



Application Software

Application Software

- **Application software** consists of programs designed to make users more productive and/or assist them with personal tasks.
- Users can create documents, develop presentations, design Web pages, draw and alter images, record video, file taxes, play games, and compose e-mail.

Application Software

- Make business activities more efficient.
- Assist with graphics and multimedia projects.
- Support home, personal, and educational tasks.
- Facilitate communications.

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

Application Software

- **Packaged software** is mass-produced, copyrighted retail software that meets the needs of a wide variety of users.
- **Custom software** performs functions specific to a business or industry.
- **Web applications** are Web sites that allow users to access and interact with software from any computer or device that is connected to the Internet.

Application Software

- **Open source software** is software provided for use, modification, and redistribution. It has no restrictions from the copyright holder and can often be downloaded for free.
- **Shareware** is copyrighted software that is distributed at no cost for a trial period or as a scaled-down version of the full application.

Application Software

- **Freeware** is copyrighted software provided at no cost by an individual or a company that retains all rights to the software.
- **Public-domain software** has been donated for public use and has no copyright restrictions.

Application Software

- After you purchase or download software, you install it.
- Some programs ask you to register or activate the software.
- Registering the software usually entitles you to product support.
- *Product activation* is a technique that some software manufacturers use to ensure the software is not installed on more computers than legally licensed.

The Role of System Software

- *System software* serves as the interface between the user, the application software, and the computer's hardware.
- The operating system is *loaded* (copied) from the computer's hard disk into memory.
- Malicious software, or *malware*, is a program that acts without the user's knowledge and deliberately alters the computer's operations.

Working with Application Software

- The **desktop** is an on-screen work area that has a graphical user interface.
- A **button** is a graphical element that you activate to cause a specific action to occur.
- To **click** a button on the screen requires moving the pointer to the button and then pressing and releasing a button on the mouse (usually left).
- The **pointer** is a small symbol displayed on the screen that moves as you interact with the mouse or other pointing device.

Working with Application Software

- Windows desktop contains a Start button in the lower-left corner of the taskbar which displays the Start menu when clicked.
- A **menu** contains a list of commands from which you make selections.
- A **command** is an instruction that causes a program to perform a specific task.

Working with Application Software

- Once loaded into memory, a window appears on the desktop.
- A **window** is a rectangular area of the screen that displays data and information.
- The top of the window has a **title bar**, which is a horizontal space that contains the window's name.

Working with Application Software

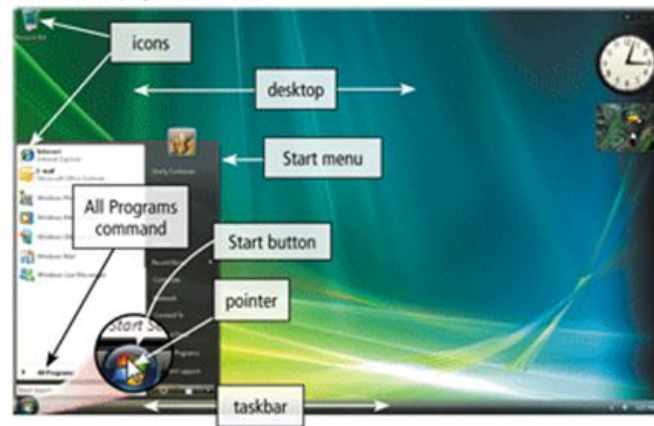
- With a program open, you can create a new file or open an existing one.
- A *file* is a named collection of stored data, instructions, or information. (text, images, etc.)
- A *file name* is a unique combination of letters of the alphabet, numbers, and other characters that identifies a file.
- A *dialog box* is a window that provides information, presents available options, or requests a response.

