

Applications software

Discovering Computers
Chapter 3

Types of Programs



- Application Programs (chapter 3)
- System Software (chapter 8)
 - Operating System
 - Utility Programs

Software Distribution



- Packaged Software ©
- Custom Software \$\$\$
- Shareware ©
- Freeware ©
- Public Domain

Application Programs

Consists of programs that perform specific tasks for users

- Productivity/Business - a business tool
- Graphic Design/Multi-media
- Home/Personal/Educational
- Communications (email/web)



Application Software

Productivity/Business
• Word Processing
• Spreadsheet
• Presentation Graphics
• Database
• Personal Information Manager (PIM)
• Software Suite (e.g., word processing, spreadsheet, presentation graphics, database, PIM)
• Project Management
• Accounting

Graphic Design/Multimedia
• Computer-Aided Design
• Desktop Publishing (Professional)
• Paint/Image Editing (Professional)
• Video and Audio Editing
• Multimedia Authoring
• Web Page Authoring

Home/Personal/Educational
• 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

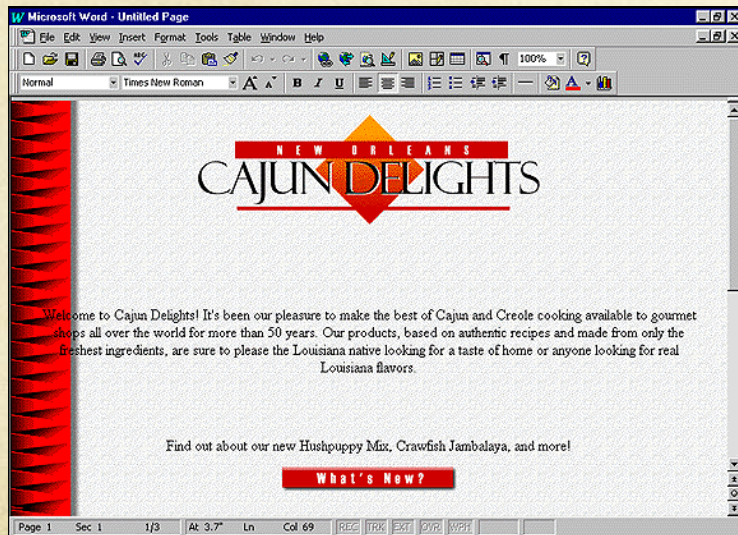
C O M M U N I C A T I O N S			
• E-mail	• Web Browser	• Chat Rooms	• Newsgroups
• Instant Messaging	• Groupware	• Videoconferencing	

Examples of Productivity Software

Software Application	Popular Packages
Word Processing	<ul style="list-style-type: none">• Microsoft Word• Corel WordPerfect• Lotus Word Pro• Microsoft Pocket Word
Spreadsheet	<ul style="list-style-type: none">• Microsoft Excel• Corel Quattro Pro• Lotus 1-2-3• Microsoft Pocket Excel
Database	<ul style="list-style-type: none">• Microsoft Access• Corel Paradox• Lotus Approach• Microsoft Visual FoxPro• Oracle
Presentation Graphics	<ul style="list-style-type: none">• Microsoft PowerPoint• Corel Presentations• Lotus Freelance Graphics
Personal Information Manager	<ul style="list-style-type: none">• Microsoft Outlook• CorelCENTRAL• Lotus Organizer• Microsoft Pocket Outlook• Palm Desktop• Palm MultiMail
Software Suite	<ul style="list-style-type: none">• Microsoft Office• Corel WordPerfect Suite• Lotus SmartSuite
Project Management	<ul style="list-style-type: none">• Microsoft Project• Primavera SureTrak Project Manager
Accounting	<ul style="list-style-type: none">• Intuit QuickBooks• Peachtree Complete Accounting

Word Processors

Word processors are the most commonly used program on computers today.



Key features:

- Text formatting
- Text editing
- Table creation
- Spell check
- Grammar check
- Find and replace
- Mail merge
- Macros

Spreadsheets

The image displays a handwritten financial projection spreadsheet on the left and a Microsoft Excel window on the right. The Excel window shows a digital version of the same spreadsheet with a red banner that reads "Awesome Intranets Three-Month Financial Projections".

