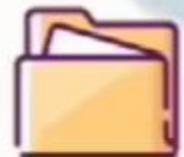


Technology and Information System



Images



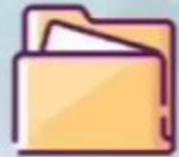
Video



Others



Technology and Information System



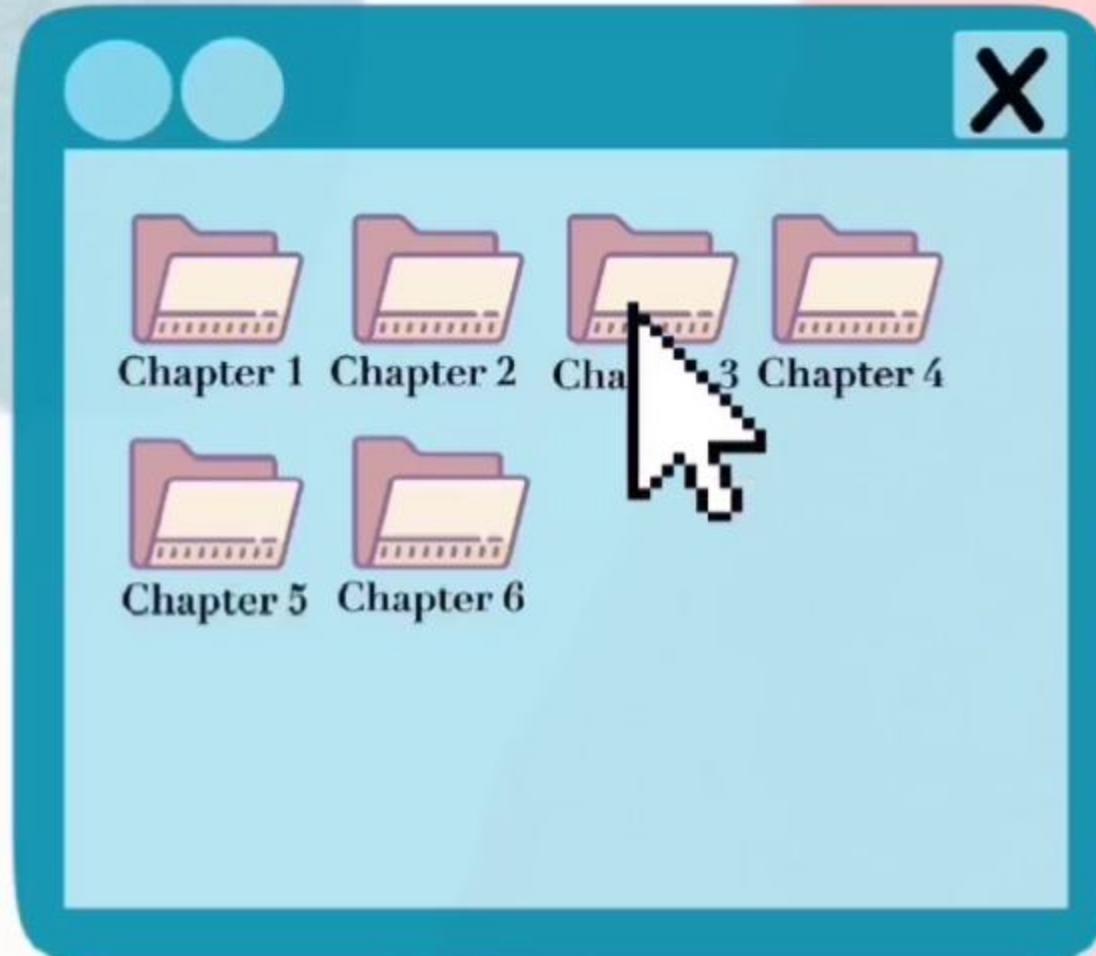
Images



Video



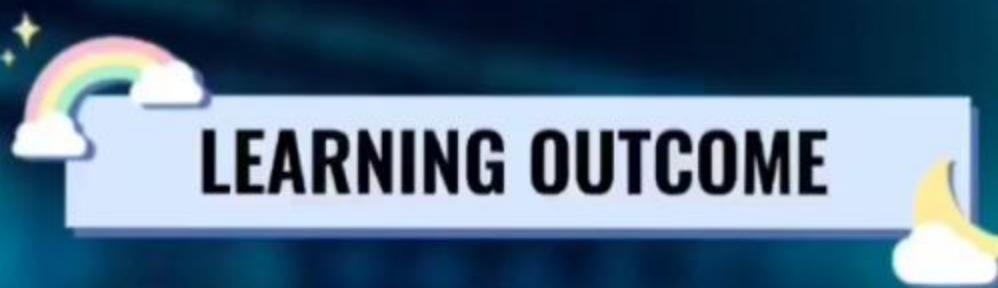
Others



CHAPTER 3 :
BASIC APPLICATION SOFTWARE

SEARCH





LEARNING OUTCOME

Identify general-purpose applications

Describe word processors, spreadsheets, database, presentation programs and 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

What is application software?

