

# **SCSD1513**

# **Information Systems and Information Technology**

**Md Hafiz Selamat**  
**Faculty of Computing**  
**Universiti Teknologi Malaysia**

# **SCSD1513**

# **Information Systems and Information Technology**

## **Basic Application Software**

# Competencies (Page 1 of 2)

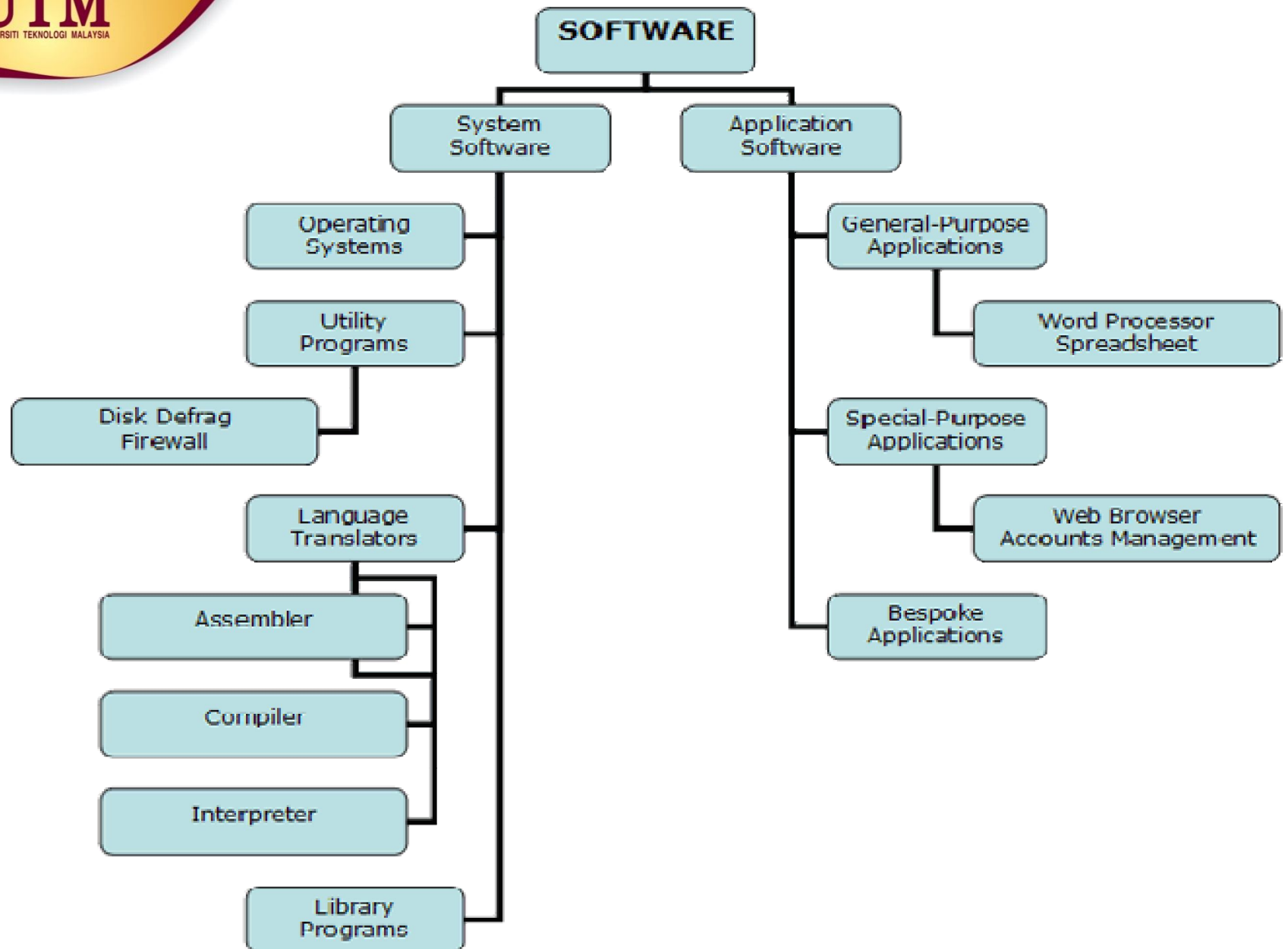
## Basic Application Software

- Discuss common features of most software applications.
- Discuss **word processors** and word processing features.
- Describe **spreadsheets** and spreadsheet features.
- Discuss **database management systems** and database management features.

# Competencies (Page 2 of 2)

- Describe **presentation graphics** and presentation graphics features.
- Discuss **integrated packages**.
- Describe software suites including **office suites**, **cloud suites**, specialized suites, and utility suites.

## Basic Application Software



# Introduction

## Basic Application Software

- 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
- Two categories
  - Basic applications (focus of this chapter)
  - Specialized applications



**Employee Records**

Employee ID:

First Name:

Last Name:

Address:

City:

State:

ZIP Code:

Home Phone:

Gender:

Birth Date:

Photo / Resume: 

Record: 41 of 55 | No Filter | Search

Worldwide CORPORATION  
Projections for Quarter Sales

	April	May	June	
Sales	\$156,836	\$95,685	\$115,967	\$80,000
Cost/ Goods Sold (COGS)	76,963	29,568	49,865	\$70,000
Gross Profit	\$79,872	\$66,117	\$66,102	\$10,000