Handwritten Spreadsheet Data:

	JANUARY	FEBRUARY	MARCH	TOTAL
REVENUE	\$6,692,019.00	\$5,039,219.00	\$6,929,671.00	\$18,660,909.00
EXPENSES				
Administrative	\$786,312.23	\$592,108.23	\$814,236.34	\$2,192,656.81
Bonus	60,000.00	0.00	60,000.00	120,000.00
Commission	150,570.43	113,382.43	155,917.60	419,870.45
Equipment	1,857,035.27	1,398,383.27	1,922,983.70	5,178,402.25
Marketing	1,027,224.92	773,520.12	1,063,704.50	2,864,449.53
Technical Support	2,107,985.99	1,587,353.99	2,182,846.37	5,878,186.34
Total Expenses	5,989,128.83	4,464,748.03	6,199,688.51	16,653,565.37
NET INCOME	\$702,890.17	\$574,470.97	\$729,982.49	\$2,007,343.63

Excel Window Data:

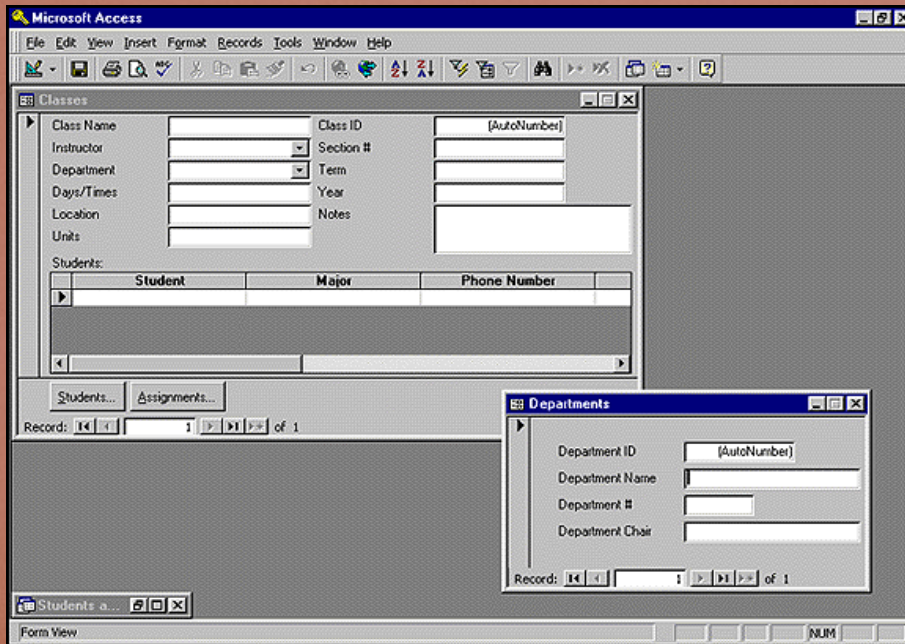
	January	February	March	Total
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Databases

Database software sorts, organizes, and manipulates large amounts of information.

Key Features:

- Sort
- Find
- Query
- Link
- Create reports



Common uses:

