

Computers Are Your Future

Chapter 5

Application Software: Tools for Productivity


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You Will Learn . . .

- 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

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Application Software



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

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General-Purpose Applications

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

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Personal Productivity

The screenshot shows three overlapping windows from the Microsoft Office suite. The largest window in the foreground is Microsoft Word, labeled 'Word Processor'. Behind it is Microsoft Excel, labeled 'Spreadsheet'. In the bottom-left corner, a smaller window shows Microsoft Access, labeled 'Database', displaying a list of records with columns for name, address, and phone number.

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Multimedia/Graphics

- Images, photographs, sound or video
- Require large amount of storage space
- Files are compressed so that they take less space
- Compression / decompression algorithms are called **codecs**

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Multimedia/Graphics

- **Compression** – reducing the file size of multimedia software
 - Lossless – file will be restored with no data lost
 - Lossy – eliminates data that is not critical to the image / video.
- **Decompression** – restoring the file to full size

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Paint Programs

Paint programs can save your files as:

- Graphics Interchange Format (GIF) – best for simple images with only a few colors
- Joint Photographic Experts Group (JPEG) – best for photographs
- Windows Bitmap (BMP) –
 - standard for Microsoft Windows
 - files tend to be very large

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Multimedia/Graphics


Drawing programs – create vector graphics (mathematically generated)

Examples: Macromedia Freehand
Adobe Illustrator

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Multimedia/Graphics

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



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Home & Educational Software

- Computer Games
- Personal Finance
- Tax Preparation
- Language Study (Ex: Rosetta Stone)
- Home / Landscaping Design
- Reference software (Ex: encyclopedia)

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Tailor-made Applications

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

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Types of Software Packaging

Standalone programs are fully self-contained.

- Examples:
 - Microsoft Word
 - Microsoft Excel



Integrated programs contain modules that share the same interface.

- Example:
 - Microsoft Works



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Software Suites

Software suites contain a collection of programs that share resources with each other.

All applications in the suite have similar user interfaces.

- Examples:
 - Microsoft Office
 - Corel WordPerfect Office
 - Lotus Smart Suite



Popular Software Suites

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

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Microsoft Office 2007 "Professional"

What's included?

- Access 2007
- Accounting Express 2008
- Excel 2007
- Outlook 2007 with Business Contact Manager
- PowerPoint 2007
- Publisher 2007
- Word 2007

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Minimum System Requirements for Office 2007 Professional ???

Processor: 500 megahertz (MHz) or higher
Memory: 256 MB RAM or higher
Hard disk: 1.5 gigabyte (GB)
CD-ROM or DVD drive
1024 x 768 or higher resolution monitor
Microsoft Windows XP with Service Pack 2 or Windows Vista

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Software Versions

- 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
- Beta versions are preliminary versions. Users can get beta software for free. But... beta software is known to have bugs!

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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

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Distribution and Documentation

- Two methods of software distribution:
 - Shrink-wrapped boxes containing CDs or DVDs
 - Downloading program files using the Internet
- Documentation includes tutorials and reference manuals that explain how to use the program.

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Software Licenses and Registration

- A **single user software license** gives the user the right to install and use the program on one computer.
- These are often called EULA – end user license agreements.
- Large companies and universities purchase a **site license** so they can install a program on many computers.

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Legal / Ethical Issues

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

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.

Copyrighted Software

- Types of copyrighted software:
 - **Packaged** – Buy before using it
 - **Shareware** – Try it before you buy it
 - **Freeware** – Free software, but it can't be copied and/or sold

The only type of software that is not copyrighted is **Public domain software**. There are no restrictions on using, copying, altering, or selling the software.

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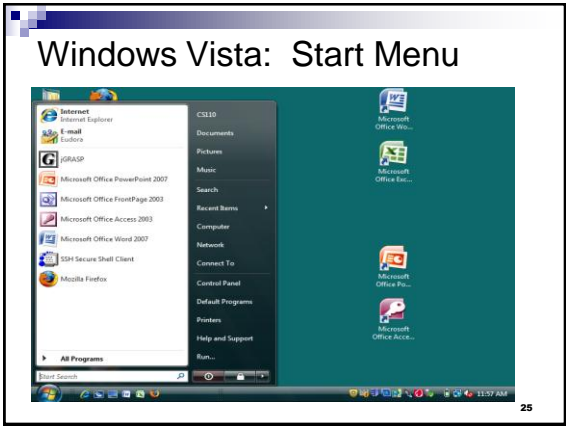
Installing and Uninstalling Application Software

Install the software on the hard drive.

A setup utility is included with all commercial software.

Uninstall software by selecting the uninstall option or by using Add/Remove Programs in Control Panel.

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How do I Capture a Screen Shot ?

- To capture the entire desktop
Press Print Screen key
- To capture only the current window
Press Alt + Print Screen key

A copy of the screen image is placed on the clipboard. You can paste the image into a document, spreadsheet, PowerPoint presentation, etc.

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