Employee ID	Last Name	First Name	Address	City	State	ZIP Code	Home Phone	Gender	Birth Date
12920	Larson	Alicia	145 W. Mill Ave.	Maldin	CA	92121-3740	(941) 555-7712	F	6/21/1983
13416	Lembi	Damon	4389 S. Rita Ln.	Landis	CA	92120-3741	(941) 555-4747	M	9/12/1979
11747	Lettow	Ryan	358 Maple Dr.	Maldin	CA	92121-3740	(507) 555-2805	M	11/15/1981
22085	Lindau	Kristina	1947 E. Watson	Landis	CA	92120-3741	(941) 555-6863	F	3/24/1977
01406	Lopez	Mina	4200 E. Alameda Dr.	Maldin	CA	92121-3740	(507) 555-5050	F	2/25/1977
04731	Marchant	Roberta	564 Palm Avenue	Landis	CA	92120-3741	(507) 555-6707	F	5/13/1980
13541	Martinez	Julie	1920 First Ave.	Maldin	CA	92121-3740	(941) 555-1944	F	12/10/1982
13635	Martinez	Juan	7155 E. Roosevelt Dr.	Maldin	CA	92121-3740	(507) 555-2935	M	12/10/1983
22807	Mazzeau	Rebecca	7383 Oak Dr.	Landis	CA	92120-3741	(941) 555-1093	F	9/23/1979
01225	Morgan	Dan	564 S. Lemon Dr.	Maldin	CA	92121	(507) 555-5567	M	3/5/1975
90999	Name	Student	1234 N. Fifth St.	Chesterfield	CA	92123-1268	(507) 555-1234	F	4/12/1982
					CA	92120-3741	(507) 555-0001	F	5/19/1965
					CA	92120-3741	(507) 555-3333	M	7/7/1969
					CA	92121-3740	(507) 555-1018	M	3/13/1980
					CA	92122-1268	(507) 555-9797	F	5/30/1978
					CA	92121	(507) 555-1139	M	11/5/1981
					CA	92120-3741	(507) 555-1191	F	7/14/1978
					CA	92121-3740	(941) 555-6532	F	5/21/1985
					CA	92123	(507) 555-7780	F	9/10/1978
					CA	92121	(507) 555-3730	M	4/5/1974
					CA	92122-1268	(941) 555-7539	F	8/10/1977
					CA	92121-3740	(507) 555-9870	F	3/15/1981
					CA	92121-3740	(507) 555-5125	M	7/27/1980
					CA	92122-1268	(507) 555-0091	M	12/10/1973
					CA	92122	(507) 555-4455	M	9/10/1977
					CA	92122	(507) 555-0010	M	3/9/1962
					CA	92120-3741	(941) 555-7440	M	2/23/1980
					CA	92121-3740	(507) 555-1038	M	9/9/1972
					CA	92122-1268	(507) 555-7784	M	9/30/1978
					CA	92123-2232	(941) 555-1912	M	4/9/1980
					CA	92121-3740	(507) 555-1845	F	11/19/1979
					CA	92122-1268	(507) 555-7890	F	3/15/1981
					CA	92123-2232	(941) 555-1905	M	6/10/1981
					CA	92123	(507) 555-1089	F	5/10/1976
					CA	92122-1268	(941) 555-9870	M	5/14/1975
					CA	92123-2232	(941) 555-3758	M	9/23/1982



# Basic Applications

## Basic Application Software

- Basic applications are also called general-purpose
- Common types
  - Word processors
  - Spreadsheets
  - Database management systems
  - Presentation graphics

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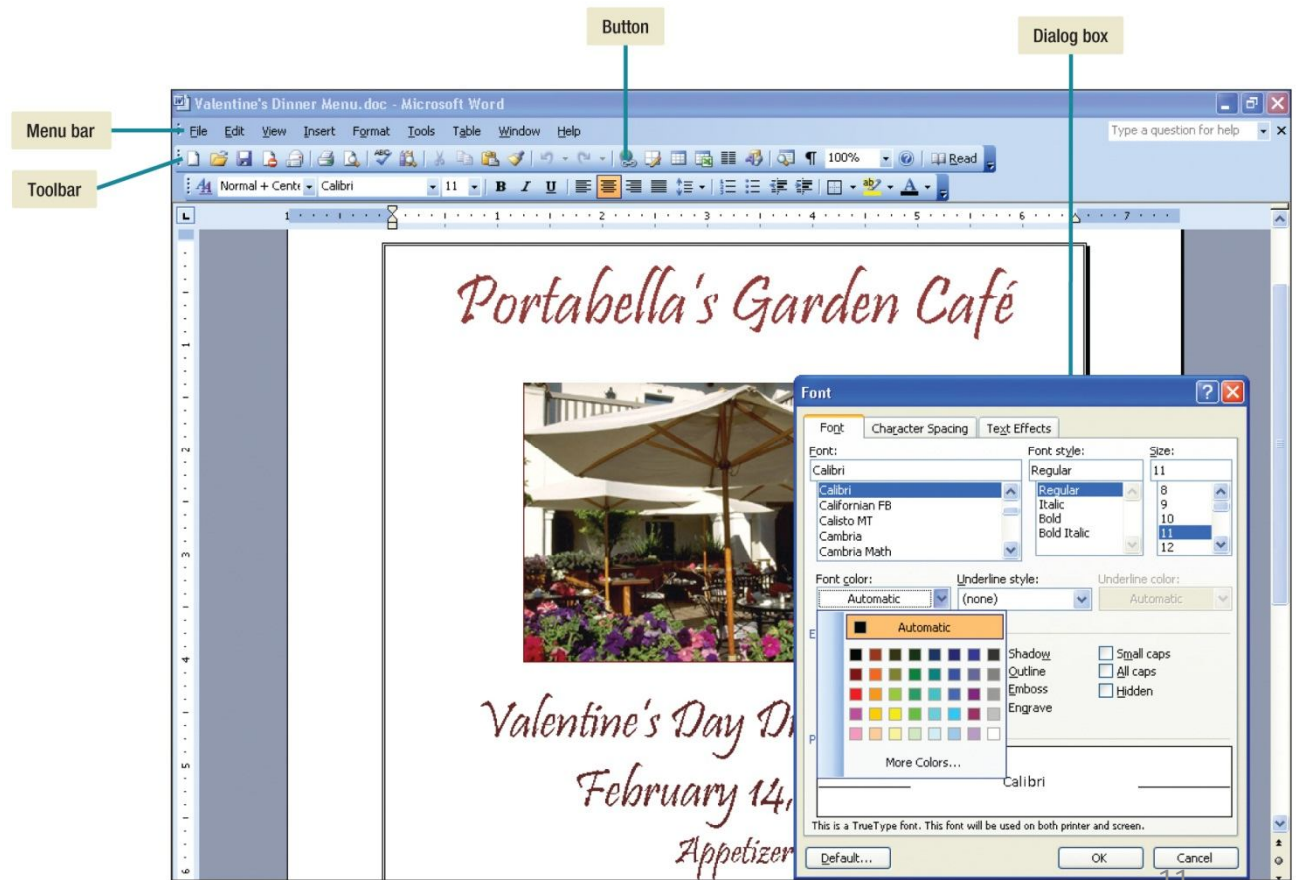
# Specialized Applications

- Also known as special-purpose applications
- There are thousands of programs more narrowly focused on specific disciplines and occupations
- Includes:
  - Graphics programs
  - Audio and video editors
  - Multimedia authoring programs
  - Web authoring programs
  - Virtual reality programs
  - ... and more

