

# Computers Are Your Future



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## Computers Are Your Future

### Chapter 5

## Application Software: Tools for Productivity

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Slide 2

## You Will Learn . . .

- ✓ How system software supports application software
- ✓ The most popular types of horizontal applications
- ✓ The advantages and disadvantages of standalone programs, integrated programs, and suites
- ✓ The advantages of Web technology and file compatibility
- ✓ The concept of software versions and upgrades
- ✓ The differences between types of software
- ✓ The essential concepts and skills of using application software



## Application Software



**Application software** refers to programs that enable the user to be productive when using the computer.



## General-Purpose Applications

**General Purpose applications** are applications used by many people to accomplish frequently performed tasks.

### Personal Productivity

Word Processing  
Spreadsheets  
Address Books

### Internet

Web Browsers  
E-Mail

### Multimedia/Graphics

Desktop Publishing  
Photo Editing  
3D Rendering

### Home/Education

Personal Finance  
Tax Preparation  
Reference  
Games



## Personal Productivity

Word Processor

Spreadsheet

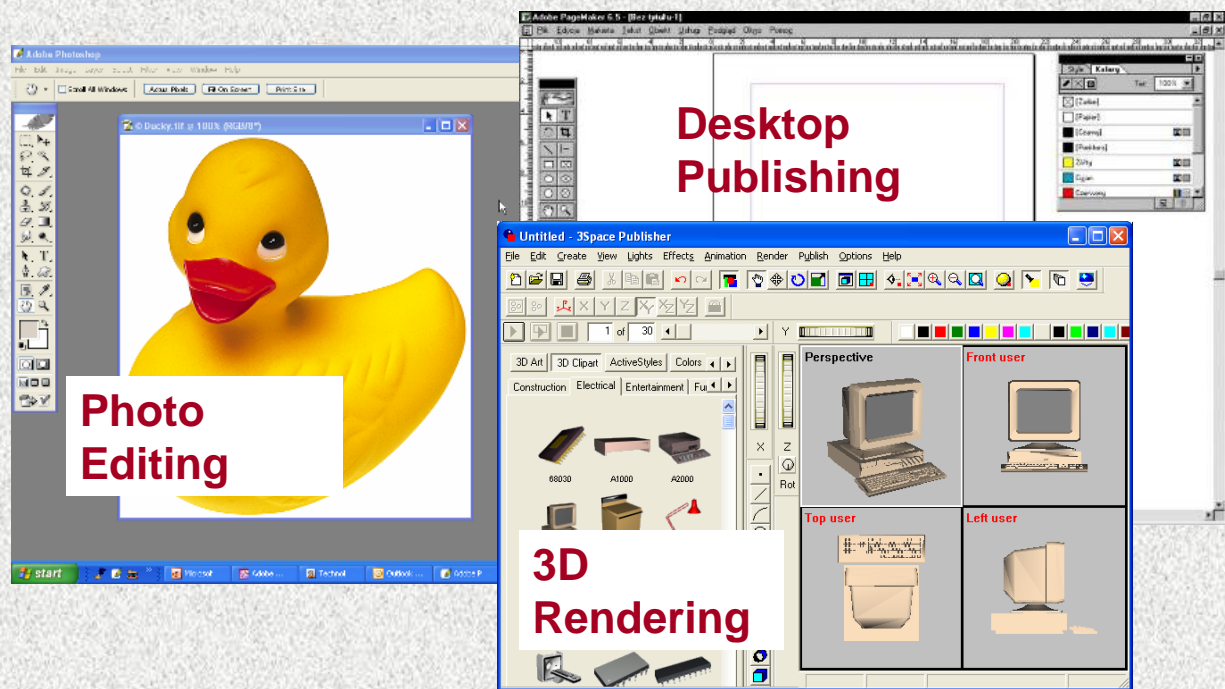
Database

Customer ID	Company Name	Contact Name	Contact Title
ANAT	Alfred's Futterkiste	Maria Anders	Sales Representative
ANAT	Ana Trujillo Emparedados y helados	Ana Trujillo	Owner