Working with Application Software

How to Start and Interact with a Program from Windows

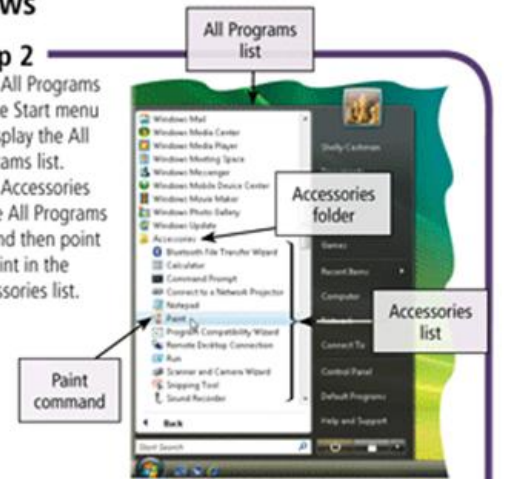
Step 1

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.



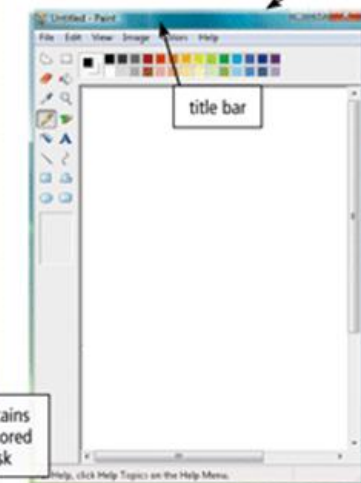
Step 2

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.



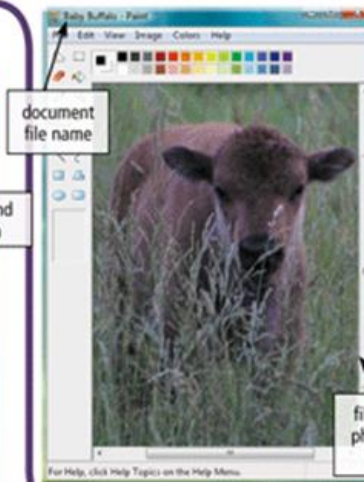
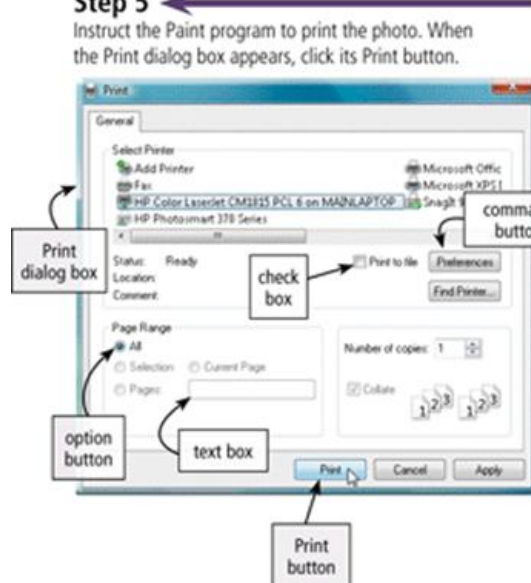
Step 3

Click Paint. The Paint window opens on the desktop.



Step 5

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



Step 4

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

Business Software

- **Business software** is application software that assists people in becoming more effective and efficient while performing their daily business activities.
- They include programs such as word processors, spreadsheets, databases, and presentation software.

Word Processing Software

- **Word processing software**, sometimes called word processor, allows users to create and manipulate documents containing mostly text and sometimes graphics.
- Millions of people use them daily to develop documents such as letters, memos, reports, mailing labels, newsletters, and Web pages.

Word Processing Software

- A major advantage of using word processing software is that users easily can change what they have written.
- Users can insert, delete, or rearrange words, sentences, paragraphs, or entire sections.
- You can change the shape and size of the letters and apply special effects.

Word Processing Software

- Most word processing software allows users to incorporate graphical images, such as digital photos and clip art, in documents.
- **Clip art** is a collection of electronic drawings, photos, and other images.

Word Processing Software

The diagram illustrates the workflow of word processing software. It shows a document titled "Darnell Timothy Owens" being displayed in a window and then printed as a physical document.

