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.