Lecture 3
Application Software

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Objectives Overview

Identify the four categories of application software

Describe characteristics of a user interface

Identify the key features of widely used business programs

Identify the key features of widely used graphics and multimedia programs

Objectives Overview

Identify the key features of widely used home, personal, and educational programs

Discuss Web applications

Identify the types of application software used in communications

Describe the learning aids available for application software

Application Software

- **Application software** consists of programs designed to make users more productive and/or assist with personal tasks

To make business activities more efficient

To assist with graphics and multimedia projects

To support home, personal, and educational tasks

To facilitate communications

Application Software

Four Categories of Application Software

Business

- Word Processing
- Spreadsheet
- Database
- Presentation
- Note Taking
- Personal Information Manager (PIM)
- Business Software for Phones
- Business Software Suite
- Project Management
- Accounting
- Document Management
- Enterprise Computing

Graphics and Multimedia

- Computer-Aided Design (CAD)
- Desktop Publishing (for the Professional)
- Paint/Image Editing (for the Professional)
- Photo Editing (for the Professional)
- Video and Audio Editing (for the Professional)
- Multimedia Authoring
- Web Page Authoring

Home/Personal/Educational

- Software Suite (for Personal Use)
- Personal Finance
- Legal
- Tax Preparation
- Desktop Publishing (for Personal Use)
- Paint/Image Editing (for Personal Use)
- Photo Editing and Photo Management (for Personal Use)
- Clip Art/Image Gallery
- Video and Audio Editing (for Personal Use)
- Home Design/Landscaping
- Travel and Mapping
- Reference and Educational
- Entertainment

Communications

- Web Browser
- RSS Aggregator
- E-Mail
- Blogging
- Instant Messaging
- Newsgroup/Message Board
- Chat Room
- FTP
- Text, Picture, Video Messaging
- VoIP
- Video Conferencing

Application Software

- Available in a variety of forms:

Packaged software	**Custom software**	**Web application**
Open source software	**Shareware**	**Freeware**
	Public-domain software	

