

- 1  Chapter 3  
Application Software
- 2  Chapter 3 Objectives
- 3  Application Software
  - 1 **What is application software?**
  - 2
    - ❖ Programs that perform specific tasks for users
    - ❖ Also called a software application or an application
    - ❖ Several reasons to use application software
- 4  Application Software  
**What are the categories of application software?**
- 5  Application Software
  - 1 **What is system software?**
  - 2
    - ❖ Programs that control the operations of the computer
    - ❖ Serves as the interface between the user, the application software, and the computer's hardware
- 6  Application Software
  - 1 **What is an antivirus program?**
  - 2
    - ❖ A utility that prevents, detects, and removes viruses from a computer's memory or storage devices
- 7  Application Software
  - 1 **What is a menu?**
  - 2
    - ❖ A menu contains commands you can select
- 8  Application Software
  - 1 **What is an application window?**
  - 2
    - ❖ A rectangular area of the screen that displays a program, data, and/or information
- 9  Application Software
  - 1 **What is a dialog box?**
  - 2
    - ❖ A special window that provides information, presents available options, or requests a response
- 10  Productivity Software
  - 1 **What is productivity software?**
  - 2
    - ❖ Software that assists people in becoming more effective and efficient
- 11  Productivity Software
  - 1 **What is word processing software?**
  - 2
    - ❖ Allows users to create and manipulate documents that contain text and graphics
- 12  Productivity Software
  - 1 **What is clip art?**

- 2 ❖ **A collection of drawings, diagrams, and photographs that you can insert into documents**
- 13  Productivity Software
- 14  Productivity Software
- 1 **What is a major advantage of using a word processor?**
- 2 ❖ **You can easily insert, delete, or rearrange words, sentences, paragraphs or entire sections**
- ❖ **Spelling and grammar checker**
- 15  Productivity Software
- What are other popular word processing features?**
- 16  Productivity Software
- 17  Productivity Software
- 18  Productivity Software
- 19  Productivity Software
- 20  Productivity Software
- 1 **What is spreadsheet software?**
- 2 ❖ **Allows you to organize data**
- ❖ **Performs calculations**
- ❖ **Called a worksheet or spreadsheet**
- 21  Productivity Software
- 22  Productivity Software
- 23  Productivity Software
- 1 **What is a function?**
- 2 ❖ **A predefined formula that performs common calculations**
- 24  Productivity Software
- 1 **What is recalculation?**
- 2 ❖ **The capability of recalculating the rest of the worksheet when data in a worksheet changes**
- ❖ **What-if analysis**
- 25  Productivity Software
- 1 **What is charting?**
- 2 ❖ **Allows you to display spreadsheet data in graphical form**
- 26  Productivity Software
- 27  Productivity Software
- 1 **What is database software?**
- 2 ❖ **Allows you to create, access, and manage a database**
- ❖ **Also called a database management system (DBMS)**

- 28  Productivity Software
- 29  Productivity Software
- 1 **How is a database organized?**
  - 2 ❖ **Records and fields in a table are described by the table structure**
- 30  Productivity Software
- 31  Productivity Software
- 1 **How do you extract information from a database?**
  - 2 ❖ **Sort records in a particular order**  
❖ **Query database**
- 32  Productivity Software
- 33  Productivity Software
- 1 **What is slide sorter view?**
  - 2 ❖ **View of small versions of all the slides**
- 34  Productivity Software
- 1 **What is a personal information manager (PIM)?**
  - 2 ❖ **An application that includes an appointment calendar, address book, and other features**  
❖ **Organize personal information on both desktop and handheld computers**  
❖ **Synchronization**
- 35  Productivity Software
- 1 **What is a software suite?**
  - 2 ❖ **A collection of individual applications sold as a single package**  
❖ **Two major advantages:**
- 36  Productivity Software
- 1 **What is project management software?**
  - 2 ❖ **Allows you to plan, schedule, track, and analyze the events, resources, and costs of a project**
- 37  Productivity Software
- 38  Graphics and Multimedia Software
- 39  Graphics and Multimedia Software
- 1 **What is computer-aided design (CAD)?**
  - 2 ❖ **Software that allows you to create engineering, architectural, and scientific designs**
- 40  Graphics and Multimedia Software
- 1 **What is desktop publishing software?**
  - 2 ❖ **Enables you to design and produce sophisticated documents that contain text, graphics, and brilliant colors**

- 41  Graphics and Multimedia Software
- 1 **What is paint/image editing software?**
  - 2
    - ❖ **Used to create and modify graphical images**
    - ❖ **Sometimes called illustration software**
- 42  Graphics and Multimedia Software
- 43  Graphics and Multimedia Software
- 1 **What is multimedia authoring software?**
  - 2
    - ❖ **Allows you to combine text, graphics, audio, video, and animation into an interactive presentation**
    - ❖ **Also called authorware**
- 44  Graphics and Multimedia Software
- 1 **What is Web page authoring software?**
  - 2
    - ❖ **Allows you to create Web pages**
- 45  Software for Home, Personal, and Educational Use
- 46  Software for Home, Personal, and Educational Use
- 47  Applications on the Web
- 48  Applications on the Web
- 49  Applications on the Web
- 1 **What is an application service provider (ASP)?**
  - 2
    - ❖ **Third party organization that manages and distributes software and services on the Web**
    - ❖ **Allows companies to outsource information technology (IT) needs**
- 50  Learning Aids and Support Tools Within an Application
- 1 **What is Online Help?**
  - 2
    - ❖ **Electronic equivalent of a user manual**
    - ❖ **Context-sensitive help**
- 51  Learning Aids and Support Tools Within an Application
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- 53  Learning Aids and Support Tools Within an Application
- 1 **How can I learn more about a software package?**
  - 2
    - ❖ **Books**
    - ❖ **Web**
    - ❖ **School**
- 54  Summary of Application Software

- ❖ **Application software**
- ❖ **Productivity software**
- ❖ **Developing a document**
- ❖ **Graphics and multimedia software**
- ❖ **Software for home, personal, and educational use**
- ❖ **Software for communications**
- ❖ **Applications on the Web**
- ❖ **Learning aids and support tools within an application**