



# Basic Application Software

## Chapter 3



## Introduction

- Not long ago, trained specialists were required to perform many of the operations you can now do with a personal computer.
- Competent end users need to understand the capabilities of basic application software including:
  - Word processors
  - Spreadsheets
  - Presentation programs
  - Database management systems



## Learning Outcomes

- Identify general-purpose applications
- Describe word processors, spreadsheets, presentation programs, and database management systems.
- Identify specialized applications.
- Describe graphics programs, web authoring programs, and other specialized professional applications.
- Describe mobile apps and app stores.
- Identify software suites.
- Describe office suites, cloud suites, specialized suites, and utility suites.



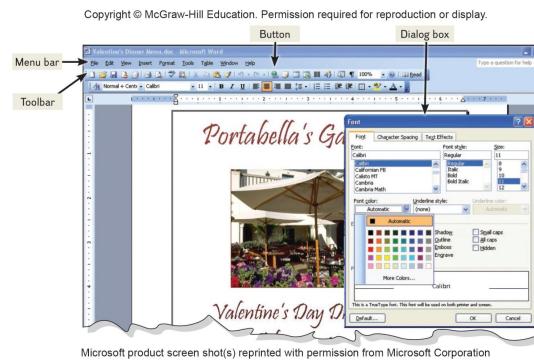
## Application Software

- Application software
  - End user software
  - Accomplish a variety of tasks
- Three categories
  - General Purpose Applications
  - Specialized Applications
  - Mobile Apps



## User Interface

- Graphical User Interface (GUI) consists of:
  - Icons
  - Pointer
  - Windows
  - Menus
  - Toolbars
    - Buttons
  - Dialog Boxes

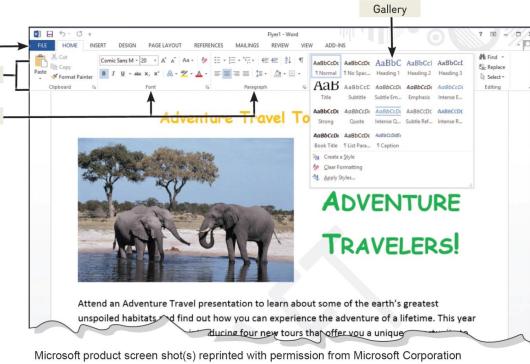


## Common Features in Microsoft

### Ribbon GUI

- Ribbons
- Tabs
  - Groups
  - Contextual tabs
- Galleries
- Spell checkers
- Alignment
- Font and Font Sizes
- Tables
- Reports

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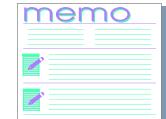


## General Purpose Applications

- General purpose applications include:
  - Word processor programs
  - Spreadsheet programs
  - Presentation graphics programs
  - Database management systems

## Word Processor Programs

- Create text-based documents
  - Memos, letters, and faxes
  - Newsletters, manuals, and brochures
- Word processing programs
  - Microsoft Word
    - Most popular
  - Apple Pages
  - Google Docs
  - Corel WordPerfect
  - OpenOffice Writer





# Creating a Flyer

- Flyer Features
  - Spell Checker
  - Center-alignment
  - Grammar Checker
  - Fonts
  - Font Sizes
  - Word Wrap
  - Character Effects

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**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 readable, balanced appearance.

**Font and Font Size** Using different fonts and a large font size in the flyer's title grabs the reader's attention.

**Character Effects** Adding character effects such as bold and italics makes important information stand out and makes the flyer more visually interesting.

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

# Creating a Report

- Report Features
  - AutoCorrect
  - Footnote
  - Header or Footer
  - Captions and Cross References
  - Tables

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**AutoCorrect** If you frequently forget to capitalize the first word in a sentence, AutoCorrect recognizes the error and automatically capitalizes the word.

**Captions** Identifying figures with captions is a standard way to make reports look more professional.

**Footnote** To include a note about Ms. Kangaroo's favorite hobby, this footnote inserts the superscript number 1 and the text "Kangaroo's favorite hobby" at the bottom of the page to contain the footnote text.