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# Common Features

- Graphical User Interface (GUI)
- Icons
- Windows
- Menus
- Toolbars



# Toolbars

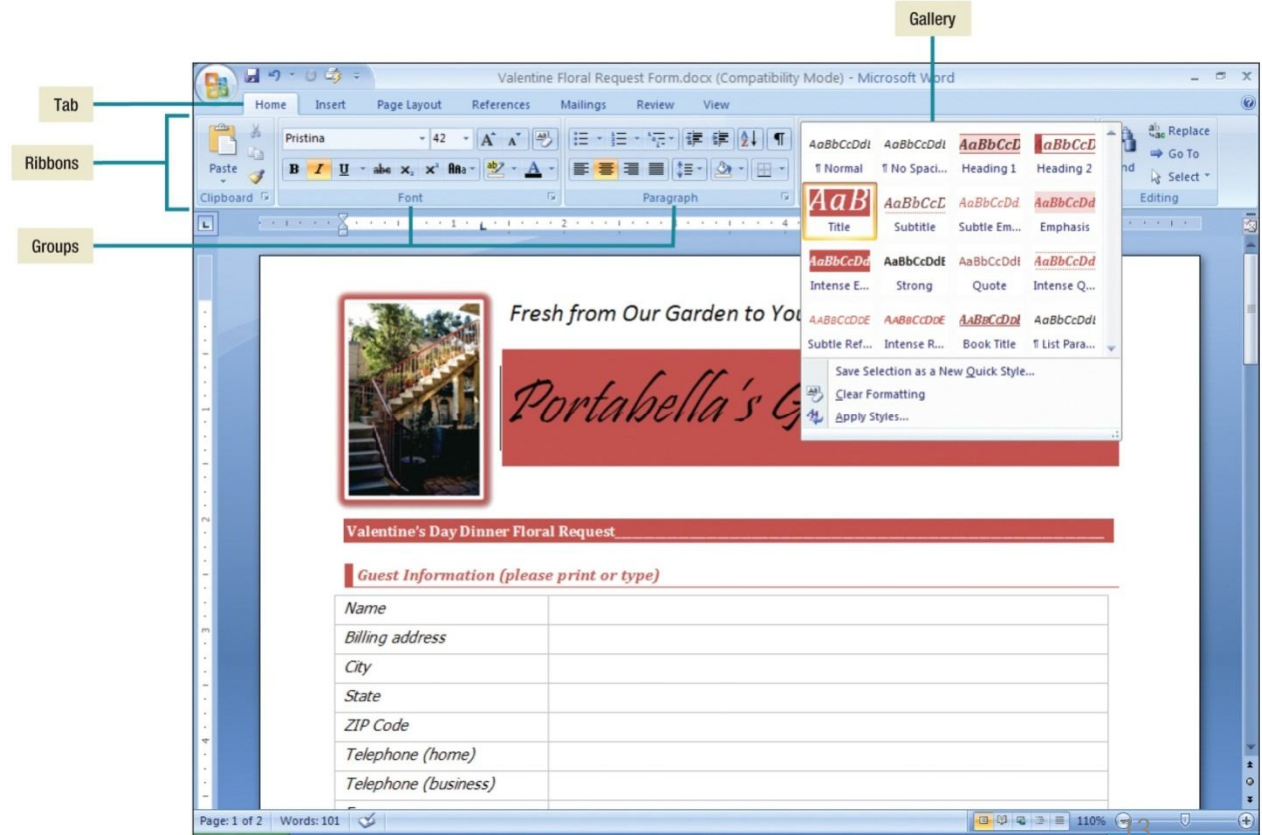
- Quick access to commonly used commands
- Contains **buttons** that provide shortcuts
- Examples
  - Standard Toolbar in Microsoft Office Excel 2003



# Microsoft Office 2007 & 2010

- Office 2010 is the latest version of Microsoft Office
- Office 2007 introduced a new interface

- Ribbons
- Tabs
- Galleries



# Making IT Work for You

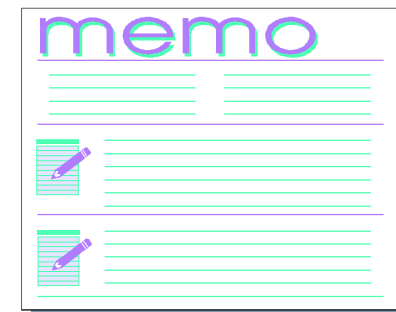
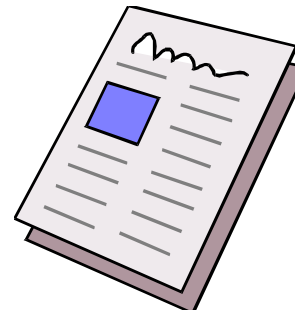
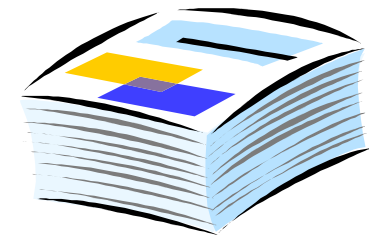
## Speech Recognition

- Allows your voice to control application software
- For best results, use your voice along with your mouse and keyboard
  - Train the software
  - Control a program
  - Dictate a document



# 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





# Word Processor Features

- Word Wrap
- Editing
  - Thesaurus
  - Find and Replace
  - Spelling and grammar checkers
- Formatting
  - Font and font sizing
  - Character effects
  - Bulleted and numbered lists

Font	Sample
Calibri	A B C a b c
Impact	<b>A B C a b c</b>
Cambria	A B C a b c
Broadway	<b>A B C a b c</b>



# Word Processor Case

- Creating a Flyer
- Creating a Report

Adventure Travel Tours

New Adventures



Attention adventure travelers! Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year we are introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

India Wildlife Adventure

Inca Trail to Machu Picchu

Safari in Tanzania

Costa Rica Rivers and Rainforests

Presentation dates and times are January 5 at 7:00 p.m., February 3 at 7:30 p.m., and March 8 at 7:00 p.m. All presentations are held at convenient hotel locations. The hotels are located in downtown Los Angeles, in Santa Clara, and at the LAX airport.

Call Student Name at 1-800-555-0004 for presentation locations, a full color brochure, and itinerary information, costs, and trip dates.

# Creating a Flyer

## Spelling Checker

Correcting spelling and typing errors identified by the spelling checker creates an error-free and professional-looking document.

## Center Aligning

Center aligning all of the text in the flyer creates a comfortable, balanced appearance.

## Grammar Checker

Incomplete sentences, awkward wording, and incorrect punctuation are identified and corrections are offered by the grammar checker.

## Adventure Travel Tours New Adventures



Attention adventure travelers! Attend an Adventure presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year we are offering four new tours:

- India Wildlife Adventure
- Inca Trail to Machu Picchu
- Safari in Tanzania
- Costa Rica Rivers and Rainforests

Call Student Name at 1-800-555-0004 for presentation locations, full color brochures, itinerary information, costs, and trip dates.

## Fonts and Font Size

Using interesting fonts and a large font size in the flyer's title grab the reader's attention.

## Word Wrap

The automatic word wrap feature frees you to focus your attention on the content of the flyer.

## Character Effects

Adding character effects such as bold and color make important information stand out and make the flyer more visually interesting.

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# Creating a Report

## Captions and Cross References

Identifying figures with captions and using cross references in a report make the report easier to read and more professional.