**A program or group of programs that is
designed for end users to perform specific
task**

?

?

?



What is application software?

The purpose of computer applications is that it can greatly simplify a task for a user.

Common features of application software

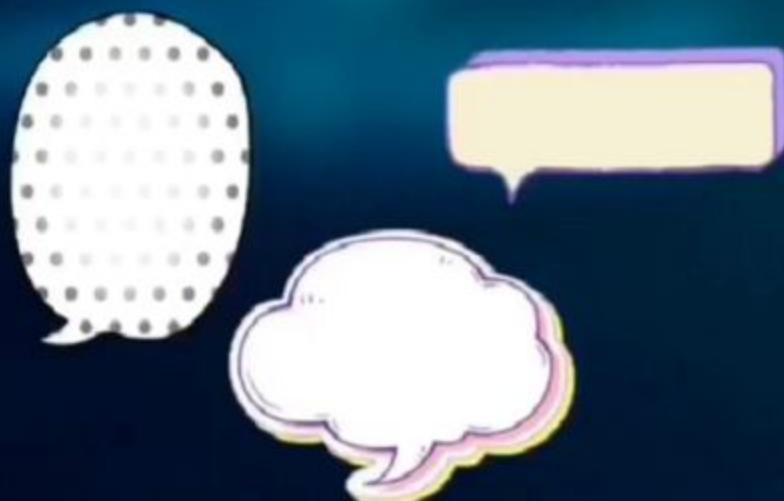
- **Toolbar**

- an on-screen GUI (graphical user interface)
- menus, dialogue boxes, icons, etc appear on



- **Dialogue boxes**

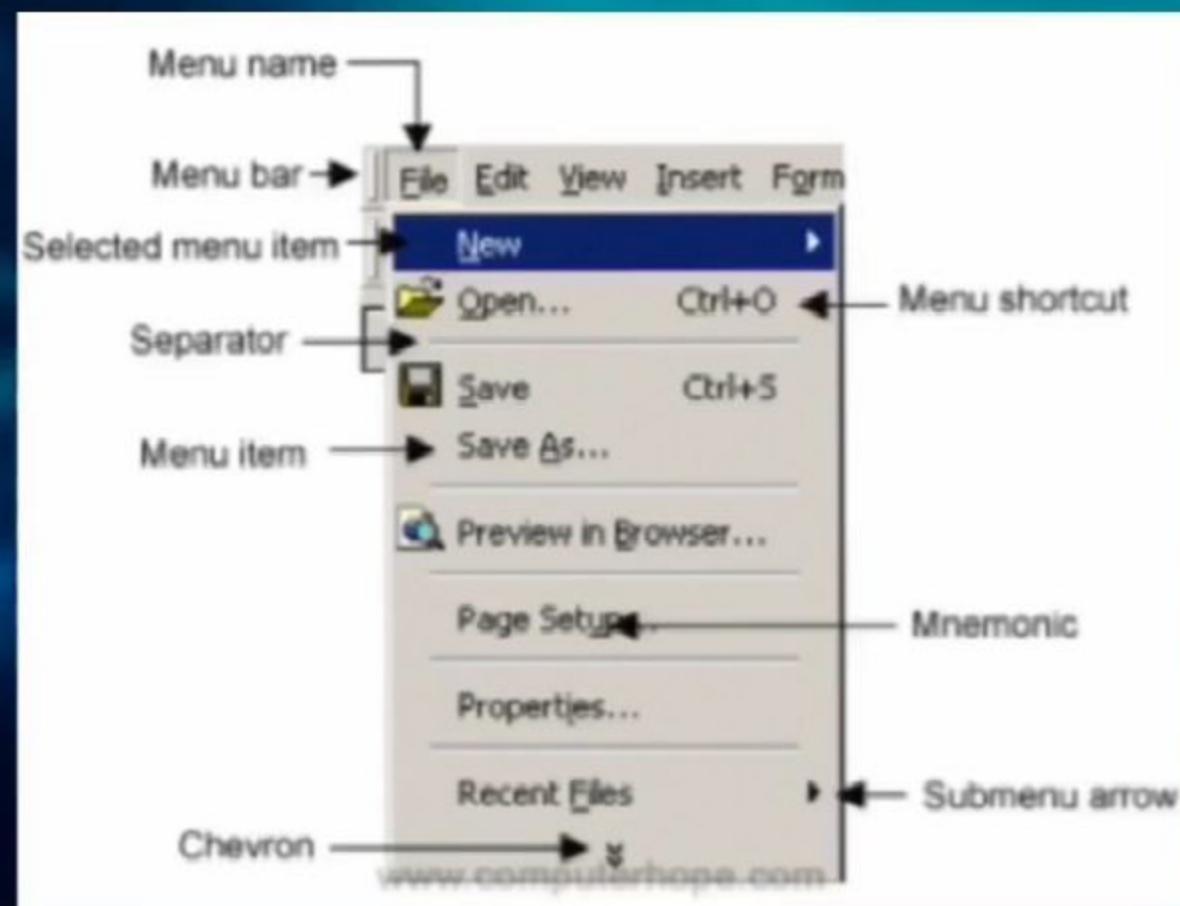
- text boxes in which can be found in toolbar
- enables users to write any messages or caption that they want