**Header or Footer** Page numbers and other information can be included in a header or footer.



# Spreadsheet Programs

- Organize, analyze, and graph numeric data
- Spreadsheet programs
  - Microsoft Excel
    - Most widely used
  - Apple Numbers
  - OpenOffice Calc
  - Corel Quattro Pro
  - Google Sheets



# Creating a Sales Forecast

- Features
  - Worksheets
  - Text entries
  - Functions
  - Cells
  - Formulas

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

**Functions** Functions are prewritten formulas. In this case, cell C22 (Total Expenses for February) contains the formula =SUM(C14:C21) rather than the formula =C14 + C15 + C16 + C17 + C18 + C19 + C20 + C21.

**Cells** Cells can contain labels, numbers, formulas, and functions. A cell's content is indicated by the row and column labels. For example, cell D16 contains a number for the payroll expense expected for March.

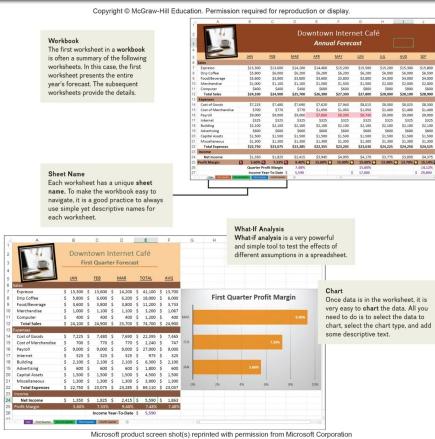
**Formulas** Formulas provide a way to perform calculations in the worksheet. In this case, cell C22 contains the formula =C14 + C15 + C16 + C17 + C18 + C19 + C20 + C21 - C13 (Total Sales for February) - C22 (Total Expenses for February) and displays the result of the calculation for the Net Income for February.

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## Analyzing Your Data

- Analysis Features
  - Workbook and worksheets
  - What-if Analysis



13  
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## Presentation Graphics Programs

- Combine a variety of visual objects to create visually interesting presentations
- Presentation programs
  - Microsoft PowerPoint
  - OpenOffice Impress
  - Apple Keynote
  - Google Slides
  - Corel Presentations

Basic Application Software

14



## Creating a Presentation

- Presentation Features
  - Document Theme
  - Animation
  - Templates



15  
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## Database Management Systems (DBMS)

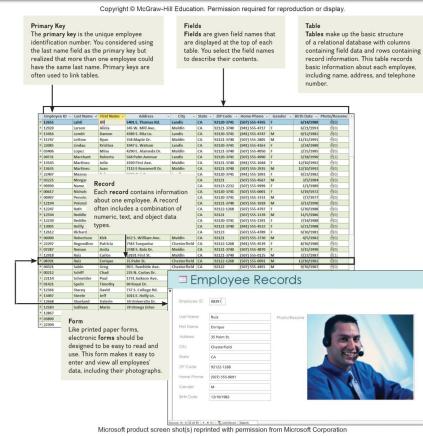
- A collection of related data
- Electronic equivalent of a file cabinet
- Two most widely used systems
  - Microsoft Access
  - OpenOffice Base
  - Apple FileMaker
  - Google Obvibase

16



## Creating a Database

- First steps is to plan
- Database Features
  - Primary Key
  - Fields
  - Record
  - Table
  - Form



## Specialized Applications

- Programs that more narrowly focused on specific disciplines and occupations
- Includes:
  - Graphics Programs
  - Web Authoring Programs

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17



## Graphics Programs

- Widely used in graphic arts
- Types of graphics programs are:
  - Desktop Publishing Programs
  - Image Editing Programs
  - Illustration Programs
  - Image Galleries

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## 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

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19

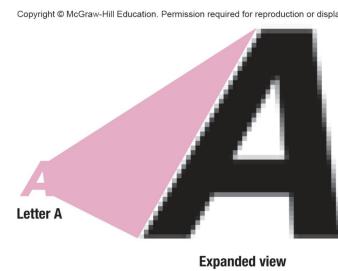
18

20



## Image Editors

- Also know as Photo Editors
- Editing or modifying digital photographs
- Photographs consist of thousands of pixels that form images known as bitmaps
- Popular image editors
  - Adobe Photoshop
  - Corel PaintShop Pro
  - GIMP (GNU Manipulation Program)
  - Windows Live Photo Gallery