## Tanzania & Peru

### Tanzania

#### Geography and Climate

"In the midst of a great wilderness, full of wild beasts...I fancied I saw a summit...covered with a dazzling white cloud (qtd. in Cole 56). This is how Johann Krapf, the first outsider to witness the splendor of Africa's highest mountain, described Kilimanjaro. The peak was real, though the white clouds he 'fancied' he saw were the dense layer of snow that coats the mountain."



FIGURE 1 GIRAFFE IN SERENGETI

Tanzania is primarily a plateau that slopes gently downward into the country's five hundred miles of Indian Ocean coastline. Nearly three-quarters of Tanzania is dry savannah, so much so that the Swahili word for the central plateau is *nyika*, meaning "wasteland." Winding through these flatlands is the Great Rift Valley, which forms narrow and shallow lakes in its long path. Several of these great lakes form a belt-like oasis of green vegetation. Contrasting with the severity of the plains are the coastal areas, which are lush with ample rainfall. In the north the plateau slopes dramatically into Mt. Kilimanjaro.

#### Ngorongoro Conservation Area

Some of Tanzania's most distinguishing geographical features are found in the Ngorongoro Conservation Area.<sup>2</sup> The park is composed of many craters and gorges, as well as lakes, forest, and plains. Among these features is the area's namesake, the Ngorongoro Crater. The Crater is a

huge expanse, covering more than one hundred square miles. On the Crater's floor, grasslands blend into swamps, lakes, rivers, and woodland. Also within the Conservation Area's perimeter is the Olduvai Gorge, commonly referred to as the "Cradle of Mankind," where in 1931 the stone

<sup>1</sup> Mt. Kilimanjaro is 19,340 feet high, making it the fourth tallest mountain in the world.

<sup>2</sup> The Conservation Area is a national preserve spanning 3,396 square miles.

## AutoCorrect

As you enter text, you occasionally forget to capitalize the first word in a sentence. Fortunately, AutoCorrect recognizes the error and automatically capitalizes the word.

## Citations

The sources of information you used in developing the report appear in citations.

## Header or Footer

Page numbers and other document-related information can be included in a header or footer.

## Footnote

To include a note about Mt. Kilimanjaro, you use the footnote feature. This feature inserts the footnote superscript number and automatically formats the bottom of the page to contain the footnote text.

# Spreadsheets

- Programs that organize, analyze, graph, and otherwise manipulate numeric data
- Spreadsheet programs
  - Microsoft Excel
  - Corel Quattro Pro
  - Apple iWork's Numbers

Worksheet

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Monthly Budget

Income

Wages 1800

Expenses

Food 425

Rent 350

Loan Payment 220

Car Insurance 450

Car Expenses 120

Total Expenses 1565

Net 235

Value calculated using the function SUM(D8: D12)

Value calculated from the formula E5-E13

Range from D8 to D12

Cell D8

Column letters

Row numbers

Label

Food Expense



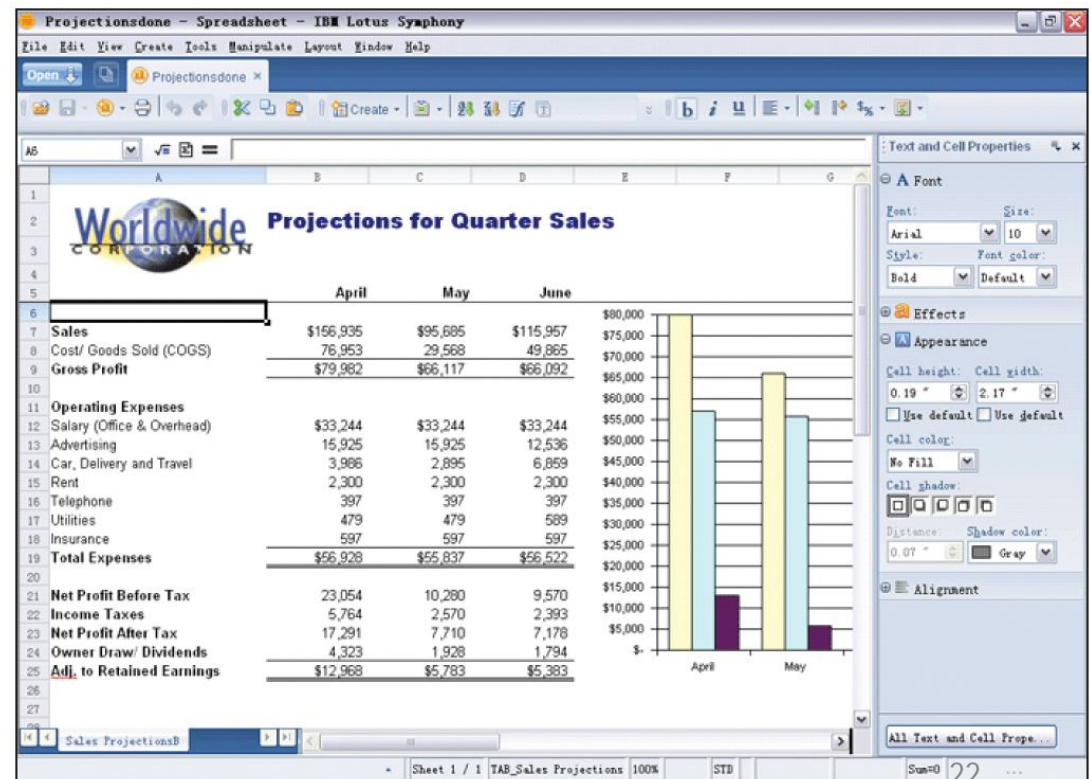
# Spreadsheet Features

- Workbook files
- Worksheet or spreadsheet or sheet
- Formulas
- Functions
- Analytical graphs or charts
- What-if Analysis

Type	Function	Calculates
Financial	PMT	Size of loan payments
	PV	Present value for an investment
Mathematical	SUM	Sum of the numbers in a range of cells
	ABS	Absolute value of a number
Statistical	AVERAGE	Average or mean of the numbers in a range of cells
	MAX	Largest number in a range of cells
Logical	IF	Whether a condition is true; if true, a specified value is displayed; if not true, then a different specified value is displayed
	AND	Whether two conditions are true; if both are true, then a specified value is displayed; if either one or both are not true, then a different specified value is displayed

# Spreadsheet Case

- Creating a Sales Forecast
- Creating a Chart
- Analyzing Your Data




# Creating a Sales Forecast

## Worksheets

Worksheets are used for a wide range of different applications. One of the most common uses is to create, analyze, and forecast budgets.

## Text Entries

Text entries provide meaning to the values in the worksheet. The rows are labeled to identify the various sales and expense items. The columns are labeled to specify the months.

