Technology in Action
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Chapter 4
Application Software:
Programs That Let You Work and Play
Chapter Topics

- Application vs. system software
- Productivity software
- Business software
- Graphics and multimedia software
- Educational and reference software
- Entertainment software
- Communications software
- Getting help with software
- Acquiring software
- Installing and uninstalling software
Software

• A set of instructions that tells the computer what to do

• Two main types of software
  – System software
  – Application software
System Software vs. Application Software

**System Software**
- Coordinates instructions between software & hardware
- Includes
  - Operating system
  - Utility programs

**Application Software**
- Programs used to complete tasks
- Includes
  - Productivity software
  - Specialty software
  - Entertainment Software
  - Educational and Reference Software
  - Personal Software
Application Software

• Productivity software
• Specialty software
• Entertainment Software
• Educational and Reference Software
• Personal Software
Productivity Software

- Programs that enable you to perform tasks required in home, school, and business
  - Word processing programs
  - Spreadsheet programs
  - Presentation programs
  - Database programs
  - Personal information manager programs
Word Processing Software

• Used to create and edit written documents

• Features include
  – Quick and easy editing
  – Variety of formatting options
  – Graphics
  – Templates

• Examples
  – Corel Word Perfect
  – Microsoft Word
Spreadsheet Software

- Used to perform calculations and numerical analyses

- Features include
  - Worksheets with cells
  - Values, formulas, and functions
  - Automatic recalculation

- Examples
  - Lotus 1-2-3
  - Microsoft Excel
Presentation Software

- Used to create slide shows
- Features include
  - Templates and layouts
  - Different views
- Examples
  - Corel Presentations
  - Microsoft PowerPoint
Database Software

• Used as a complex electronic filing system
• Features include
  – Ability to group, sort, and retrieve data and generate reports
  – Organized into fields, records, and tables
• Examples
  – Corel Paradox
  – Microsoft Access
Personal Information Manager Software

- Used to replace the management tools found on a traditional desk
- Features include
  - Calendar, address book, notepad, to-do list
  - Some contain e-mail management features
- Examples
  - Lotus Organizer
  - Microsoft Outlook
Productivity Software Tools

• Wizards
  – Step-by-step guides to help you complete a task
Productivity Software Tools

- Templates
  - re-designed forms included with software

[Template example]

To: [Click here and type name]
Fax number: [Click here and type number]

Date: 10/24/2004

Regarding: [Click here and type subject]

Comments:

[Template example]

Memorandum

To: [Click here and type name]
CC: [Click here and type name]
From: [Click here and type name]
Date: 10/24/2004

Re: [Click here and type subject]

How to Use This Memo Template
Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar.

To delete the background elements—such as the circle, rectangles, or return address frame, click on the boundary border to highlight the “handles,” and press Delete. To replace the picture in this template with a different one, first click on the picture. Then, on the Insert menu, point to Picture, and
Productivity Software Tools

- Macros
  
  Small programs that group a series of commands to run as a single command

![Macro example code](image)
Integrated Software Applications vs. Software Suites

Integrated Applications

- Single program that incorporates many software programs
- Complex features are not included
- Example: Microsoft Works

Software Suites

- Collection of stand-alone software programs packaged together
Financial and Business-Related Software

• Personal financial software
• General business software
• Specialized business software
Personal Financial Software

• Used to for tax preparation, financial planning, and personal accounting

• Examples
  – TurboTax and H&R Block’s TaxCut
  – Intuit’s Quicken and Microsoft Money
  – Intuit’s QuickBooks and Peachtree Accounting
General Business Software

• Used across a variety of industries
• Includes
  – Business and marketing plan software
  – Project management software
  – Mapping programs
  – Customer relationship management (CRM) software
  – Enterprise Resource Planning (ERP) systems
Specialized Business Software

- Tailored to the needs of a particular company or industry
- Called vertical market software
- Proprietary software
  - Programs custom developed to address the specific needs of a particular company.
  - The software is then owned by that company.
Graphics and Multimedia Software

- Used to create and design documents, images, illustrations, Web pages, and more
Desktop Publishing Software

• Used to arrange text and graphics for publications

• Features include
  – Text formatting
  – File importing
  – Graphics tools
  – Web publishing

• Example: Quark
Image-Editing Software

• Used to edit photographs and other images

• Also called photo-editing software

• Features include
  – Tools for basic modifications to digital images
  – Painting tools that allow you to create images

