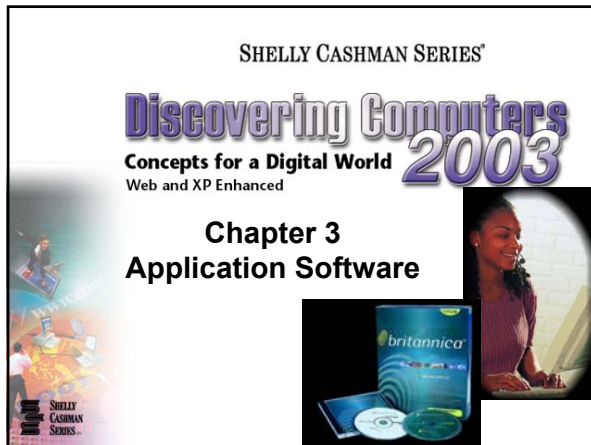




Discovering Computers 2003 Chapter 3 Objectives

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 support household activities, for personal business, or for education

To facilitate communications

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
• Word Processing • Spreadsheet • Presentation Graphics • Database • Personal Information Manager (PIM) • Software Suite (e.g., word processing, spreadsheet, presentation graphics, database, PIM) • Project Management • Accounting	• Computer-Aided Design • Desktop Publishing (Professional) • Paint/Image Editing (Professional) • Video and Audio Editing • Multimedia Authoring • Web Page Authoring	• Integrated Software (e.g., word processing, spreadsheet, database) • Personal Finance • Legal • Tax Preparation • Desktop Publishing (Personal) • Paint/Image Editing (Personal) • Home Design/Landscaping • Educational • Reference • Entertainment

COMMUNICATIONS

• E-mail
• Instant Messaging

• Web Browser
• Groupware

• Chat Rooms
• Videoconferencing

• Newsgroups

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
Concepts for a Digital World
Web and XP Enhanced

Application Software

What is a menu?

- A menu contains commands you can select

Next p. 35 Fig. 3-3

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

Application Software

What is an application window?

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

Next p. 36 Fig. 3-6

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

Application Software

What is a dialog box?

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

Next p. 38 Fig. 3-7

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

Productivity Software

What is productivity software?

- Software that assists people in becoming more effective and efficient

Software Application	Popular Packages
Word Processing	• Microsoft Word • Corel WordPerfect • Lotus Word Pro
Presentation Graphics	• Microsoft PowerPoint • Corel Presentations • Lotus Freelance Graphics
Spreadsheet	• Microsoft Excel • Corel Quattro Pro • Lotus SmartSuite
Database	• Microsoft Access • Corel Paradox • Lotus SmartSuite
Software Suite	• Microsoft Office • Corel WordPerfect Suite • Lotus SmartSuite
Project Management	• Microsoft Project • Primavera SureTrak Project Manager
Accounting	• Intuit QuickBooks

Next p. 37 Fig. 3-8

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

Productivity Software

What is word processing software?

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

Next p. 38 Fig. 3-9

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

Productivity Software

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?

The diagram consists of three purple hexagons arranged in a triangle. The top hexagon is labeled "Specify margins". The bottom-left hexagon is labeled "Word wrap". The bottom-right hexagon is labeled "Scrolling".

Next p. 3.8

Discovering Computers 2003
Concepts for a Digital World
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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 young the w the d

The screenshot shows the "Find and Replace" dialog box in Microsoft Word. The "Find what:" field contains "included" and the "Replace with:" field contains "remote". The "replace" button is highlighted.

Next p. 3.9

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

Productivity Software

What are other popular word processing features?

The diagram shows twelve rounded rectangles arranged in three columns. The features listed are: autocorrect, autoformat, header/footer, collaboration, columns, tables, macros, mail merge, thesaurus, tracking changes, templates, and Web page development. The last one, "voice recognition", is in a separate box at the bottom.

Next p. 3.9

Discovering Computers 2003
Concepts for a Digital World
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Productivity Software

What are the stages of developing a document?

The diagram shows five overlapping purple ovals. The top-left oval is labeled "Formatting". The top-right oval is labeled "Editing". The central oval is labeled "Creating". The bottom-left oval is labeled "Saving". The bottom-right oval is labeled "Printing".