	A	B	C	D	E	F
1		<b>Downtown Internet Café</b> <i>First Quarter Forecast</i>				
2						
3						
4						
5						
6		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>TOTAL</b>	<b>AVG</b>
7	<b>Sales</b>					
8	Beverage	\$ 13,600	\$ 14,600	\$ 15,600	\$ 43,800	\$ 14,600
9	Food	\$ 7,100	\$ 7,300	\$ 7,400	\$ 21,800	\$ 7,267
10	Internet	\$ 4,000	\$ 4,300	\$ 4,500	\$ 12,800	\$ 4,267
11	Merchandise	\$ 3,100	\$ 3,200	\$ 3,300	\$ 9,600	\$ 3,200
12	<b>Total Sales</b>	<b>\$ 27,800</b>	<b>\$ 29,400</b>	<b>\$ 30,800</b>	<b>\$ 88,000</b>	<b>\$ 29,333</b>
13	<b>Expenses</b>					
14	Cost of Goods	\$ 6,950	\$ 7,300	\$ 7,600	\$ 21,850	\$ 7,283
15	Payroll	\$ 7,500	\$ 7,500	\$ 7,500	\$ 22,500	\$ 7,500
16	Computers	\$ 6,400	\$ 6,400	\$ 6,400	\$ 19,200	\$ 6,400
17	Lease	\$ 5,500	\$ 5,500	\$ 5,500	\$ 16,500	\$ 5,500
18	Marketing	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000	\$ 1,000
19	Miscellaneous	\$ 1,500	\$ 1,500	\$ 1,500	\$ 4,500	\$ 1,500
20	<b>Total Expenses</b>	<b>\$ 28,850</b>	<b>\$ 29,200</b>	<b>\$ 29,500</b>	<b>\$ 87,550</b>	<b>\$ 29,183</b>
21	<b>Income</b>					
22	<b>Net Income</b>	<b>\$ (1,050)</b>	<b>\$ 200</b>	<b>\$ 1,300</b>	<b>\$ 450</b>	<b>\$ 150</b>
23	<b>Profit Margin</b>	<b>-3.73%</b>	<b>0.68%</b>	<b>4.22%</b>	<b>0.51%</b>	
24		<b>Income Year-To-Date</b>			<b>\$ 450</b>	

## Cells

Cells can contain labels, numbers, formulas, and functions. A cell's content is indicated by the row and column labels. For example, cell D15 contains a number for the Payroll expense expected for March.

## Functions

One advantage of using functions rather than entering formulas is that they are easier to enter. In this case, cell C20 (Total Expenses for February) contains the function SUM(C14:C19) rather than the formula = C14+C15+C16+C17+C18+C19.

## Formulas

Formulas provide a way to perform calculations in the worksheet. In this case, Cell B22 (Net Income for January) contains the formula = B12 (Total Sales for January) - B20 (Total Expenses for January).

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# Creating a Chart

## Chart Titles

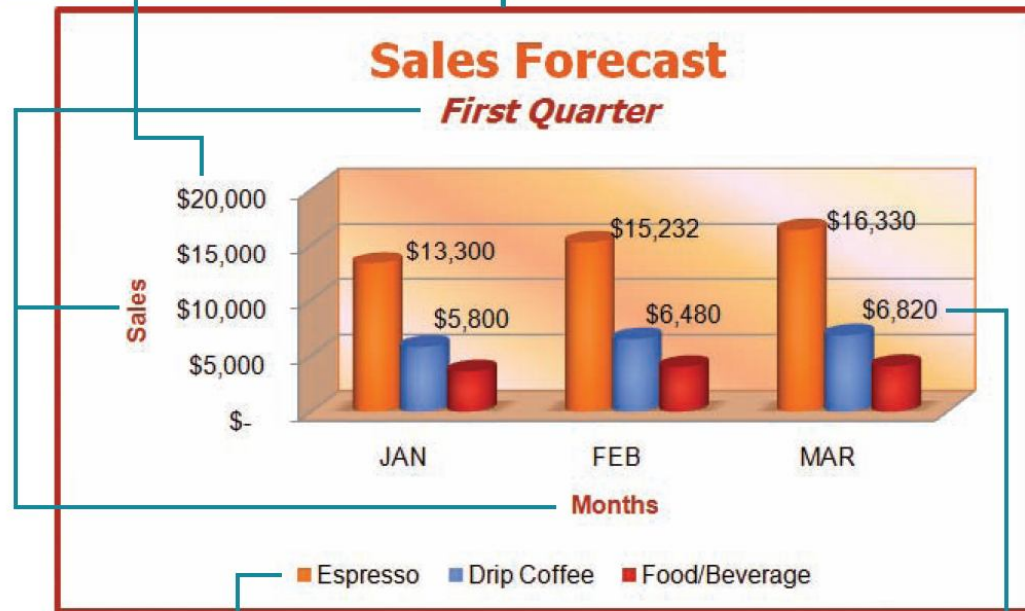
Including a chart title and subtitle as well as titles along the x-axis and y-axis make the chart easier to read and understand.

## Chart Types

To display the monthly expenses over the quarter, you consider several different **chart types** before selecting the 3D column chart. The 3D variation of the chart provides an interesting depth perception to the columns.

## Chart

Once data is in the worksheet, it is very easy to **chart** the data. All you need to do is to select the data to chart, select the chart type, and add some descriptive text.



## Legend

The **legend** defines each sales expense by a color. Legends are essential to charts that depict more than one set of data.

## Data Labels

Data labels draw the viewer's attention to selected pieces of information in the chart.

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# Analyzing Your Data

## Workbook

The first worksheet in a workbook is often a summary of the following worksheets. In this case, the first worksheet presents the entire year's forecast. The subsequent worksheets provide the details.

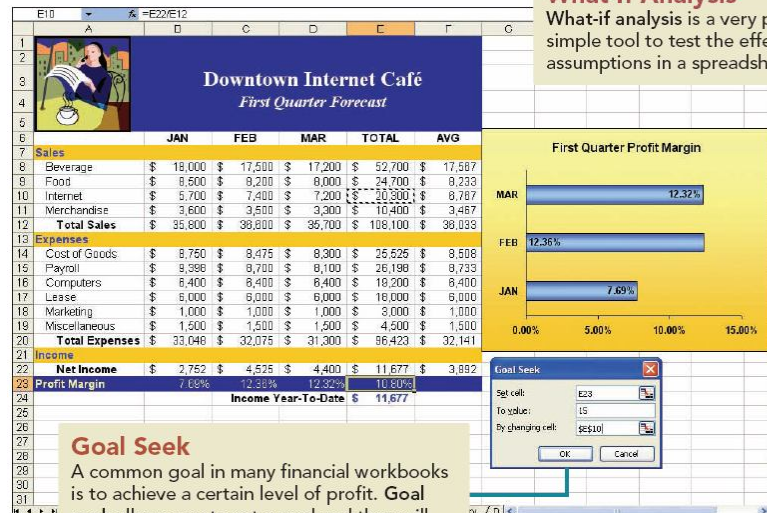
## Sheet Name

Each worksheet has a unique sheet name. To make the workbook easy to navigate, it is a good practice to always use simple yet descriptive names for each worksheet.