Document Content:

Darnell Timothy Owens
T250 Creechview Circle • Horizon, MT 59362 • Phone (728) 555-9964 • E-mail: dtowens@networld.com

February 22, 2010

Mr. Zach Davis
Pinehurst Athletic Center
5421 Champion Drive
Horizon, MT 59362

Dear Mr. Davis:

I have enclosed my resume for review in response to your advertisement for the coaching assistant position in the *Horizon Daily Courier*. As you can see by my resume, I have been involved in sports for several years, as a player and as a manager, trainer, and assistant. The following table lists some of my pertinent activities:

Manager, boys' basketball	12 seasons
Trainer, women's softball	2 seasons
Catcher, men's baseball team	4 seasons
Manager, men's basketball	10 seasons

I plan to graduate this May from Northern Central College with a bachelor's degree in biology. After graduation, I will begin my medical studies in the sports medicine field. In addition, I offer the following:

- Little League coach for the past two summers
- Volunteer at Golden Sports Rehabilitation Center
- Member of Student Athletic Association on campus

I look forward to an interview(s) that we can further discuss the position and my qualifications. I am confident I will be a valuable addition to the staff of Pinehurst Athletic Center.

Sincerely,
D. T. Owens

Annotations:

- document is displayed in window:** Points to the document content within the software window.
- image:** Points to the logo of a person playing basketball.
- printed document:** Points to the physical document being printed from the window.

Word Processing Software

- You can define the size of the paper on which to print and specify the *margin*, which is the portion of the page outside the main body of text.
- *Wordwrap* allows users to type words in a paragraph continually without pressing enter at the end of each line.

Word Processing Software

- *Scrolling* is the process of moving different portions of the document on the screen into view.
- Word processing software typically includes a *spelling checker*, which reviews the spelling of individual words, sections of a document, or the entire document.
- A *header* is text that appears at the top of each page, and a *footer* is text that appears at the bottom. (Page numbers, company names, etc.)

Developing a Document

- When you **create** a document, you enter text or numbers, insert images, and perform other tasks using an input device.
- To **edit** a document means to make changes to its existing content.
 - Inserting text involves adding text to a document.
 - Deleting means removing text or other content.
 - Cutting is the process of removing a portion of the document and storing it in a temporary location called the *clipboard*, which also stores copied items.
 - *Pasting* is the process of transferring an item from the clipboard to a specific location.

Developing a Document

- When users **format** a document, they change its appearance.
- This includes changing font, font size, and font style.
- A **font** is a name assigned to a specific design of characters.
 - *Serif font* has short decorative lines at the upper and lower ends of some characters.
 - *Sans serif font* does not have the short decorative lines.

Developing a Document

- **Font size** indicates the size of the characters in a particular font, gauged by measurement system called points.
- A *point* is about 1/72 of an inch in height.
- A *font style* adds emphasis to a font. (**bold**, *italic*, underline, and color)

Developing a Document

- During the process of creating, editing, and formatting, the computer holds the document in memory.
- When you **save** a document, the computer transfers the document from memory to a storage medium.
- When you **print** a document, the computer places the contents of the document on paper or some other medium.

Spreadsheet Software

- **Spreadsheet software** allows users to organize data in rows and columns and perform calculations on the data.
- These rows and columns collectively are called a *worksheet*.
- Like word processing software, spreadsheet software has basic features to help users create, edit, and format worksheets.

Spreadsheet Organization

- Data is organized vertically in columns and horizontally in rows on each worksheet.
- Each sheet can have more than 16,000 columns and 1 million rows
- One or more letters identify each column, and a number identifies each row.