## Illustration Programs

- Drawing programs
- Create and edit vector images
  - Vector illustrations
- Geometric shapes or objects
- Created by connecting lines and curves
- Defined by mathematical equations
- Popular Illustration Programs
  - Adobe Illustrator
  - CorelDraw
  - Inkscape

21 Basic Application Software

22



## Video Editors

- Edit videos to enhance quality and appearance
  - Can now use your smartphone to edit videos
- Well-known programs
  - Windows Live Movie Maker
  - Apple iMovie
  - YouTube Video Editor



## Video Game Design Software

- Video Game Design Software helps
  - Organize thoughts
  - Guide user through game design process
    - Character development
    - Environmental design
- Free / inexpensive video game design software
  - YoYo GameMaker
  - Stencyl
  - Unity



23 Basic Application Software

24



## Web Authoring Programs

- Web authoring is the creation of a site
  - Design
  - Document file displaying website's content
- Blog
  - Online diary/commentaries
- Web Authoring Programs
  - Typically used to create commercial sites
  - Web page editors or HTML editors
  - WYSIWYG (what you see is what you get)
- Most widely used programs
  - Adobe Dreamweaver
  - Microsoft Expression Web



## Mobile Apps

- Mobile Applications or Mobile Apps
  - Add-on programs for a variety of mobile devices
  - Smartphones or tablets
- Apps
  - Breadth and scope are ever-expanding
  - 500,000 just for iPhone
  - Music, videos, social networking, shopping, games



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26



## App Stores

- App Stores
  - Provides access to mobile apps for downloads
    - Apple's App Store
      - Apple Devices
      - [www.apple.com/itunes/charts](http://www.apple.com/itunes/charts)
    - Google Play
      - Andriod Devices
      - [Play.google.com/store/apps](http://Play.google.com/store/apps)
    - Appszoom
      - Andriod and Apple Devices
      - [www.appszoom.com](http://www.appszoom.com)



## Software Suites

- Collection of separate application programs
  - Bundled together – sold as group
- Four types of suites
  1. Office suites or office software suite / productivity suites
    - Microsoft Office
    - Apple iWork, OpenOffice
  2. Cloud suites or online office suites
    - Google Docs (Making IT Work for You), Zoho, Microsoft Office 365



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28



## Suites continued

- Specialized suites
  - Focus on specific applications
    - Corel Draw Graphics Suite X6
    - Moneyfree Software TOTAL Planning Suite
- Utility suites
  - Designed to make computing easier and safer
    - Norton Systems Works
    - Norton Internet Security suite

29 Basic Application Software



## Careers In IT

- Software Engineers
  - Analyze users' needs and create application software
- Attributes
  - Good communication and analytical skills
  - Programming experience
  - Detail oriented
  - Web application experience
  - Analytical skills
- Earning potential of \$55,000 to \$71,000 annually



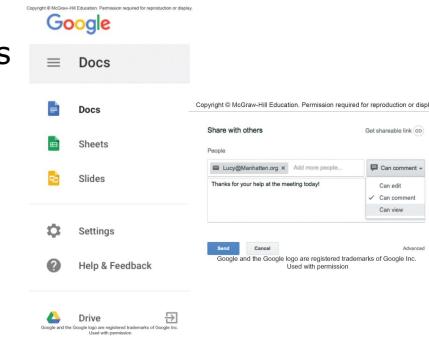
31 Basic Application Software

Basic Application Software



## 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



30



## 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
  - Augmented Reality



32

32



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

1. 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.
2. Discuss general-purpose applications including word processors, spreadsheets, database management systems, and presentation graphics.



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

3. Discuss specialized applications, including graphics programs, video game design software, web authoring programs, and other professional specialized applications
4. Describe mobile apps, including popular apps and app stores.
5. Describe software suites, including office suites, cloud suites, specialized suites, and utility suites.