Application Software

- **System software** serves as the interface between the user, the application software, and the computer's hardware
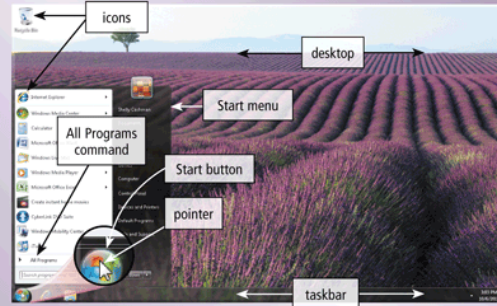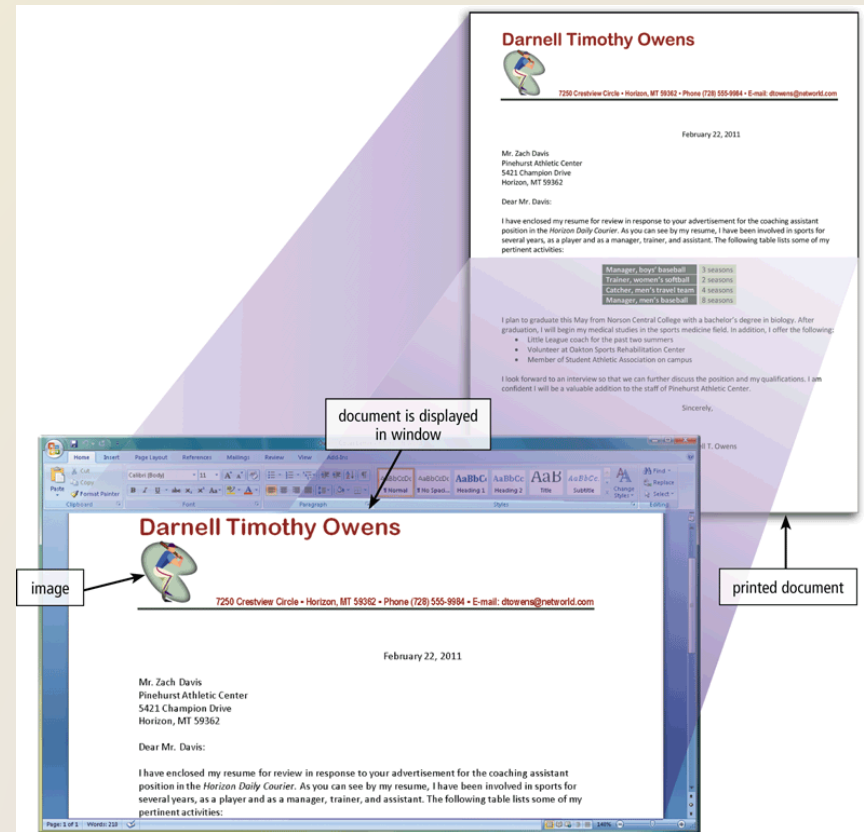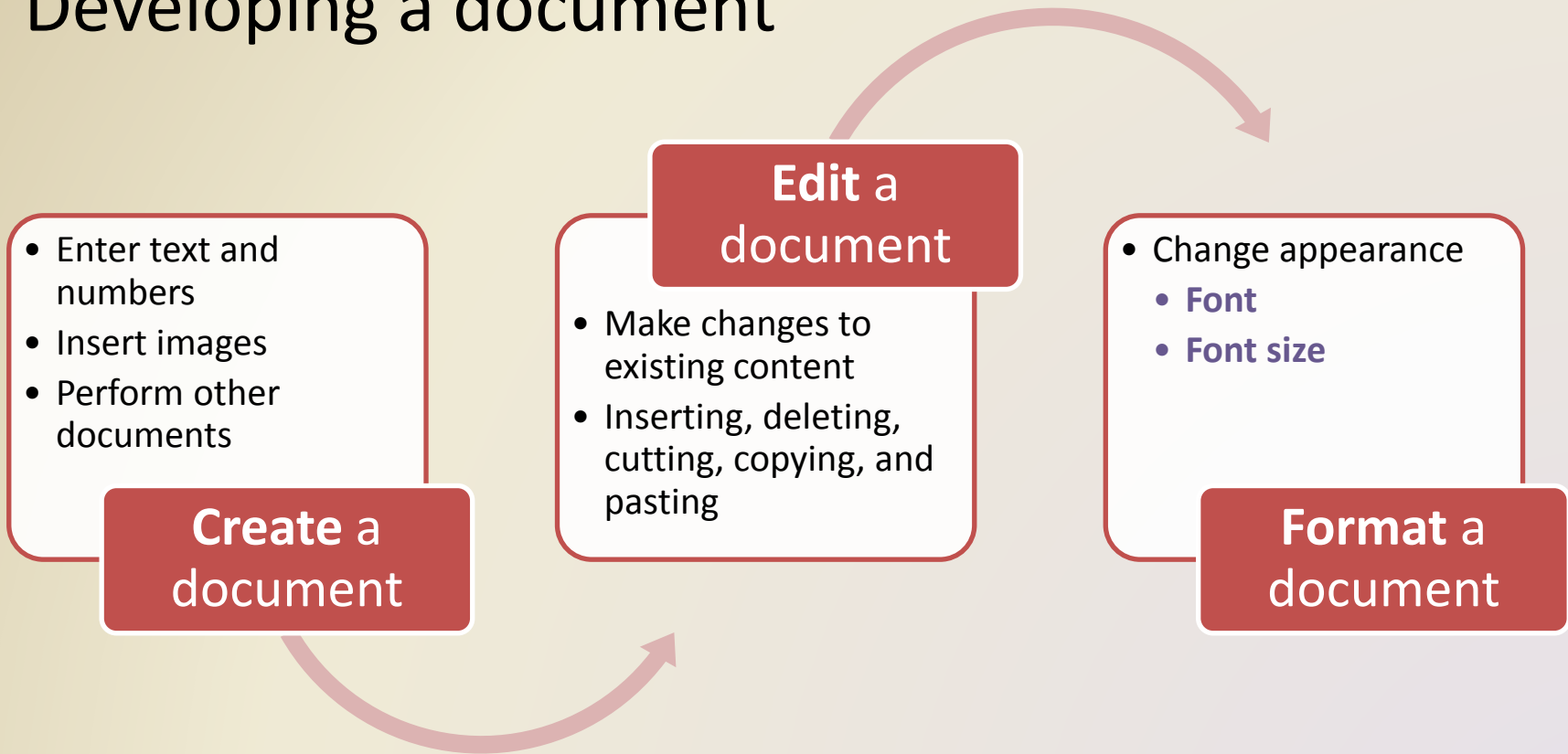 - Utility programs