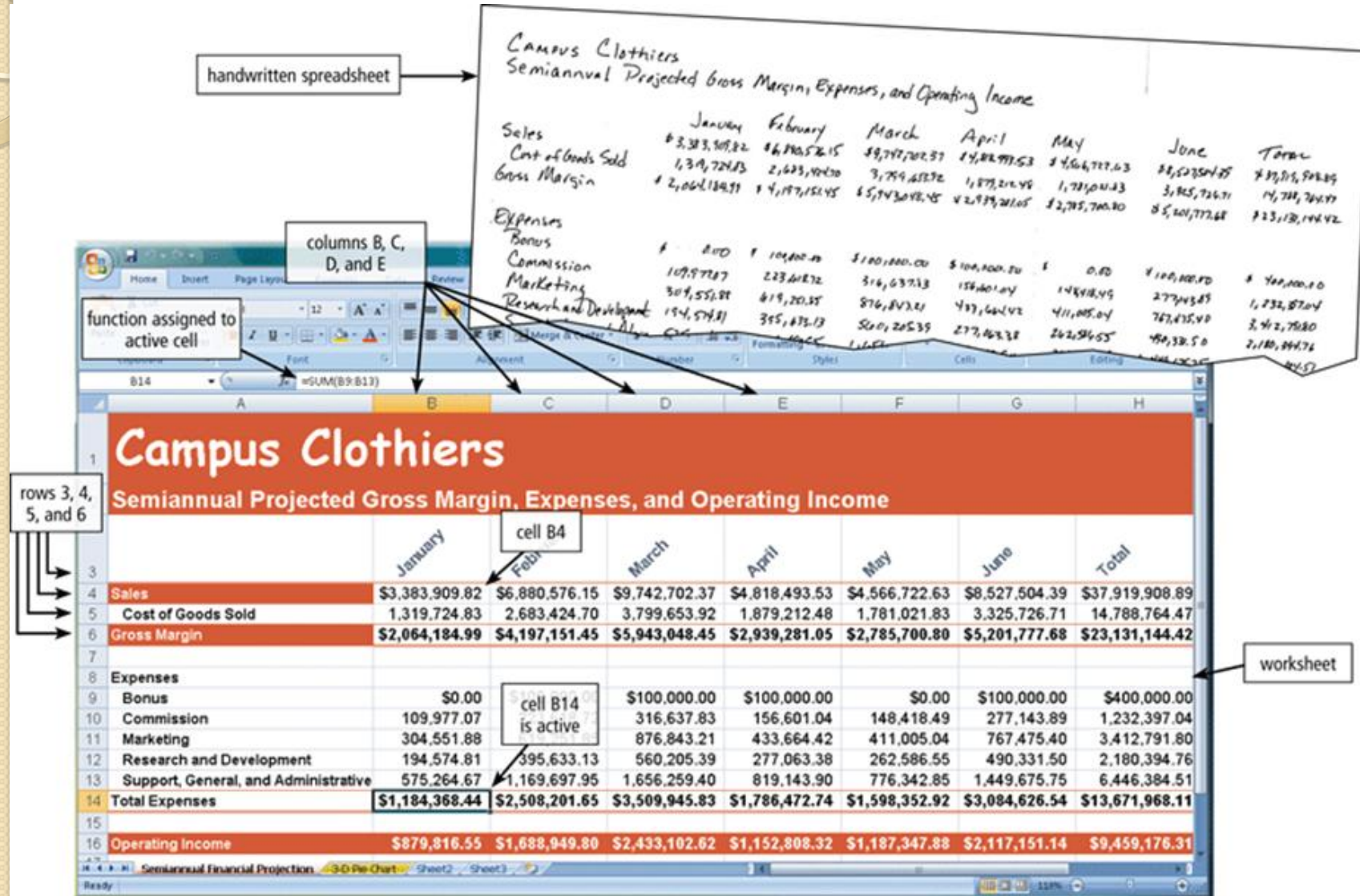
Spreadsheet Organization

- A *cell* is the intersection of a column and a row.
- The cells are identified by their column and row. Column B, row 4 is called cell B4.
- The text, or *label*, entered in a cell identifies the worksheet data and helps organize the worksheet.

Calculations

- A *value* is a number that can be used in a calculation.
- A *formula* performs calculations on the data in the worksheet and displays the resulting value in a cell, usually the cell containing the formula.
- A *function* is a predefined formula that performs common calculations such as adding the values in a group of cells or generating a value such as the time or date.