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
7	Sales									
8	Beverage	\$ 18,000	\$ 17,500	\$ 17,200	\$ 18,039	\$ 17,940	\$ 19,074	\$ 10,993	\$ 9,099	\$ 12,909
9	Food	\$ 8,500	\$ 8,200	\$ 8,000	\$ 8,123	\$ 9,231	\$ 7,001	\$ 6,912	\$ 5,500	\$ 8,700
10	Internet	\$ 5,700	\$ 7,400	\$ 7,200	\$ 8,021	\$ 6,751	\$ 5,781	\$ 4,510	\$ 8,233	\$ 7,811
11	Merchandise	\$ 3,600	\$ 3,500	\$ 3,300	\$ 2,390	\$ 1,290	\$ 1,592	\$ 1,677	\$ 3,008	\$ 2,987
12	<b>Total Sales</b>	<b>\$35,800</b>	<b>\$ 36,600</b>	<b>\$ 35,700</b>	<b>\$36,573</b>	<b>\$ 35,212</b>	<b>\$33,448</b>	<b>\$24,092</b>	<b>\$25,840</b>	<b>\$32,407</b>
13	Expenses									
14	Cost of Goods	\$ 8,750	\$ 8,475	\$ 8,300	\$ 8,750	\$ 8,475	\$ 8,300	\$ 8,750	\$ 8,475	\$ 8,300
15	Payroll	\$ 9,398	\$ 8,700	\$ 8,100	\$ 9,398	\$ 8,700	\$ 8,100	\$ 9,398	\$ 8,700	\$ 8,100
16	Computers	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400
17	Lease	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
18	Advertising	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
19	Miscellaneous	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
20	<b>Total Expenses</b>	<b>\$33,048</b>	<b>\$ 32,075</b>	<b>\$ 31,300</b>	<b>\$33,048</b>	<b>\$ 32,075</b>	<b>\$31,300</b>	<b>\$33,048</b>	<b>\$32,075</b>	<b>\$31,300</b>
21	Income									
22	<b>Net Income</b>	<b>\$ 2,752</b>	<b>\$ 4,525</b>	<b>\$ 4,400</b>	<b>\$ 2,752</b>	<b>\$ 4,525</b>	<b>\$ 4,400</b>	<b>\$ 2,752</b>	<b>\$ 4,525</b>	<b>\$ 4,400</b>
23	<b>Profit Margin</b>	<b>7.69%</b>	<b>12.36%</b>	<b>12.32%</b>	<b>7.69%</b>	<b>12.36%</b>	<b>12.32%</b>	<b>7.69%</b>	<b>12.36%</b>	<b>12.32%</b>
24	<b>Quarter Profit Margin</b>	<b>10.80%</b>				<b>10.80%</b>				<b>10.80%</b>
25	<b>Income Year-To-Date</b>	<b>\$ 11,677</b>				<b>\$ 23,353</b>				<b>\$ 35,030</b>

## What-If Analysis

What-if analysis is a very powerful and simple tool to test the effects of different assumptions in a spreadsheet.



## Goal Seek

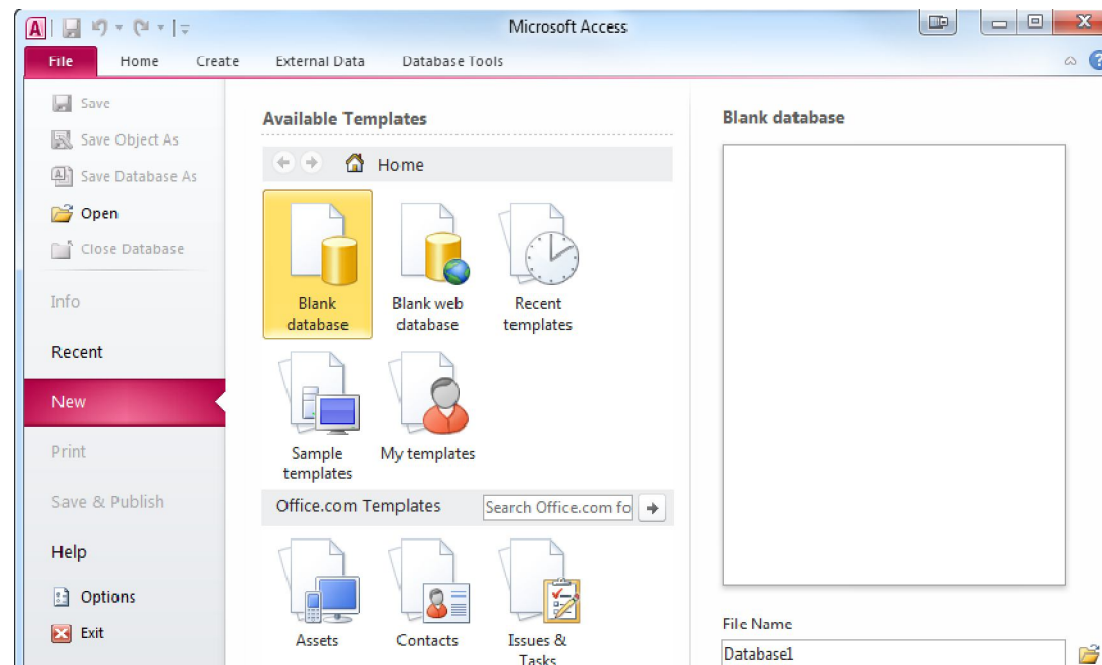
A common goal in many financial workbooks is to achieve a certain level of profit. Goal seek allows you to set a goal and then will analyze other parts of the workbook that would need to be adjusted to meet that goal.