- Address books
- Bank records

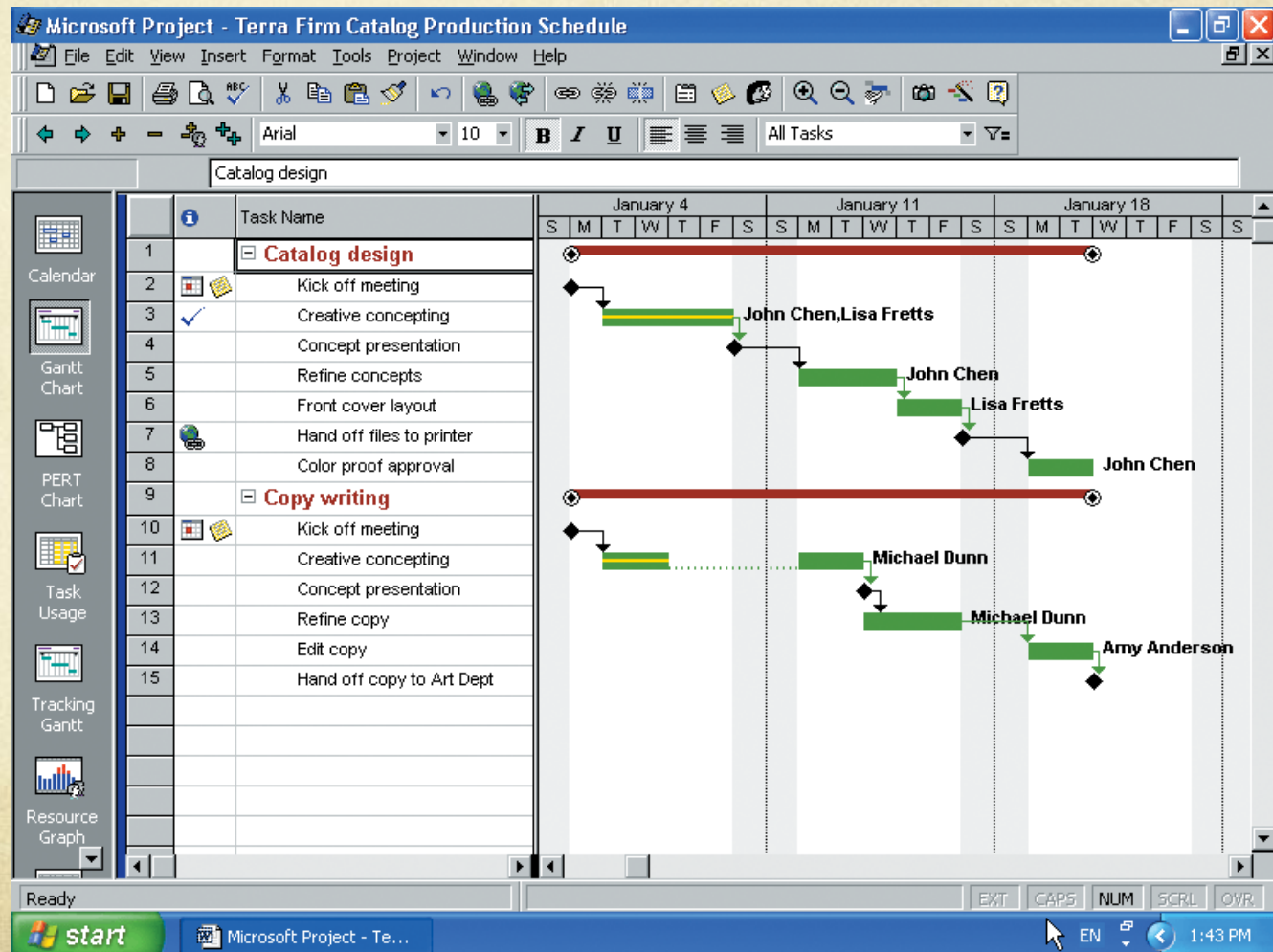
To forms within a database in Microsoft Access