Application Software

Business Software

- **Business software** is application software that assists people while performing business activities

Word Processing	Spreadsheet	Database	Presentation
Note taking	Personal information manager	Business software for phones	Business software suites
Project management	Accounting	Document management	Enterprise computing

Business Software

- **Word processing software** allows users to create and manipulate documents

- **Clip art** is a collection of electronic drawings, photos, and other images

document is displayed in window

image

printed document

Business Software

- Developing a document

Create a document
- Enter text and numbers
- Insert images
- Perform other documents

Edit a document
- Make changes to existing content
- Inserting, deleting, cutting, copying, and pasting

Format a document
- Change appearance
  - **Font**
  - **Font size**

Business Software

- **Spreadsheet software** allows users to organize data in rows and columns and perform calculations

Business Software

- Charting depicts data in a spreadsheet in graphical form
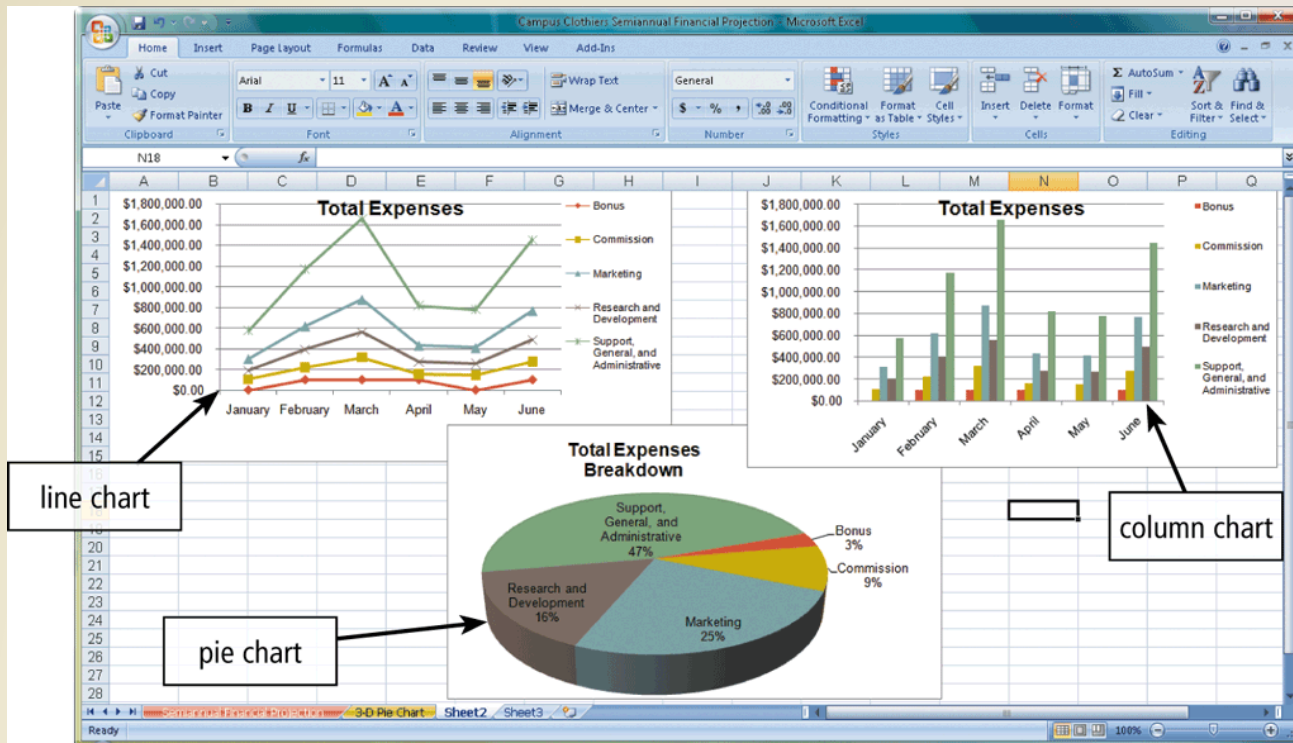
Business Software

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

  – **Database software** allows users to create, access, and manage a database

Business Software

- **Presentation software** allows users to create visual aids for presentations to communicate ideas, messages, and other information to a group

Business Software

- **Note taking software** is application software that enables users to enter typed text, handwritten comments, drawings, or sketches anywhere on a page