ANTON	Antonio Moreno Taqueria	Antonio Moreno	Owner
AROUT	Around the Horn	Thomas Hardy	Sales Representative
BERGS	Berglunds	Christina Berglund	Administrator
BLAUS	Blauer See	Stefan Blauer	Representative
BLOMP	Blondel père	Philippe Blondel	Marketing Manager
BOLID	Bólido Car	Yvonne Car	Owner
BONAP	Bon app'	Yvonne Car	Owner
BOTTM	Bottom-Dollar Markets	Elizabeth Lincoln	Accounting Manager
BISBEV	B's Beverages	Victoria Ashworth	Sales Representative
CACTU	Cactus Comidas para llevar	Patricio Simpson	Sales Agent
CENTC	Centro comercial Moctezuma	Francisco Chang	Marketing Manager
CHOPS	Chop-suey Chinese	Yang Wang	Owner
COMMI	Comercio Mineiro	Pedro Afonso	Sales Associate



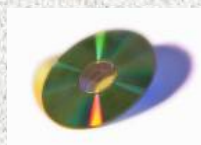


## Multimedia/Graphics



## Multimedia/Graphics

- **Compression** – reducing the file size of multimedia software
  - Lossless – file will be restored with no flaws
  - Lossy – eliminates information that is not perceived
- **Decompression** – restoring the file to full size



## Paint Programs

Paint programs can save your files as:

- Graphics Interchange Format (GIF) – lossless, simple images, solid color
- Joint Photographic Experts Group (JPEG) – lossy, photographs
- Portable Network Graphics (PNG) – lossless
- Windows Bitmap (BMP) – optional compression



## Multimedia/Graphics

Drawing programs – create vector (mathematically generated) graphics

- 3D Rendering Programs – add three-dimensional effects to graphic objects
- Image Editors – used to edit and transform bit-mapped images
- Animation – simulate motion