Calculation



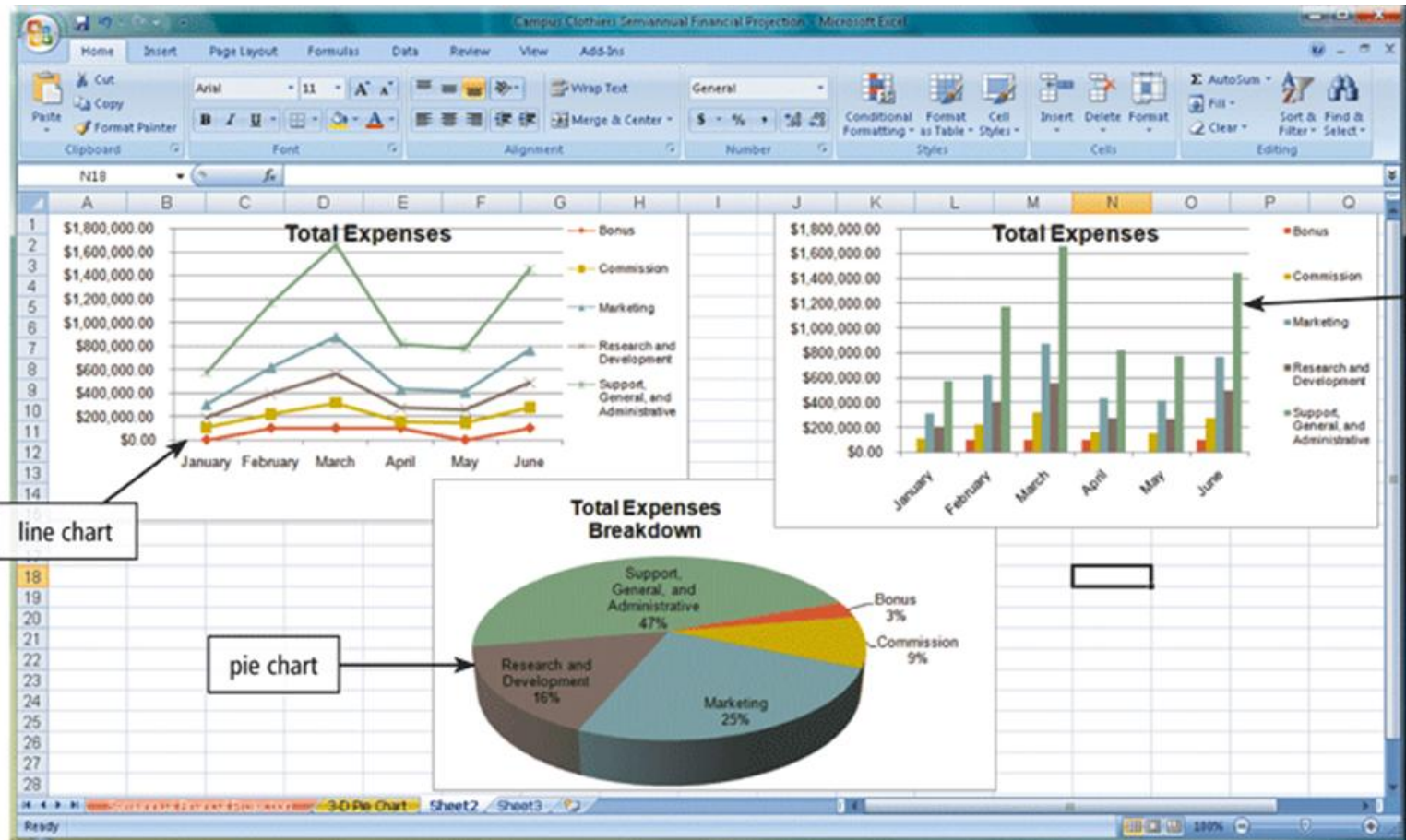
Recalculation

- Spreadsheet software automatically recalculates the rest of the worksheet when data changes.

Charting

- Another feature of spreadsheet software is *charting*, which depicts the data in graphical form.
- A *line chart* shows a trend during a period of time by a rising or falling line.
- A *column chart*, also called a *bar chart*, displays bars of various lengths to show the relationship of data.
- A *pie chart* has the shape of a round pie cut into slices, showing the relationship of parts to a whole.

Charting



Database Software

- A **database** is a collection of data organized in a manner that allows access, retrieval, and use of that data.
- **Database software** is application software that allows users to create, access, and manage a database.
- You can add, change, and delete data; sort and retrieve data; and create forms and reports using the data.

Database Software

- A database consists of tables organized into rows and columns.
- Each row, called a *record*, contains data about a given person, product, object, or event.
- Each column, called a *field*, contains a specific category of data within a record.
- A *query* is a request for specific data from a database.