Business Software

- A **software suite** is a collection of individual programs available together as a unit

- A **personal information manager** (**PIM**) is application software that includes

Appointment calendar

Address book

Notepad

Business Software
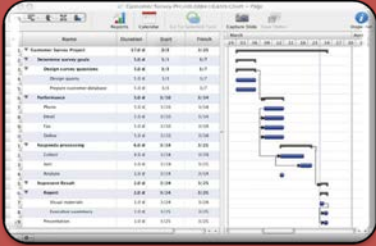
Project management software allows a user to plan, schedule, track, and analyze the events, resources, and costs of a project
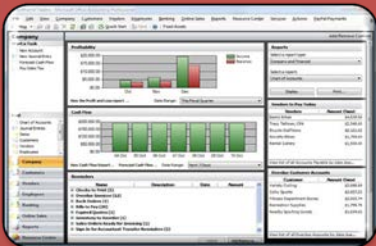
Accounting software helps companies record and report their financial transactions
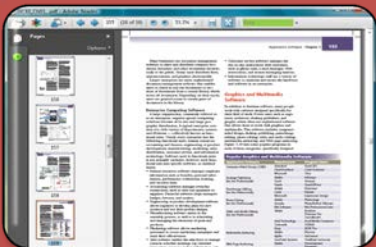
Document management software provides a means for sharing, distributing, and searching through documents by converting them into a format that can be viewed by any user

Business Software

- Enterprises typically require special computing solutions for various functional units

Human resources	Accounting	Engineering	Manufacturing
Marketing	Sales	Distribution	Customer service
	Information technology		
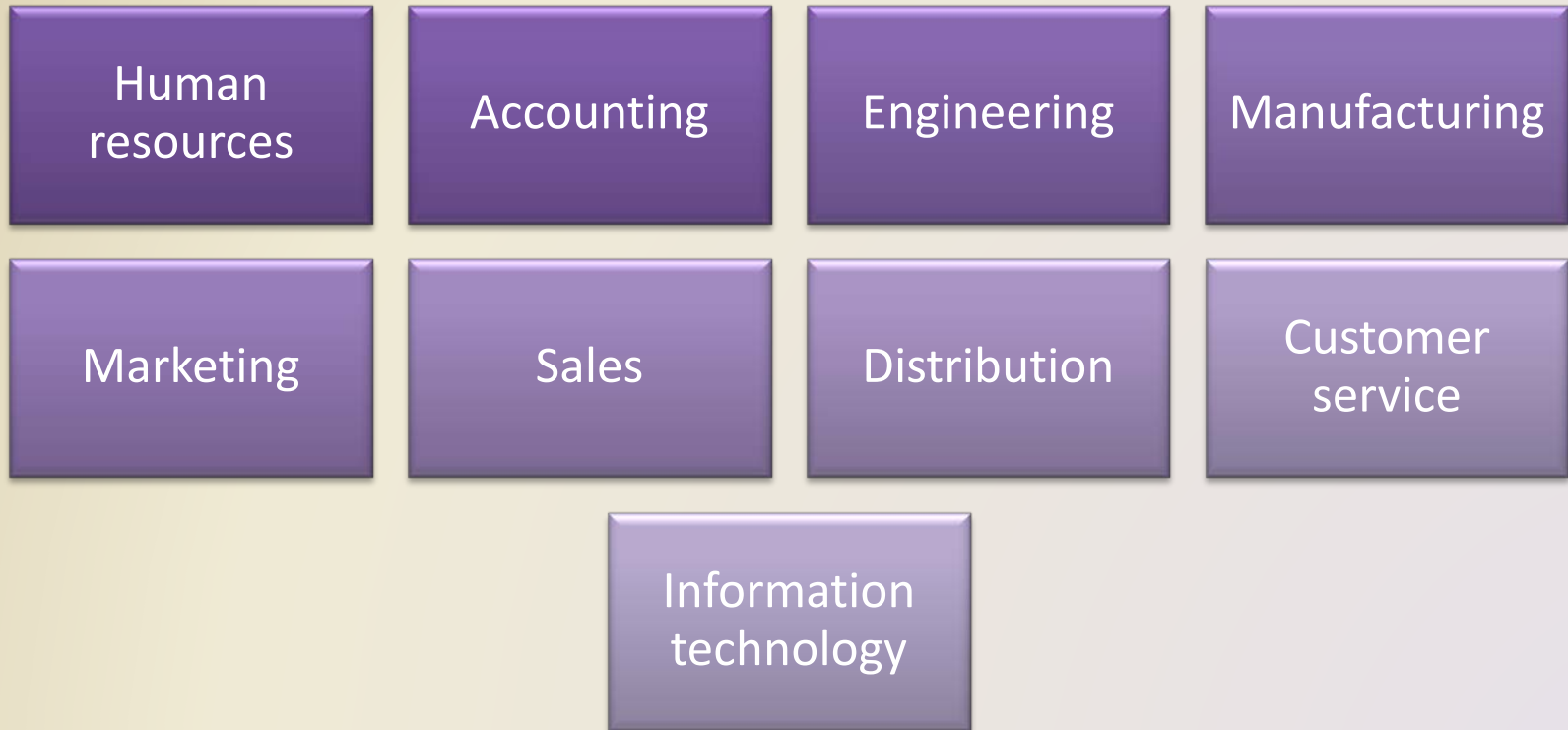
Graphics and Multimedia Software