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# Database Management Systems (DBMS)

## Basic Application Software

- A database is a collection of related data
- Comprised of tables, queries, forms, and reports
- Microsoft Access is the most popular desktop database management software



# Database Features

- Relational
- Tables
  - Records
  - Fields
- Record sorting
- Queries
- Forms
- Reports

Employee ID	Last Name	First Name	Address	City	State	ZIP Code	Home Phone	Gender	Birth Date	
12920	Larson	Alicia	345 W. Mill Ave.	Maldin	CA	92121-3740	(941) 555-7717	F	6/21/1983	(10)
19416	Loshi	Damon	4180 S. Rita Ln.	Landis	CA	92120-3741	(941) 555-4747	M	9/12/1979	(10)
11747	Lottow	Ryan	358 Maple Dr.	Maldin	CA	92121-3740	(507) 555-2805	M	11/15/1981	(10)
22085	Lindoa	Kristina	1947 E. Watson	Landis	CA	92120-3741	(941) 555-6363	F	2/24/1977	(10)
05400	Lopez	Mina	4280 E. Alameda Dr.	Maldin	CA	92121-3740	(507) 555-5050	F	2/25/1977	(10)
04731	Marchant	Roberta	568 Palm Avenue	Landis	CA	92120-3741	(507) 555-8707	F	5/14/1980	(12)
19543	Martinez	Julie	1920 First Ave.	Maldin	CA	92121-3740	(941) 555-1044	F	12/10/1982	(10)
13635	Martinez	Juan	7115 E Roosevelt Dr.	Maldin	CA	92121-3740	(507) 555-2935	M	12/10/1983	(10)
22407	Mazau	Rebecca	7383 Oak Dr.	Landis	CA	92120-3741	(941) 555-1093	F	9/23/1979	(10)
03225	Morgan	Dan	564 S. Lemon Dr.	Maldin	CA	92121	(507) 555-5507	M	3/5/1975	(10)
00990	Nano	Shirley	1234 N. Fifth St.	Chesterfield	CA	92122-1208	(507) 555-1234	F	4/1/1987	(11)
00917	Nichols	Cathy	75 Brookline Dr.	Landis	CA	92120-3741	(507) 555-0001	F	5/19/1985	(10)
00907	Pennington	Mark	23 Mill Ave.	Landis	CA	92120-3741	(507) 555-3333	M	7/7/1969	(10)
12394	Pukowsky	Mitch	8701 E. Shunklan	Maldin	CA	92121-3740	(507) 555-3038	M	3/15/1980	(10)
12247	Rath	Kathy	87 E. Aurora Ave.	Chesterfield	CA	92122-1208	(507) 555-9797	F	5/30/1978	(10)
12594	Reddie	Mark	900 W. Campus Dr.	Maldin	CA	92121	(507) 555-1130	M	11/5/1983	(10)
12230	Reddie	Suzanne	932 E. Parkway Dr.	Landis	CA	92120-3741	(507) 555-1191	F	7/14/1978	(10)
13005	Reilly	Emily	125 N. Marigold St.	Maldin	CA	92121-3740	(941) 555-6532	F	5/21/1985	(10)
12012	Richards	Melissa	5522 W. Marin Lane	River Mist	CA	92123	(507) 555-7789	F	9/30/1978	(10)
06000	Robertson	Kirk	812 S. William Ave.	Maldin	CA	92121	(507) 555-3790	M	4/5/1974	(11)
22387	Rogondino	Patricia	7582 Turquoise	Chesterfield	CA	92122-1208	(941) 555-7529	F	8/30/1977	(10)
07287	Roman	Anita	2340 S. Bolo Dr.	Maldin	CA	92121-3740	(507) 555-9679	F	3/15/1981	(10)
12918	Ruiz	Carlos	10101 First St.	Maldin	CA	92121-3740	(507) 555-5125	M	7/27/1980	(11)
08391	Ruiz	Enrique	35 Palm St.	Chesterfield	CA	92122-1208	(507) 555-0091	M	12/30/1973	(10)
04321	Sabin	Greg	90 E. Rawhide Ave.	Chesterfield	CA	92122	(507) 555-4455	M	9/30/1977	(10)
00212	Schiff	Chad	235 N. Cactus Dr.	Chesterfield	CA	92122	(507) 555-0010	M	3/9/1962	(10)
22114	Schneider	Paul	1731 Jackson Ave.	Landis	CA	92120-3741	(941) 555-7440	M	2/23/1980	(10)
01421	Spehr	Timothy	90 Royal Dr.	Maldin	CA	92121-3740	(507) 555-1038	M	9/9/1972	(10)
12366	Stacey	David	737 S. College Rd.	Chesterfield	CA	92122-1268	(507) 555-7784	M	9/30/1978	(10)
13887	Steele	Jeff	1031 E. Holly Ln.	River Mist	CA	92123-2232	(941) 555-1812	M	4/0/1980	(10)
12668	Stuefand	Valerie	34 University Dr.	Maldin	CA	92121-3740	(507) 555-1845	F	11/19/1979	(10)
12583	Sullivan	Marie	78 Omega Drive	Chesterfield	CA	92122-1208	(507) 555-7890	F	3/15/1981	(10)
12867	Tallic	Elvis	21 Oasis St.	River Mist	CA	92123-2232	(941) 555-5985	M	6/10/1981	(10)
03890	Thi	Erna	7867 Forest Ave.	River Mist	CA	92123	(507) 555-1089	F	5/10/1976	(10)
22304	Torchia	Peter	904 S. Dorsey Dr.	Chesterfield	CA	92122-1208	(941) 555-9670	M	5/14/1975	(10)
22100	Vaccaro	Louis	280 E. Heather Ave.	River Mist	CA	92123-2232	(941) 555-3758	M	9/23/1982	(10)

# Database Case

- Creating a Database
- Creating a Query



# Creating a Database

## Employee Records

Employee ID:

First Name:

Last Name:

Address:

City:


State:

ZIP Code:

Home Phone:

Gender:

Birth Date:

Photo/Resume: 

### Maldin to Landis Car Pool Report

First Name	Last Name	Address	City	Home Phone
Chris	Lamm	382 E. Ladonna Dr.	Maldin	(507) 555-8332
Juan	Martinez	1920 First Ave.	Maldin	(507) 555-2935
Dan	Morgan	564 S. Lemon Dr.	Maldin	(507) 555-5567
Student	Name	1234 N. Fifth St.	Maldin	(507) 555-5555
Allison	Player	234 S. Sycamore	Maldin	(507) 555-5532
Patricia	Rogondino	7583 Turquoise Rd.	Chesterfield	(507) 555-7539
Chad	Schiff	235 N. Cactus Dr.	Chesterfield	(507) 555-0010
Marie	Sullivan	78 Omega Drive	Chesterfield	(507) 555-7890

Record: 14 of 55 | No Filter | Search

[Return](#)

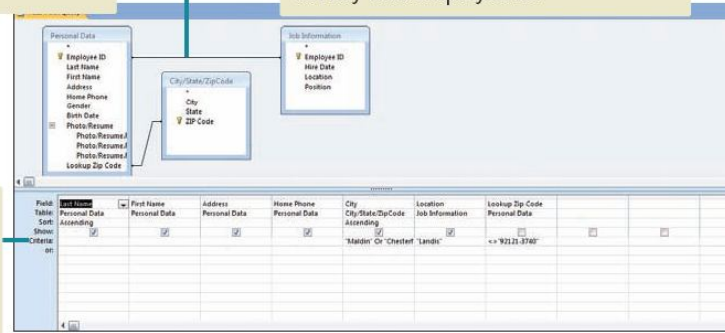
# Creating a Query

## Query

Your **query** requests the names, addresses, and telephone numbers of all employees living in Maldin or Chesterfield who work in Landis.

