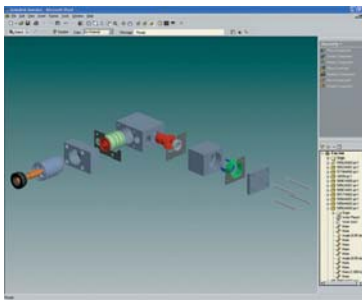
Software Application	Popular Packages
Computer-Aided Design (CAD)	<ul style="list-style-type: none"> <li>Autodesk AutoCAD</li> <li>Microsoft Visio Technical</li> </ul>
Desktop Publishing (Professional)	<ul style="list-style-type: none"> <li>Adobe InDesign</li> <li>Adobe PageMaker</li> <li>Corel VENTURA</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. 3.25 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. 3.25

**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?**

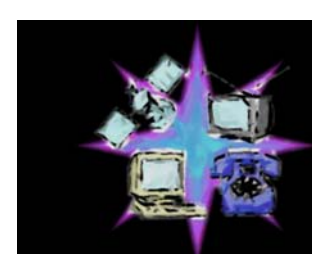
Software Application	Popular Packages
Integrated Software	• Microsoft Works
Personal Finance	• Intuit Quicken • Microsoft Money
Legal	• Broderbund Family Lawyer • Kiplinger's WILL Power • Quicken Lawyer
Tax Preparation	• Intuit TurboTax • Kiplinger TaxCut
Desktop Publishing (Personal)	• Broderbund Print 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 Landscaper
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

**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

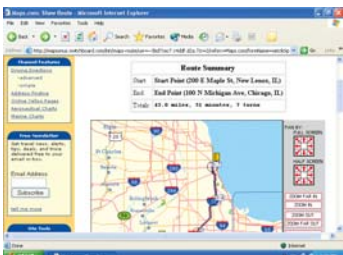


**Next**  
p. 3.31

**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

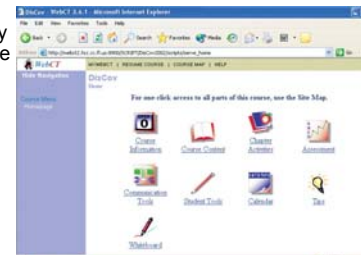


**Next**  
p. 3.33 Fig. 3-41

**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. 3.35 Fig. 3-44



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

### 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

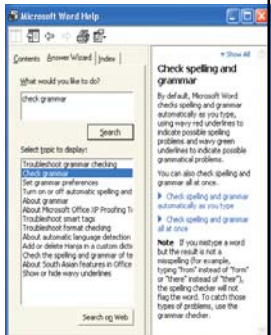


Next  
p. 3.35 Fig. 3-45

**Discovering Computers 2003** Learning Aids and Support Tools Within an Application  
Concepts for a Digital World Web and XP Enhanced

### What is Online Help?

- Electronic equivalent of a user manual
- Context sensitive help



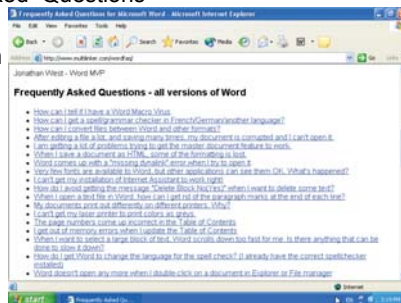
Next  
p. 3.36 Fig. 3-46a

**Discovering Computers 2003** Learning Aids and Support Tools Within an Application  
Concepts for a Digital World Web and XP Enhanced

### What is an FAQs page?

- Frequently Asked Questions

- Often available on a Web site that provides updates




Next  
p. 3.36 Fig. 3-46b

**Discovering Computers 2003** Learning Aids and Support Tools Within an Application  
Concepts for a Digital World Web and XP Enhanced

### What is a wizard?

- An automated assistant that helps you complete a task



Next  
p. 3.36 Fig. 3-46c

**Discovering Computers 2003** Learning Aids and Support Tools Within an Application  
Concepts for a Digital World Web and XP Enhanced

### How can I learn more about a software package?

- Books
- Web
- School



Next  
p. 3.37 Fig. 3-47

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

- 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

**Get more e-books from [www.ketabton.com](http://www.ketabton.com)  
Ketabton.com: The Digital Library**