

# Basic Application Software

## Chapter 3

# Competencies (Page 1 of 2)

- Discuss general-purpose applications
- Discuss word processors, spreadsheets, database management systems, and presentation programs.
- Discuss specialized applications.
- Describe graphics programs, web authoring programs, and other specialized professional applications.

# Competencies (Page 2 of 2)

- Describe mobile apps and app stores.
- Discuss software suites.
- Describe office suites, cloud suites, specialized suites, and utility suites.

# Introduction

- Not long ago, trained specialists were required to perform many of the operations you can now do with a microcomputer.
- Competent end users need to understand the capabilities of basic application software including:
  - Word processors
  - Spreadsheets
  - Database management systems
  - Presentation programs

# Application Software

- Application software is end user software that is used to accomplish a variety of tasks
- Three categories
  1. General Purpose Applications
  2. Specialized Applications
  3. Mobile Apps

# Common Features

- Graphical User Interface (GUI)
- Icons
- Pointer
- Windows
- Menus
- Toolbars
  - Button
- Dialog Boxes
- Spell checkers
- Alignment
- Font and Font Sizes
- Tables
- Reports

# Common Features in Microsoft

- Ribbon GUI
  - Ribbons
  - Tabs
    - Groups
    - Contextual tabs
  - Galleries

# Word Processors

- Used to create text-based documents
  - Memos, letters, and faxes
  - Newsletters, manuals, and brochures
- Word processing programs
  - Microsoft Word
  - Corel WordPerfect
  - Apple Pages
  - OpenOffice Writer
  - Google Docs



# Spreadsheets

- Programs that organize, analyze, and graph numeric data
- Spreadsheet programs
  - Microsoft Excel
  - Apple Numbers
  - OpenOffice Calc

# Creating a Sales Forecast

# Database Management Systems (DBMS)

- A collection of related data
- Electronic equivalent of a file cabinet
- Two most widely used systems
  - Microsoft Access
  - OpenOffice Base

# Presentation Graphics

- Programs that combine a variety of visual objects to create visually interesting presentations
- Presentation programs
  - Microsoft PowerPoint
  - OpenOffice Impress
  - Apple Keynote

# Specialized Applications

- Programs that more narrowly focused on specific disciplines and occupations
- Includes:
  - Graphics Programs
  - Web Authoring Programs

# Graphics

- Widely used in graphic arts
- Use:
  - Desktop Publishing Programs
  - Image Editing Programs
  - Illustration Programs
  - Image Galleries

# Desktop Publishing Programs

- Also known as Page Layout Programs
- Mix text and graphics to create brochures, newsletters, newspapers and textbooks
- Popular programs:
  - Adobe InDesign
  - Microsoft Publisher
  - QuarkXPress

# Image Editors

- Also know as Photo Editors
- Specialized graphics programs for editing or modifying digital photographs
- Photographs consist of thousands of pixels that form images known as bitmaps
- Popular image editors
  - Adobe Photoshop
  - Corel Paint shop Pro
  - GIMP (GNU Manipulation Program)
  - Windows Live Photo Gallery



# Making IT Work for You - Image Editing

- Tool to manage your images locally and on the cloud
- Windows Live Photo Gallery
  - Free and easy to use
  - Identify and tag
  - 7GB free online storage

# Illustration Programs

- Also know as drawing programs
- Create and edit vector images
- Use geometric shapes or objects created by connecting lines and curves defined by mathematical equations
- Popular Illustration Programs
  - Adobe Illustrator
  - CorelDraw
  - Inkscape

# Image Galleries

- Libraries of electronic images
- Used for a variety of applications
- Provides visual interest
- Two types
  - Stock photographs
  - Clip art

# Web Authoring Programs

- Web authoring is the creation of a site
  - Design
  - Document file displaying website's content
- Graphical site map
  - Overall site design
- Multimedia Elements
  - Animations
    - Flash
  - WYSIWYG

# Mobile Apps

- Mobile applications are add-on programs for smartphones or tablets
- Apps
  - 500,000 just for iPhone
  - Social networking, messaging, web browsing, QR codes
- App Stores
  - Provides access to mobile apps
  - Apple's App Store
  - Google Play
  - Windows Phone Marketplace

# Software Suites

- Collection of separate application programs bundled together and sold as a group
- Office suites or office software suite / productivity suites
  - Microsoft Office
  - Apple iWork, OpenOffice
- Cloud suites or online office suites
  - Google Docs, Zoho, Microsoft Web Apps
- Specialized suites
- Utility suites
  - Norton Systems Works
  - Norton Internet Security suite

# Making IT Work for You - Google Docs

- Tool to create and collaborate with others
- Creating /sharing documents
  - Free and easy to use
  - Free Google account
  - Free online storage

# Careers In IT

- Software Engineers analyze users' needs and create application software
- Attributes
  - Good communication skills
  - Programming experience
  - Detail oriented
  - Web application experience
  - Analytical skills
- Earning potential of \$53,000 to \$97,000 annually



# A Look to the Future

- Next-Generation User Interfaces
  - Doubtful a single interface will serve everyone
  - Must be comfortable to use
    - Touch / interactive screen
    - Voice recognition
    - Gestures?

# Open-Ended Questions (Page 1 of 2)

- Explain the difference between general-purpose and specialized applications. Also discuss the common features of application programs, including those with traditional and ribbon graphical user interfaces.
- Define general-purpose applications including word processors, spreadsheets, database management systems, and presentation graphics.
- Discuss specialized applications, including graphics programs, web authoring programs, and other professional specialized applications

# Open-Ended Questions (Page 2 of 2)

- Describe mobile apps, including QR code readers and app stores.
- Describe software suites, including office suites, cloud suites, specialized suites, and utility suites.