Next p. 3.10

Discovering Computers 2003
Concepts for a Digital World
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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

The diagram shows two examples of text. The first example shows "Times New Roman" in 12-Point and 24-Point sizes. The second example shows "Arial" in 12-Point and 24-Point sizes. Both examples show the text in bold, italic, and underlined styles.

Next p. 3.10 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

The screenshot shows a Microsoft Word document titled "Hidden Lake Announcement - Microsoft Word". The document content is "Sail the Waters~". The file name "Hidden Lake Announcement" is highlighted in the title bar.

Next p. 3.10

Discovering Computers 2003 Productivity Software
Concepts for a Digital World
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What is voice recognition?

- The computer's capability of distinguishing spoken words

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

Next
p. 311 Fig. 3-16

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. 312 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. 312 Fig. 3-13

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

What can a cell contain?

November
Label
Expenses
Total
23,781
\$52.49
-98.21
Number
Formula
=A9 * 45
=SUM(A1:A5)
=C4+C5+C6+C7+C8

Next
p. 312

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. 313

Discovering Computers 2003 Productivity Software
Concepts for a Digital World
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What is recalculation?

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

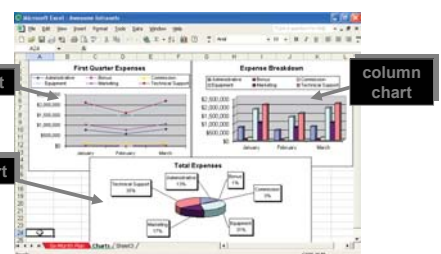
Next
p. 313

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

Productivity Software

What is charting?

- Allows you to display spreadsheet data in graphical form



line chart

pie chart

column chart

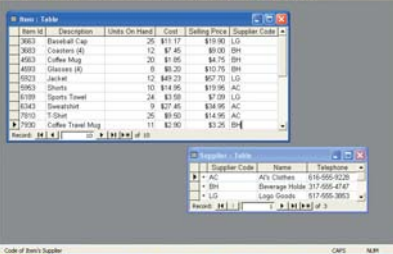
Next
p. 3.14 Fig. 3-15

Discovering Computers 2003
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Productivity Software

What is a database?

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



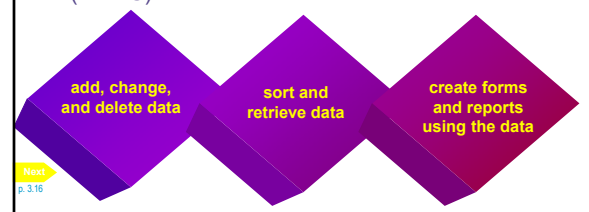
Next
p. 3.15 Fig. 3-16

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

Productivity Software

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

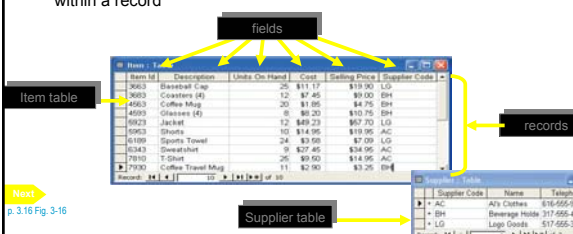
Next
p. 3.16

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

Productivity Software

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

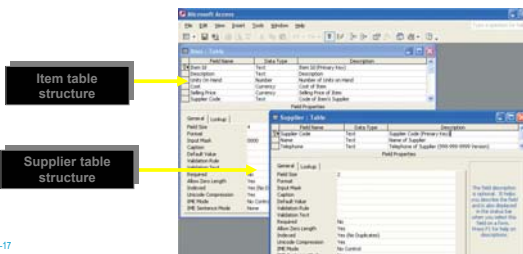
Next
p. 3.16 Fig. 3-16

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

Productivity Software

How is a database organized?