• Example: Adobe Photoshop
Drawing Software

• Used to create and edit
  – Two-dimensional drawings
  – Technical diagrams
  – Animations
  – Geometric shapes

• Also referred to as illustration software

• Examples
  – Adobe Illustrator
  – Microsoft Visio

• Bit-mapped programs
  – MS-Paint
Computer-Aided Design Software

- Used to create 3-D automated designs, technical drawings, and model visualizations
- Industrial use includes
  - Architecture
  - Automotive
  - Aerospace
  - Medical engineering
Video-Editing Software

• Used to edit digital videos

• Features include
  – Special effects
  – Transitions
  – Narration/voiceover
  – Overlays

• Examples
  – Adobe Premiere
  – Microsoft Movie Maker
Web Page Authoring Software

- Used to design Web pages: knowing HTML is not necessary
- Features include
  - Wizards and templates
  - Reference materials
- Examples
  - Microsoft FrontPage
  - Macromedia Dreamweaver
Educational and Reference Software

Educational Software
- Provides instruction or training
- Types include
  - K-12 education
  - Skills
  - Test preparation
  - Course management

Reference Software
- Sources of reference
- Types include
  - Atlases, dictionaries, thesauri, encyclopedias
  - Medical and legal references
Course Management Software

• Used for Web-based classes

• Features include
  – Calendars
  – Grade books
  – Discussion boards

• Examples
  – WebCT
  – Blackboard
Entertainment Software

- Designed to provide users with entertainment
- Categories include
  - Action and Adventure
  - Driving
  - Puzzles and strategy
  - Role-playing
  - Card-playing
  - Simulation
  - Virtual reality
Digital Audio Software

• MP3: Audio compression format
• Software allows you to record, rip, and burn files
• Also allows you to perform format conversion
Communications Software

• Using a computer and software to communicate to others
  • Groupware
    – Software used to connect people at different locations
  • Videoconferencing/Web conferencing
    – Transmitting audio and video data over a network
  • Telephony
    – Transmitting telephone calls over the Internet
    – Known as Voice over Internet Protocol (VoIP)
Getting Help with Software

• Types of help
  – Frequently asked questions (FAQs)
  – Online help and support
  – ScreenTips
  – Microsoft Office Assistant
  – Help menu
Buying Software

• Software may be purchased through
  – Retail stores
  – Online
  – Computer shows
  – Catalogs

• Preinstalled software

• Student discounted software
Freeware and Shareware

- **Freeware:** Copyrighted software you can get for free
- **Beta versions:** Programs that are still under development
- **Shareware:** Software that allows users to run it for a limited time free of charge
Software Versions

- **Software versions**
  - Numbers used to represent major and minor upgrades
    - Major upgrade – Version 2.0
    - Minor upgrade – Version 2.1
System Requirements

– Minimum standards for the operating system, RAM, and hard drive capacity

Sample Minimum System Requirements
• IBM compatible PC with a 486 PC processor or better (Pentium® recommended)
• Microsoft Windows® 95
• 12 MB RAM (16 MB recommended)
• Hard disk space (standard installation approx. 100 MB)
• CD-ROM drive (2x or better)
• Mouse or other pointing device
Installing/Uninstalling and Opening Software

• Installing software
  – Installation wizard
    • Automatic
    • Control Panel: Add/Remove Software
  – Full/custom installation

• Uninstalling software
  – Software uninstall program
  – Control Panel: Add/Remove Software
  – Do not delete

• Opening software
  – Start menu
  – Quick launch toolbar
  – Desktop shortcut
  – My Computer/Windows Explorer
Chapter 4 Summary Questions

• What’s the difference between application software and system software?
Chapter 4 Summary Questions

• What kinds of applications are included in productivity software?
Chapter 4 Summary Questions

• What kinds of software do businesses use?
Chapter 4 Summary Questions

• What are the different kinds of graphics and multimedia software?
Chapter 4 Summary Questions

• What is educational and reference software?
Chapter 4 Summary Questions

• What are the different types of entertainment software?
Chapter 4 Summary Questions

• What kinds of software are available for communications?
Chapter 4 Summary Questions

• Where can I go for help when I have a problem with my software?
Chapter 4 Summary Questions

• How can I purchase software or get it for free?
Chapter 4 Summary Questions

• How do I install and uninstall software?