Chapter 3
Application Software

Define application software
Understand how system software interacts with application software
Identify the role of the user interface
Explain how to start a software application
Identify various products available as Web applications
Describe the learning aids available with many software applications

Application Software

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

Application Software

What are the categories of application software?

Application Software

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

Application Software

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

Antivirus Software

Norton Antivirus

System Status

Scan Results

0 scans, 0 threats

Scan

Run scan now

Exit

Help

Welcome to Norton Antivirus

This software is designed to run continuously in the background, protecting your computer from virus attacks without additional input from you. If a virus is detected, the software will automatically clean it and verify the virus is no longer on your computer.
What is a **menu**?
- A menu contains commands you can select.

**Application Software**

What is an **application window**?
- A rectangular area of the screen that displays a program, data, and/or information.

**Application Software**

What is a **dialog box**?
- A special window that provides information, presents available options, or requests a response.

**Application Software**

What is **productivity software**?
- Software that assists people in becoming more effective and efficient.

**Productivity Software**

What is **word processing software**?
- Allows users to create and manipulate documents that contain text and graphics.

**Productivity Software**

What is **clip art**?
- A collection of drawings, diagrams, and photographs that you can insert into documents.

**Productivity Software**
What are some word processing features?

- Specify margins
- Word wrap
- Scrolling

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

What are other popular word processing features?
- AutoCorrect
- AutoFormat
- Collaboration
- Columns
- Header/Footer
- Macros
- Mail Merge
- Templates
- Tables
- Thesaurus
- Tracking Changes
- Voice Recognition
- Web Page Development

What are the stages of developing a document?
- Creating
- Editing
- Formatting
- Saving
- Printing

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

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

The house was deep in a remote part of the woods. The trees surrounded the porch in a protective circle. Small clusters of pink and white flowers lined the walk leading up to the door.

— Sail the Waters —
Step 1: Say, “Dictation” to instruct the program you will be dictating. Say, “Car for sale.”

Step 2: Say, “Voice Command” to instruct the program you will be issuing commands. Say, “Center.”

Step 3: Say, “Font.”

Step 4: Say, “Algerian” and then say, “Font Size.”

Step 5: Say, “Forty Eight” and then say, “Font Color.”

Step 6: Say, “Green” and then say, “End.”

The computer’s capability of distinguishing spoken words

What is voice recognition?

- The computer’s capability of distinguishing spoken words

What is spreadsheet software?

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

How is a spreadsheet organized?

- Columns identified by letters
- Rows identified by numbers
- A cell is the intersection of a column and row

What can a cell contain?

- Label
- Number
- Formula
- $52.49, 23.78, 1,$-98.21

What is a function?

- A predefined formula that performs common calculations

- =C4+C5+C6+C7+C8
- =SUM(C4:C8)

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

- Room & Board: $3,290.00, $3,454.50, $3,627.23, $3,808.59, $14,180.32
- Tuition & Books: $4,850.00, $5,092.50, $5,347.13, $5,614.48, $20,904.11
- Clothes: $490.00, $514.50, $540.23, $567.24, $2,111.97
- Entertainment: $635.00, $666.75, $700.09, $735.09, $2,736.93
- Miscellaneous: $325.00, $341.25, $358.31, $376.23, $1,400.79
- Total: $9,590.00, $10,069.50, $10,572.99, $11,101.63, $41,334.12

New data entered

Totals recalculated

Projected College Cash Flow Analysis

- Freshman: $14,740.00
- Sophomore: $15,477.00
- Junior: $16,225.86
- Senior: $16,987.15
- Total: $63,430.01
What is charting?
- Allows you to display spreadsheet data in graphical form
  - Line chart
  - Pie chart
  - Column chart

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

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

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

How is a database organized?
- Records and fields in a table are described by the table structure

What does the table structure contain for each field?
- Field name
- Field size
- Data type
Productivity Software

How do you extract information from a database?
- Sort records in a particular order
- Query database

What is presentation graphics software?
- Used to create documents that communicate ideas and messages
  - Sometimes called a slide show

What is slide sorter view?
- View of small versions of all the slides

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

What is a software suite?
- A collection of individual applications sold as a single package
- Two major advantages:
  - Lower cost
  - Ease of use

What is project management software?
- Allows you to plan, schedule, track, and analyze the events, resources, and costs of a project
Productivity Software

What is accounting software?
- Helps companies record and report their financial transactions

Graphics and Multimedia Software

What is computer-aided design (CAD)?
- Software that allows you to create engineering, architectural, and scientific designs

What is desktop publishing software?
- Enables you to design and produce sophisticated documents that contain text, graphics, and brilliant colors

What is paint/image editing software?
- Used to create and modify graphical images
- Sometimes called illustration 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
What is multimedia authoring software?

- Allows you to combine text, graphics, audio, video, and animation into an interactive presentation
- Also called authorware

What is Web page authoring software?

- Allows you to create Web pages

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

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

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

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
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

Learning Aids and Support Tools Within an Application

What is Online Help?

- Electronic equivalent of a user manual
- Context sensitive help

What is an FAQs page?

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

What is a wizard?

- An automated assistant that helps you complete a task

How can I learn more about a software package?

- Books
- Web
- School

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