Database Software

The screenshot displays the Microsoft Access interface for a database named 'InPerson Fitness1: Database (Access 2007)'. The 'Table Tools' ribbon is active, showing various options for managing tables. The 'Client' table is selected, and its data is displayed in a datasheet view. The 'Trainer' table is also visible below it. A diagram labeled 'fields' points to the column headers of both tables. A bracket on the right labeled 'records' encompasses the data rows. A box labeled 'Client table' points to the Client table, and a box labeled 'Trainer table' points to the Trainer table.

Client Table Data:

Client Num	Last Name	First Name	Address	Telephone Number	Amount Paid	Balance	Trainer Number
AB10	Alvarez	Francine	23 Robbins	555-4321	\$300.00	\$24.00	203
BR18	Breeton	Alex	345 Levick	555-6987	\$324.00	\$32.00	205
FE47	Ferber	Jane	68 Passmore	555-3412	\$420.00	\$36.00	207
GM50	Gammon	Fred	98 Magee	555-8789	\$560.00	\$50.00	205
HJ05	Heijer	Bill	314 Oakley	555-4365	\$240.00	\$48.00	203
KL10	Klinger	Cynthia	44 Rising Sun	555-4576	\$640.00	\$0.00	203
MA24	Manchester	Liz	67 Fanshawe	555-8787	\$348.00	\$40.00	207
PR30	Preston	Mike	75 Ulhrich	555-4454	\$440.00	\$40.00	205
SA23	Santoro	Maria	134 Castor	555-9780	\$340.00	\$36.00	207
TR35	Trent	Jerry	167 Martin	555-7667	\$480.00	\$42.00	205

Trainer Table Data:

Trainer Number	Last Name	First Name	Telephone Number	Hourly Rate	Start Date	Comment	Web Page
203	Kim	Rachel	555-0101	\$18.00	2 / 5 / 2010	Working toward a degree in physical therapy. Member of volunteer fire department.	http://www.site.com/ac2003/trainer1.htm
205	Martinez	Alex	555-1243	\$18.50	3 / 14 / 2010	Has a degree in Recreation Management. Runs marathons.	http://www.site.com/ac2003/trainer3.htm
207	Pretsch	Pat	555-2662	\$18.00	6 / 2 / 2010	Coaches high school tennis.	http://www.site.com/ac2003/trainer4.htm

Presentation Software

- **Presentation software** is application software that allows users to create visual aids for presentations to communicate ideas, messages, and other information to a group.
- The information can be viewed as slides, called a *slide show*, that are displayed on a large monitor or on a projection screen.

Presentation Software

- Typically provides a variety of predefined formats.
- There is a variety of layouts for each individual slide, such as a title slide, a two-column slide, or a graphic slide.
- The slides can be timed to continue automatically and/or have transition effects.

Presentation Software

- Graphics are included in a clip gallery or can be *imported* (brought in from outside)
- The finished presentation can be printed out in forms including outline of text, audience handouts, and speaker notes.



Note Taking Software

- **Note taking software** is application software that enables users to enter typed text, and written comments, drawings, or sketches anywhere on a page and then save the page as part of a notebook.

Business Software Suite

- A **software suite** is a collection of individual programs available together as a unit.
- They often include a word processor, spreadsheet, presentation, and e-mail software.
- Microsoft Office, Apple iWork, and Google Docs.
- The programs normally use a similar interface and share features.

Personal Information Manager

- A **personal information manager (PIM)** is application software that includes an appointment calendar, address book, notepad, and other features to help users organize personal information.
- Common amongst PDAs and smart phones.
- Some mobile devices can synchronize with the computer wirelessly while others can connect with a cable.

Business Software for Phones

- Business software available for phones enables users to create documents and worksheets, manage databases and lists, create slide shows, take notes, manage budgets, and read e-mail messages.

Project Management

- **Project management software** allows a user to plan, schedule, track, and analyze the events, resources, and costs of a project.
- Helps users manage project variables, allowing them to complete a project on time and within budget.