Presentation Software

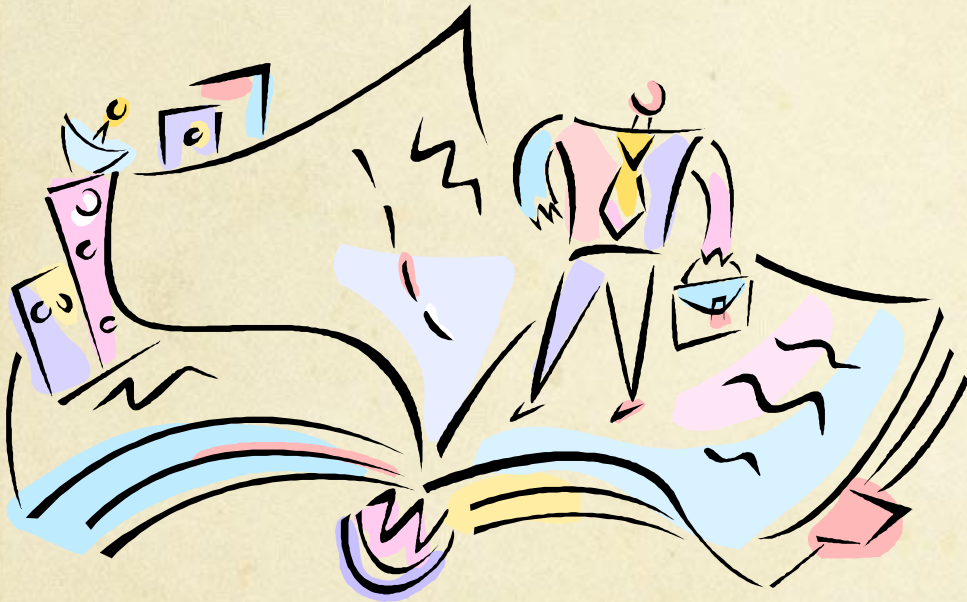


Project Management

Allows a user to plan, schedule, track, and analyze the events, costs, and resources of a project.



Project Management



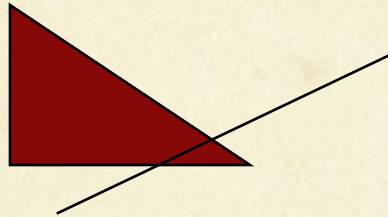
- Plan
- Schedule
- Track
- Events (steps)
- Resources
- Costs

Some popular graphics and multimedia software products:

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

Graphics

- Vector-based Drawing Programs



- Bitmap or Raster Image (uses pixels) Painting Programs

Graphics File Formats:

EPS

BMP

PIC or PICT

TIF

GIF

Software for Home, Personal or Educational use:

POPULAR SOFTWARE PACKAGES FOR HOME/PERSONAL/EDUCATIONAL USE

Software Application	Popular Packages
Integrated Software	<ul style="list-style-type: none"> • Microsoft Works
Personal Finance	<ul style="list-style-type: none"> • Intuit Quicken • Microsoft Money
Legal	<ul style="list-style-type: none"> • Broderbund Family Lawyer • Kiplinger's WILL Power • Quicken Lawyer
Tax Preparation	<ul style="list-style-type: none"> • Intuit TurboTax • Kiplinger TaxCut
Desktop Publishing (Personal)	<ul style="list-style-type: none"> • Broderbund Print Shop Pro Publisher • Microsoft Publisher
Paint/Image Editing (Personal)	<ul style="list-style-type: none"> • Adobe PhotoDeluxe • Broderbund Print Shop • Corel PHOTO-PAINT • Jasc Paint Shop Pro • Microsoft Picture It! Photo
Clip Art/Image Gallery	<ul style="list-style-type: none"> • Corel GALLERY • Nova Development Art Explosion
Home Design/Landscaping	<ul style="list-style-type: none"> • Broderbund 3D Home Design Suite • Quality Plans Complete LandDesigner
Reference	<ul style="list-style-type: none"> • American Heritage Talking Dictionary • Microsoft Encarta • Microsoft Pocket Streets • Microsoft Streets & Trips • Rand McNally StreetFinder • Rand McNally TripMaker

What software facilitates communication?

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



Integrated Software



Is not sold separately.

Designed to work as a part of a larger set.

Software Suites



Microsoft Office is one available of the most popular software suites for business, educational, and personal computer use.

Software suites are full- featured versions of several different programs packaged together.

Contains:

- Word processor
- Database program
- Spreadsheet
- Presentation software
- Information management

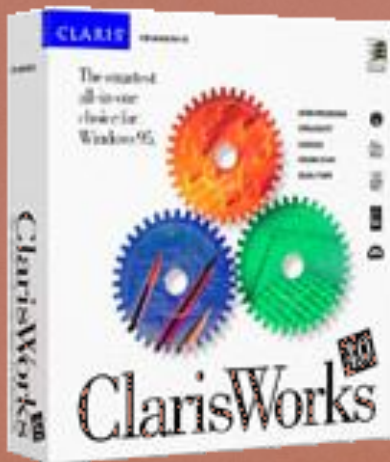
Works Programs

Works software contains:

- Word processor
- Spreadsheet
- Database program
- Graphics software

Common characteristics:

- Inexpensive
- Easy to learn
- Limited power due to basic functions



A common works program by the Claris Corporation.

Works software programs offer scaled down versions of several different programs. These are designed to accommodate occasional users and slower computers.

What kinds of programs do you
want to learn about?