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



Item table structure

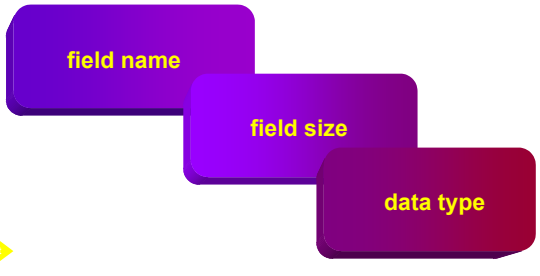
Supplier table structure

Next
p. 3.16 Fig. 3-17

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

Productivity Software

What does the table structure contain for each field?



field name

field size

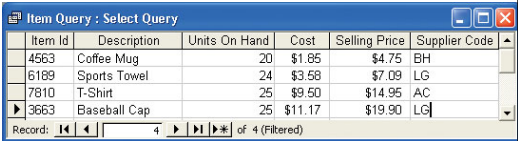
data type

Next
p. 3.16

Discovering Computers 2003 Productivity Software
Concepts for a Digital World
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How do you extract information from a database?

- Sort records in a particular order
- Query database



Record: 4 of 4 (Filtered)

Next
p. 317 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 →

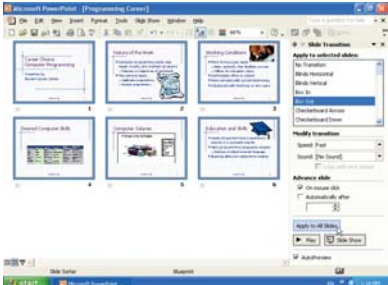


Next
p. 318 Fig. 3-20

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Concepts for a Digital World
Web and XP Enhanced

What is slide sorter view?

- View of small versions of all the slides



Next
p. 318 Fig. 3-21

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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



Next
p. 320 Fig. 3-23

handheld computer

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What is a software suite?

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

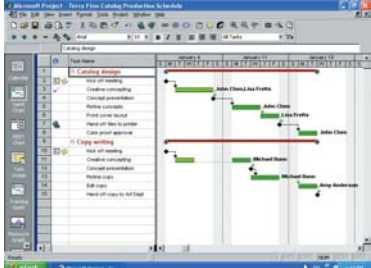


Next
p. 320

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What is project management software?

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



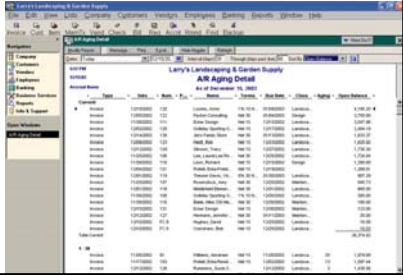
Next
p. 321 Fig. 3-24

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Productivity Software

What is accounting software?

- Helps companies record and report their financial transactions



Next
p. 321 Fig. 3-25

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Graphics and Multimedia Software

What are some popular graphics and multimedia software products?

Software Application	Popular Packages
Computer-Aided Design (CAD)	Autodesk AutoCAD Microsoft Visio Technical
Desktop Publishing (Professional)	Adobe InDesign Adobe PageMaker Corel VENTURA QuarkXPress
Paint/Image Editing (Professional)	Adobe Illustrator Adobe Photoshop CorelDRAW Macromedia Freehand
Video and Audio Editing	Adobe Premiere Ulead Systems MediaStudio Pro
Multimedia Authoring	click2learn.com Toolkit Macromedia Authorware Macromedia Director
Web Page Authoring	Adobe GoLive Lotus FastSite Macromedia Dreamweaver Macromedia Flash Microsoft FrontPage

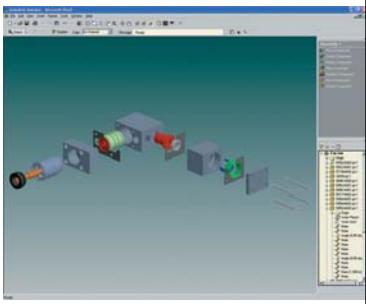
Next
p. 322 Fig. 3-26

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Graphics and Multimedia Software

What is computer-aided design (CAD)?

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



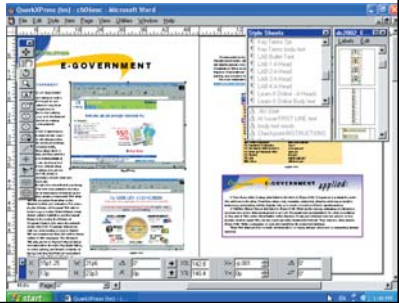
Next
p. 322 Fig. 3-27

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Graphics and Multimedia Software

What is desktop publishing software?