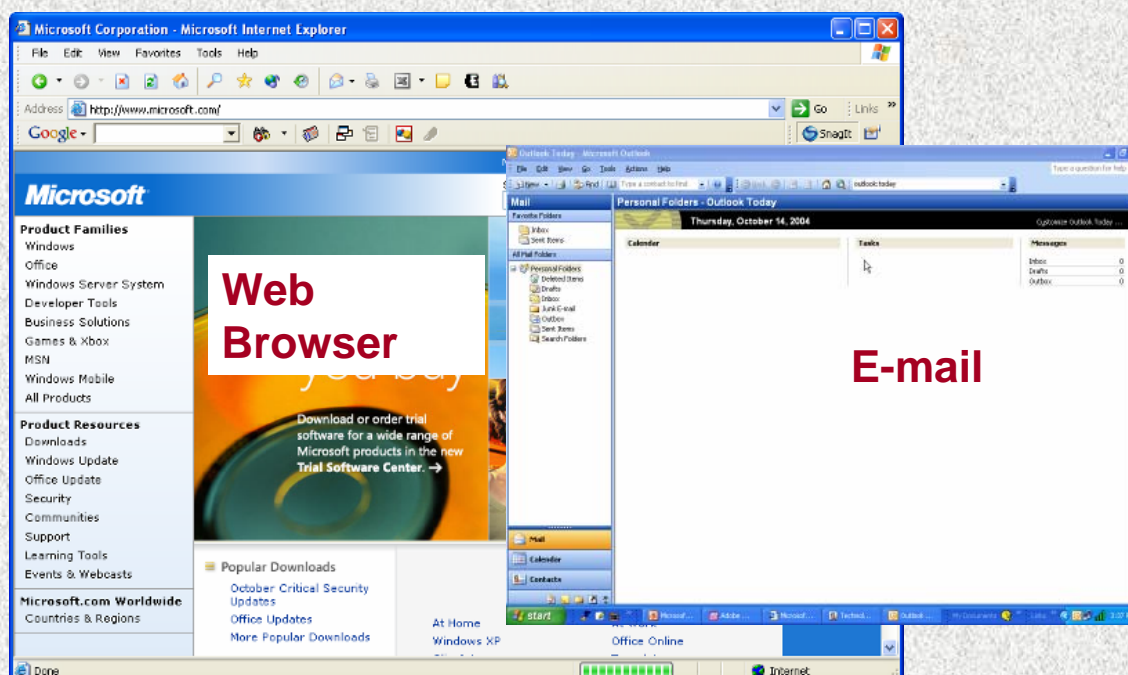


## Multimedia/Graphics

- Audio – capture and process sound
- Video editors – modify digitized video
- Multimedia Authoring Systems – used to create multimedia presentations

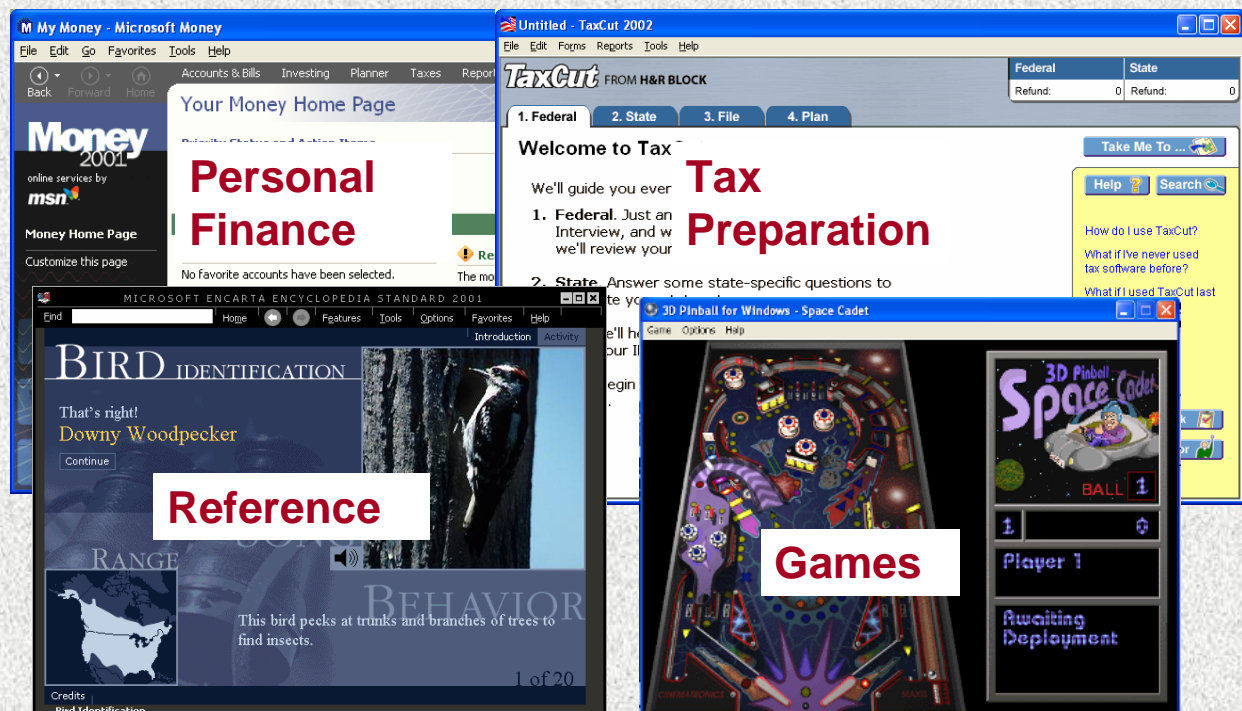


## Internet





## Home/Education



## Home/Education

Games are a \$6 billion industry.