Popular Graphics and Multimedia Software

Application Software	Manufacturer	Program Name	Application Software	Manufacturer	Program Name
Computer-Aided Design (CAD)	Autodesk	AutoCAD	Video and Audio Editing (for the Professional)	Adobe	Audition Premiere Pro Soundbooth
	Chief Architect	Chief Architect		Avid Technology	Avid Media Composer
	Microsoft	Visio		Cakewalk	SONAR
Desktop Publishing (for the Professional)	Adobe	InDesign		Sony	ACID Pro
	Corel	Ventura	Multimedia Authoring	Adobe	Director
	Quark	QuarkXPress		Agilix	GoCourse
Paint/Image Editing (for the Professional)	Adobe	Illustrator		SumTotal Systems	ToolBook Instructor
	Corel	Painter	Web Page Authoring	Adobe	Dreamweaver Fireworks Flash
	Microsoft	Expression Design			
Photo Editing (for the Professional)	Adobe	Photoshop		Microsoft	Expression Web SharePoint Designer
	Arcadia	PhotoPerfect Ultimate			
	Nik Software	Nik Professional Suite			

Graphics and Multimedia Software

Computer-aided design (CAD) software

Desktop publishing software

Paint/Image editing software

Graphics and Multimedia Software

Professional photo editing software

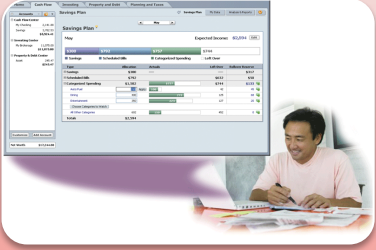**Video and audio editing software**

Multimedia authoring software

Graphics and Multimedia Software

- **Web page authoring software** helps users of all skill levels create Web pages that include multimedia and interactive content
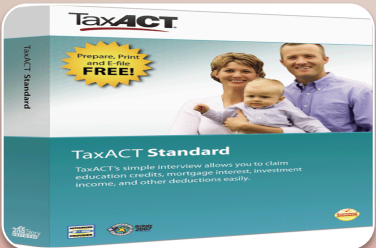
Software for Home, Personal, and Educational Use
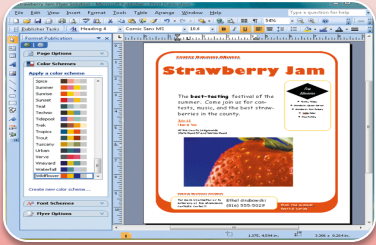
 Personal finance software

 Legal software

 Tax preparation software

Software for Home, Personal, and Educational Use

 Personal DTP software

 Personal paint/image editing software

 Personal photo editing software

Software for Home, Personal, and Educational Use
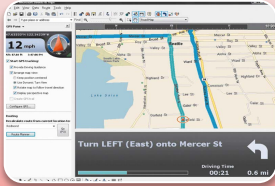
Clip art/image gallery

Video and audio editing software
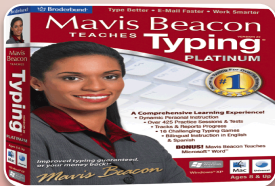
Home design/landscaping software

Software for Home, Personal, and Educational Use

Travel and mapping software

Reference software

Educational software

Entertainment software

Web Applications

- A Web application (**Web app**) is a Web site that allows users to access and interact with software from any computer or device that is connected to the Internet