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



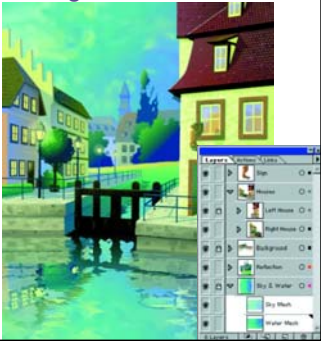
Next
p. 323 Fig. 3-28

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

Graphics and Multimedia Software

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 Concepts for a Digital World Web and XP Enhanced

Graphics and Multimedia Software

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
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Concepts for a Digital World
Web and XP Enhanced

Graphics and Multimedia Software

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
Concepts for a Digital World
Web and XP Enhanced

Graphics and Multimedia Software

What is Web page authoring software?

- Allows you to create Web pages

Next
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Software for Home, Personal, and Educational Use

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	• Brodumbund Family Lawyer • Kiplinger's WILL Power • Quicken Lawyer
Tax Preparation	• Intuit TurboTax • Kiplinger TaxCut
Desktop Publishing (Personal)	• Brodumbund Print Shop Pro Publisher • Microsoft Publisher
Paint/Image Editing (Personal)	• Adobe PhotoDeluxe • Brodumbund 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	• Brodumbund 3D Home Design Suite • Quality Plans Complete LandDesigner
Reference	• American Heritage Talking Dictionary • Microsoft Encarta • Microsoft Pocket Streets • Microsoft Streets & Trips • Rand McNally StreetFinder • Rand McNally TripMaker

Next
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Discovering Computers 2003
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Software for Home, Personal, and Educational Use

What software facilitates communication?

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

Next
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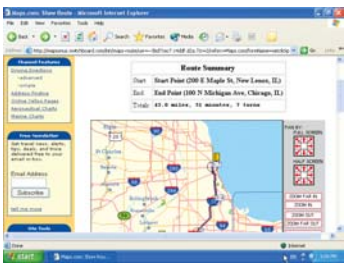
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Applications on the Web

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



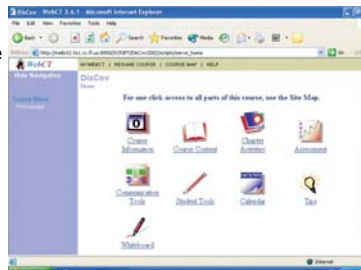
Discovering Computers 2003
Concepts for a Digital World
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Applications on the Web

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



Discovering Computers 2003
Concepts for a Digital World
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Applications on the Web

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
Concepts for a Digital World
Web and XP Enhanced

Learning Aids and Support Tools Within an Application

What is Online Help?

- Electronic equivalent of a user manual
- Context sensitive help



Next
p. 3.36 Fig. 3-46a

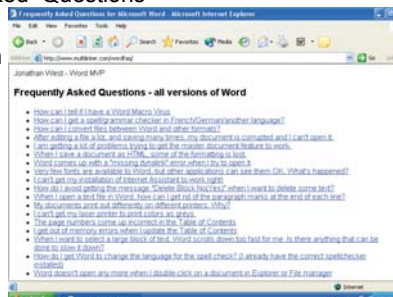
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Web and XP Enhanced

Learning Aids and Support Tools Within an Application

What is an FAQs page?

- Frequently Asked Questions

Often available on a Web site that provides updates



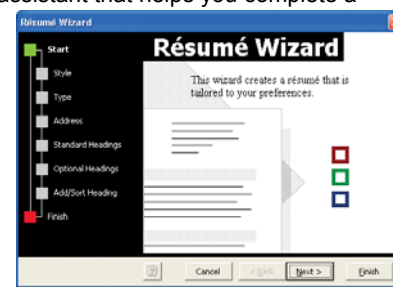
Next
p. 3.36 Fig. 3-46b

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

What is a wizard?

- An automated assistant that helps you complete a task



Next
p. 3.36 Fig. 3-46c

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Learning Aids and Support Tools Within an Application

How can I learn more about a software package?

- Books
- Web
- School



Next
p. 3.37 Fig. 3-47

Discovering Computers 2003
Concepts for a Digital World
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Summary of Application Software

- 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

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