- MUDs (multiuser dungeons) – role-playing games
- gMUDs (graphical MUDs) – 3D graphic environments



## Tailor-made Applications

- **Tailor-made applications** are used for specialized fields.
- Types of tailor-made applications:
  - Billing programs
  - Inventory tracking programs
  - Point of Sale software
  - Custom software



## Integrated Programs and Suites: The All-in-One Approach

**Standalone programs** are fully self-contained.

➤ Examples:

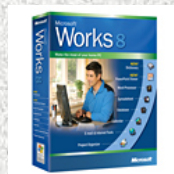
- Microsoft Word
- Microsoft Excel



**Integrated programs** contain modules that share the same interface.

➤ Example:

- Microsoft Works





## Integrated Programs and Suites: The All-in-One Approach

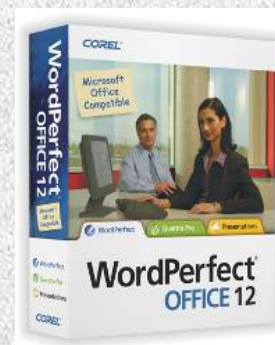
**Software suites** contain standalone programs that share resources with each other.

➤ Examples:

- Microsoft Office
- Corel WordPerfect Office
- Lotus Smart Suite



## Software Suite



- Individual applications share a common program code.
- Popular office suites offer a word processor, spreadsheet, database, presentation, and other programs.

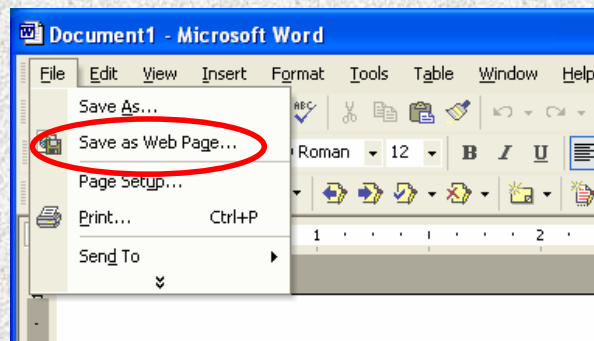


## Software Suites

	Microsoft Office	WordPerfect Office 12	Lotus SmartSuite
<b>Word processing</b>	Microsoft Word	WordPerfect	Word Pro
<b>Spreadsheet</b>	Microsoft Excel	Quattro Pro	Lotus 1-2-3
<b>Database</b>	Microsoft Access	Paradox	Lotus Approach
<b>Presentation Graphics</b>	Microsoft PowerPoint	Corel Presentations	Freelance Graphics
<b>Personal information managers</b>	Microsoft Outlook	Corel Central	Lotus Organizer



## Web Technology: A New Way to Share Files



- **Web technology** refers to applications that enable the user to create documents that are compatible with the formats used on the Internet.
  - The most common format is Hypertext Markup Language (HTML).
- Microsoft's **.NET** strategy is designed to create universal communications between computers.



## System Requirements

### 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

**System requirements** refer to the minimum level of equipment needed to run a program.

- Platform– PC or MAC
- Microprocessor
- Drive– 3.5 Floppy or CD-ROM
- RAM
- Available hard disk space



## Software Version



- Software producers include a version number with their products.
- Version numbers identify the release of the program being used.
- Recent releases have numbers greater than earlier releases (Recent Ver. 6.0; Earlier Ver. 1.0).
  - Whole numbers are major revisions (1.0, 2.0, 3.0, etc.).
  - Decimal numbers refer to maintenance releases or updates and fixes (1.1, 1.2, 1.3, etc.).





