

# Chapter 3

## Application Software

# Why Use Application Software?

- To make business activities more efficient
- To assist with graphics and multimedia projects
- To support home, personal, and educational tasks
- To facilitate communications

# Some Application System Terms

- Desktop: on-screen work area that has a graphical user interface
- Button: graphical element that you activate to cause a specific action to occur
- Menu: contains a list of commands from which you make selections
- Command: an instruction that causes a program to perform a specific action

# Application Terms cont...

- Window: rectangular area of the screen that displays data and information
- Title bar: a horizontal space that contains the window's name
- File: a named collection of stored data, instructions, or information

# Application Software

## Seven Types

- 1 Packaged Software: mass-produced, copyrighted software that many companies can use, not just one specific company
- 2 Custom Software: developed to perform a specific task for a specific company
- 3 Web application: allows users to interact with software from any computer or device connected to the Internet

# Application Software cont...

- 4 Open Source Software: software provided for use, modification and redistribution
- 5 Shareware: copyrighted software that is distributed at no cost for a trial period
- 6 Freeware: copyrighted software provided at no cost to a user by an individual or a company that retains all rights to the software
- 7 Public-domain Software: has been donated for public use and has no copyright restrictions

# Working With an Application System

- Working with the Paint program in Windows...
- 1. Once the computer is turned on, Windows loads into the memory and displays the desktop on the screen
- 2. Click the Start button on the Windows taskbar to display the Start menu
- 3. Click All Programs on the Start menu to display the All Programs list
- 4. Click Accessories in the All Programs list and then point to Paint in the Accessories list

# Paint application cont...

- 5. Click Paint. The Paint window opens on the screen
- 6. Instruct the Paint program to open a file that is stored on the hard disk
- 7. Instruct the Paint program to print the photo
- 8. When the Print dialog box appears, click its Print button



# What is System Software?

- Serves as the interface between the user, the application software, and the computer's hardware

Ex. Windows, Mac OS, Linux

# How Does System Software Work?

- Say you want to use a Word Processing Program...
- Operating system is copied into computer's memory from the hard drive when computer is turned on
- Operating system directs all activities of computer, including running programs
- Operating system starts program
- Coordinates all input and output devices as well as memory

# Utility Programs

- A type of system software that assists users with controlling or maintaining the operation of a computer, its devices or its software
- Basically helps to run your computer

# Four Categories of Software

- 1 Business
- 2 Graphics/Multimedia
- 3 Home/Personal/Educational
- 4 Communication

# Business Software

- Word Processing
- Spreadsheet
- Database
- Presentation
- Note Taking

# Business Software cont...

- Project Management
- Personal Information Manager
- Accounting
- Document Management
- Enterprise Computing

# Word Processing

- Allows users to create and manipulate documents containing mostly text and sometimes graphics

# Document Terms

- Create: enter text or numbers, insert images, and perform other tasks using an input device such as a keyboard, mouse, or digital pen
- Edit: to make changes to its existing content
- Format: to change a documents appearance
- Font size: indicates the size of the characters in a particular font
- Font style: adds emphasis to a font such as bold, italic, underline or color



# Graphics and Multimedia Software

- Computer Aided Design
- Desktop Publishing
- Paint/Image Editing
- Video and Audio Editing
- Multimedia Authoring
- Web Page

# Computer Aided Design

- A sophisticated type of application software that assists a professional user in creating engineering, architectural, and scientific designs
- Ex. Engineers create design plans for vehicles and security systems

# Software for Home, Personal, and Educational Use

- Personal Finance
- Legal
- Tax Preparation
- Desktop Publishing
- Paint/Image Editing
- Video and Audio Editing

# Software for Home, Personal, and Educational Use cont...

- Clip Art/Image Gallery
- Home Design/Landscaping
- Travel and Mapping
- Reference and Educational
- Entertainment

# Reference and Educational Software

- Reference software: provides valuable and thorough information for all individuals
- Ex. Encyclopedias, dictionaries, health/medical guides
- Educational software: teaches a particular skill
- Ex. Cooking

# CBT: Computer Based Training

- A type of education in which students learn by using and completing exercises with instructional software
- Typically consists of self-directed, self-paced instruction about a topic
- Ex. “Mavis Beacon Teaches Typing”

# Application Software for Communications

- Web Browser
- Email
- Instant Messaging
- Chat Room
- Text Messaging

# Web Browser

- A Web site that allows users to access and interact with software from any computer or device that is connected to the Internet
- Web site: host



# Some Popular Web Applications

- Britannica.com: Reference, MSN Encarta
- Dictionary.com: Reference, Photoshop Express
- Flickr: Photo editing and Photo Management, Picnik
- Gmail: E-mail, TurboTax Online
- Google Maps: Travel and Mapping, YouSendIt

# Web 2.0

- Refers to Web sites that provide users with a means to share personal information
- Allows users to modify Web site content
- Or have application software built into the site for visitors to use