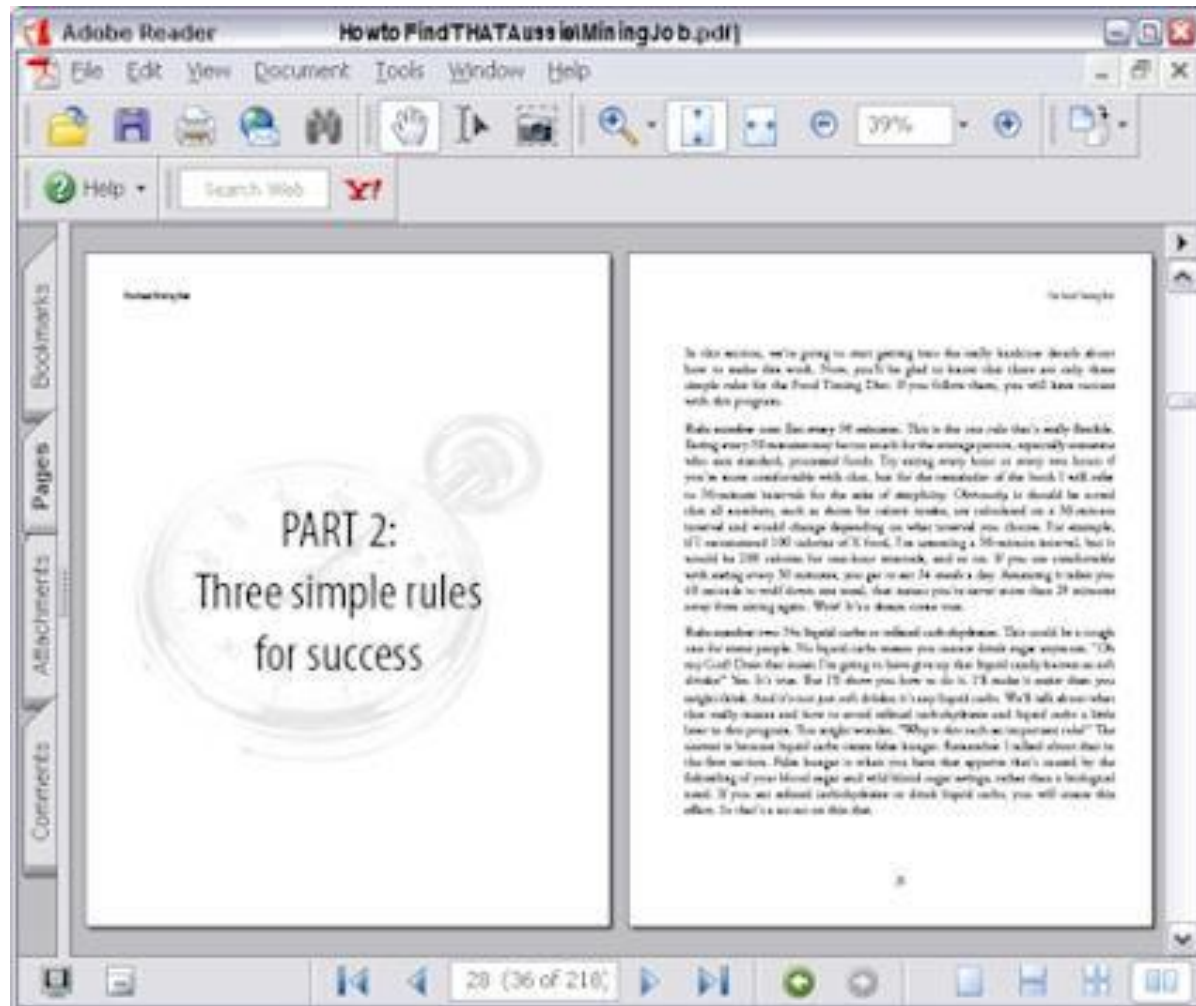
Accounting Software

- **Accounting software** helps companies record and report their financial transactions.
- It also enables businesses to write and print checks, track checking account activity, and update reconcile balances on demand.

Document Management Software

- **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.
- A popular format is PDF (Portable Document Format) developed by Adobe Systems.

Document Management Software



Enterprise Computing Software

- Larger organizations, called enterprises, often require special computing solutions because of their size and large geographic distribution.