## Software Upgrades

- **Software upgrading** is the process of keeping the application program current.
- Types of upgrades:
  - Patch – Small changes in the program
  - Service release or service pack – Major changes in the program

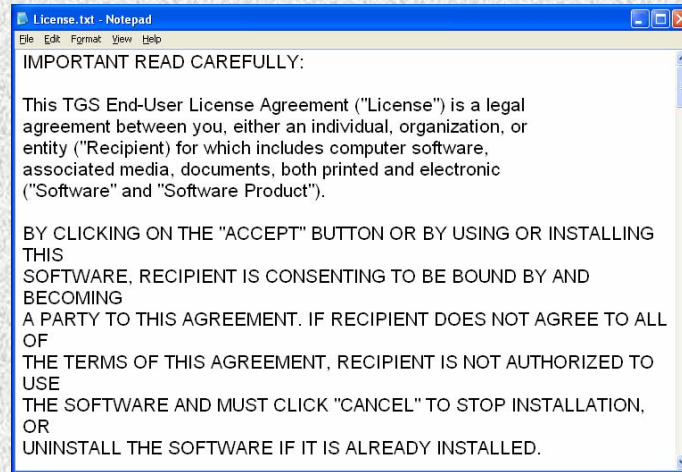


## Distribution and Documentation

- Two methods of software distribution:
  - Shrink-wrapped boxes containing CDs or floppy disks
  - Downloading program files using the Internet
- Documentation includes tutorials and reference manuals that explain how to use the program.
  - ReadMe files – Helpful information about the program
  - Help screens – On-screen program documentation



## Software Licenses and Registration



- A **software license** gives the user the right to install and use the program on one computer.
- Organizations purchase a **site license** to install a program on many computers.



## Commercial Software, Shareware, Freeware and Public Domain Software

- Most computer software is copyrighted.
- **Software piracy** – Infringing on a program's copyright
  - Copyrighted software can not be:
    - Copied
    - Altered
    - Used on more than one computer

Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.



# Commercial Software, Shareware, Freeware and Public Domain Software

- Types of copyrighted software:
  - **Commercial** – Buy before using it
  - **Shareware** – Try it before you buy it
  - **Freeware** – Free software, but it can't be copied and/or sold
- **Public domain software** is not copyrighted. There are no restrictions on using, copying, altering, or selling the software.



# Installing and Managing Application Software

## Installing Applications:

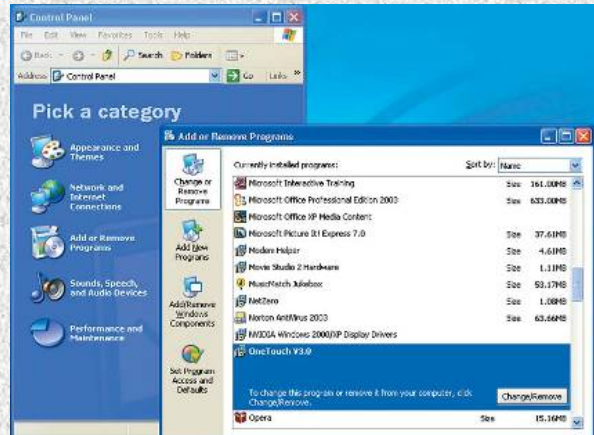
- Install the software on the hard drive.
  - Installation utilities guide you through the process.
  - Installation changes the registry of the operating system.





## Installing and Managing Application Software

- Use an uninstall utility to remove a program from the hard drive.
  - Do not just delete a program from your files.



## Installing and Managing Application Software

### Launching Applications:

- Launching a program transfers program code from the hard disk to the memory.
- The program's default window appears on the screen.



## Installing and Managing Application Software

Applications can be launched by clicking on the Start menu, pointing to All Programs, and choosing the application.



## Chapter 5 Summary

- Application software enables users to create, communicate, and be entertained.
- The most popular general-purpose applications are personal productivity, multimedia and graphics, Internet, and Home and Educational.
- Standalone software includes only the software tool you need. Integrated programs are aimed at beginners.
- Office suites may incorporate Web technology.



## Chapter 5 Summary (continued)

- Publishers often bring out new and updated versions of their software.
- Copyrighted software includes:
  - Commercial programs
  - Shareware
  - Freeware
- To use a computer successfully, you should learn how to start, install, launch, and exit applications.