## Joined

Since the query involves two tables, they must be linked or **joined** by common fields. You chose to link the tables by the key field Employee ID.



## Criteria

The query criteria to produce the car pool list requires that both the Employee Records table and the jobs table be consulted. The criteria identifies all employees who work at Landis and live either in Maldin or Chesterfield.

## Report

From a variety of different **report** formats, you selected this format to display the names, addresses, and telephone numbers of all employees who might commute from either Maldin or Chesterfield to Landis.

## Sorted

To make the report easier for employees to locate employees who live in the same city, you **sorted** the query results alphabetically by city.

### Maldin to Landis Car Pool Report

First Name	Last Name	Address	City	Home Phone
Chris	Lamm	382 E. Ladonna Dr.	Maldin	(507) 555-8332
Juan	Martinez	1920 First Ave.	Maldin	(507) 555-2935
Dan	Morgan	564 S. Lemon Dr.	Maldin	(507) 555-5567
Student	Name	1234 N. Fifth St.	Maldin	(507) 555-5555
Allison	Player	234 S. Sycamore	Maldin	(507) 555-5532
Patricia	Rogondino	7583 Turquoise Rd.	Chesterfield	(507) 555-7539
Chad	Schiff	235 N. Cactus Dr.	Chesterfield	(507) 555-0010
Marie	Sullivan	78 Omega Drive	Chesterfield	(507) 555-7890

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# Presentation Graphics

- Programs that create visually interesting presentations
- Presentation programs
  - Microsoft PowerPoint
  - Corel Presentations
  - Apple Keynote



# Presentation Graphics Features

## Basic Application Software

- Slides or pages
- **AutoContent wizard**
- Design templates
- Content templates
- Animations
- Transitions
- Master slide



# Presentation Graphics Case

- Creating a Presentation
- Updating a Presentation

# Creating a Presentation

## Customize the Template

You customize the presentation by replacing the sample text and modifying the design as needed. This includes inserting and deleting slides as needed, rearranging slide order, and inserting graphics and pictures.

### How Does The Foundation Help?

- Provide temporary homes
- Provide obedience training
- Provide veterinary care
- Find loving permanent homes

### + Who Is An Animal Angel?

- Believes unwanted pets deserve a home
- Believes you can teach an old dog new tricks
- Believes you can retrain animals to be good

## Templates

**Templates** provide an excellent way to quickly create a presentation by providing predesigned styles and layouts as well as suggested content based on the type of template you select.



Join Animal Angels

Animal Rescue Foundation

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# Updating a Presentation

## Document Theme

To make your presentation more professional and eye-catching, you select a **document theme**, built-in sets of colors, fonts, and effects that can be quickly applied to your entire presentation.

## Animation

To provide additional emphasis to items or show the information on a slide in phases, you add **animation** to text and objects. Finally, you use slide **transitions** effects to animate the transition from one slide to the next.

### How Does The Foundation Help?

- Provide temporary homes
- Provide obedience training
- Provide veterinary care
- Find loving permanent homes

### Who Is An Animal?

- Believes unwanted pets deserve a home
- Believes you can teach an animal
- Believes you can retrain a dog

## Rehearse

Now that the presentation is nearly complete, you **rehearse** it by running it electronically on the computer screen and planning what you want to say to supplement the information on the slides.



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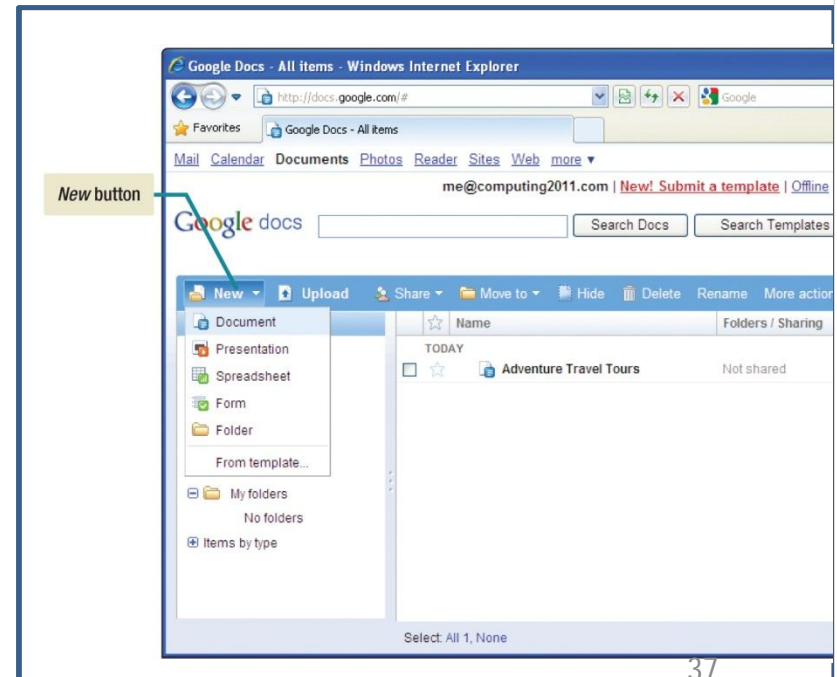
# Integrated Packages

- A single program that provides the functionality of several widely used programs
  - Popular with many home users
  - Classified as personal or **home software**
- Advantages are cost and simplicity
- Disadvantages are limited functions
- The most widely used package is Microsoft Works



# Software Suites

- Collection of separate application programs bundled together and sold as a group
- Four types of suites
  - Productivity suites or office software suite (e.g., Microsoft Office)
  - Cloud suites or online office suites (e.g., Google Docs)
  - Specialized suites
  - Utility suites (e.g., Norton Internet Security suite)





# Careers In IT

- Computer trainers instruct new users on the latest software or hardware
- Attributes
  - Good communication skills
  - Teaching experience
  - Detail oriented
  - IT Experience
  - Comfortable speaking to groups
- Earning potential of \$25,000 to \$50,500 annually



# A Look to the Future

- Agents will help write papers, pay bills, and shop on the Internet
  - Intelligent programs that can understand your needs and act to fulfill them.
  - Currently primitive agents exist, but next generation agents may provide the most efficient way to locate information on the Web



## Open-Ended Questions (Page 1 of 2)

- Explain the difference between general-purpose and special-purpose applications.
- Discuss the common features of most software programs. Describe the new interface introduced with Microsoft Office 2007 and Office 2010.
- What is the difference between a function and a formula? How is a formula related to what-if analysis?



## Open-Ended Questions (Page 2 of 2)

- What are presentation graphics programs?  
How are they used?
- What is the difference between an integrated package and a software suite? What are the advantages and disadvantages of each?

~~END~~