Popular Web Applications			
Program Name	**Type of Application Software**	**Program Name**	**Type of Application Software**
Britannica.com	Reference	**MSN Encarta**	Reference
Dictionary.com	Reference	**Photoshop Express**	Photo Editing
Flickr	Photo Editing and Photo Management	**Picnik**	Photo Editing
		TaxACT Online	Tax Preparation
Gmail	E-Mail	**TurboTax Online**	Tax Preparation
Google Docs	Productivity Suite	**Windows Live Calendar**	Personal Information Manager
Google Earth	Travel and Mapping	**Windows Live Hotmail**	E-Mail
Google Maps	Travel and Mapping	**YouSendIt**	File Transfer and E-Mail

Web Applications

Application Software for Communications

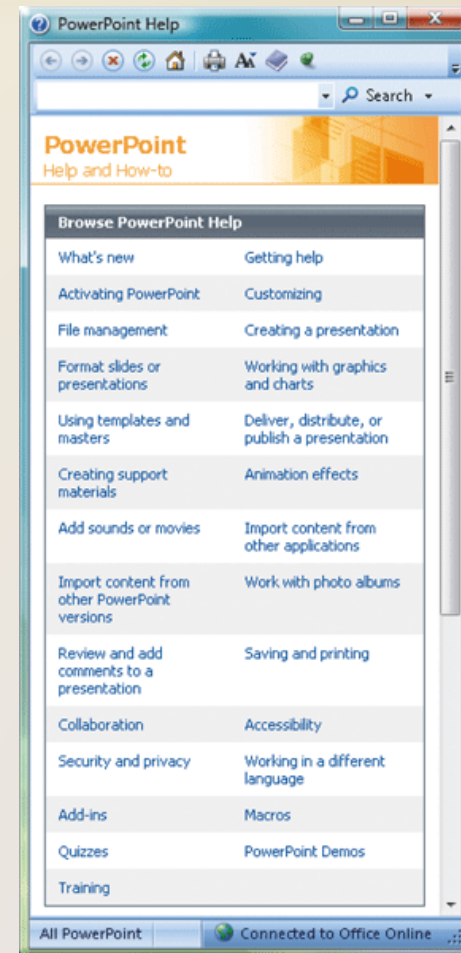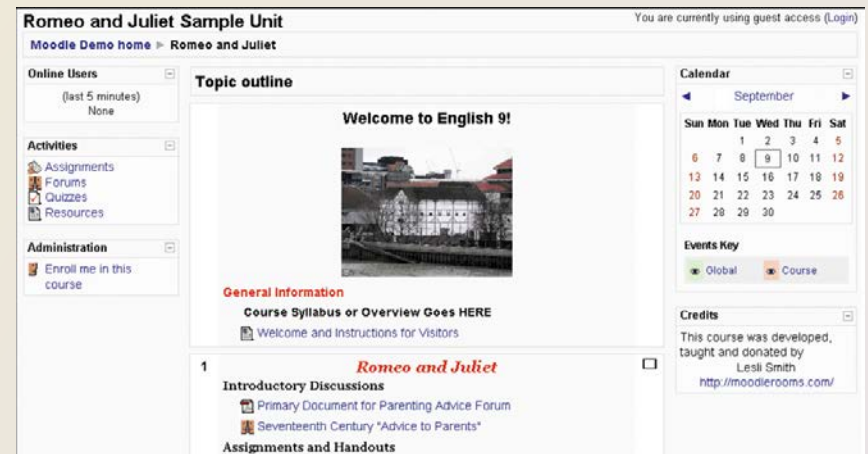|			
Web Browser	E-Mail	Instant Messaging	Chat Room
Text, Picture, Video Messaging	RSS Aggregator	Blogging	Newsgroup/Message Board
FTP	VoIP (Internet Telephony)	Video Conferencing	

Learning Tools for Application Software

- **Online Help** is the electronic equivalent of a user manual

- You can ask a question or access the Help topics in subject or alphabetical order

Learning Tools for Application Software

- **Web-based training** is a type of CBT that uses Internet technology and consists of application software on the Web

- **Distance learning** (**DL**) is the delivery of education at one location while the learning takes place at other locations

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Summary

How to start and interact with application software

Overview of a variety of business software, graphics and multimedia software, and home/personal/educational software, and communications software

Web applications

Learning tools for application software