Common features of application software

- **Menus**

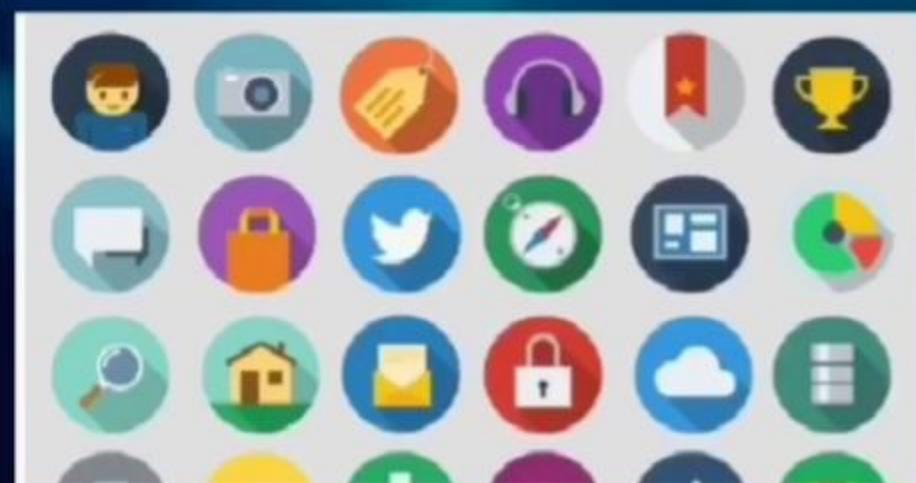
- a collection of different other features that comes with the app
- it make it more convenient for the users to scroll with their mouse to find what they're looking for



Common features of application software

- Icons

- a symbol or indication of a specific application so users can know which app is currently opened or being used



Categories of application software

- 1. General Purpose Applications**
- 2. Specialized Applications**
- 3. Mobile Apps**

1. General Purpose Applications

Word processor programs

- is used to create text-based documents :- memos, letters, brochures
- to create a flyer
- to create a report



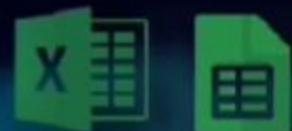
Presentation graphics programs

- is used to combine a variety of visual objects to create visually interesting presentations



Spreadsheet programs

- is used to organize, analyze and graph numeric data
- to creating sales forecast



Database management systems

- is a software package designed to define, manipulate, retrieve and manage data in a database



Common Features in Microsoft

- ribbons
- tabs
- galleries
- spell checkers
- alignment
- font and font sizes
- tables
- reports

Common Features in Flyer

- spell checker
- center-allignment
- grammar checker
- fonts
- font sizes
- word wrap
- character effects

Common Features in Report

- AutoCorrect
- footnote
- header or footer
- captions and cross references
- tables

Common Features in Sales Forecast

- worksheets
- text entries
- functions
- cells
- formulas

Common Features in Analysis

- workbook and worksheets
- what-if analysis

Common Features in Presentation

- document theme
- animation
- template

Common Features in Database

- primary key
- fields
- record
- table
- form

2. Specialized Applications

- a software that is specially designed for an individual or company's specific needs



Graphic Programs

Web Authoring Programs

Video editors

Video Game Design Software

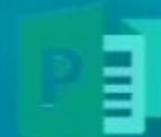
Graphic Programs

it is widely used in graphic arts



- Desktop Publishing Programs

- is used to mix text and graphics to create brochures, newsletter and textbooks



- Image Editing Programs

- is used to editing or modifying digital photographs

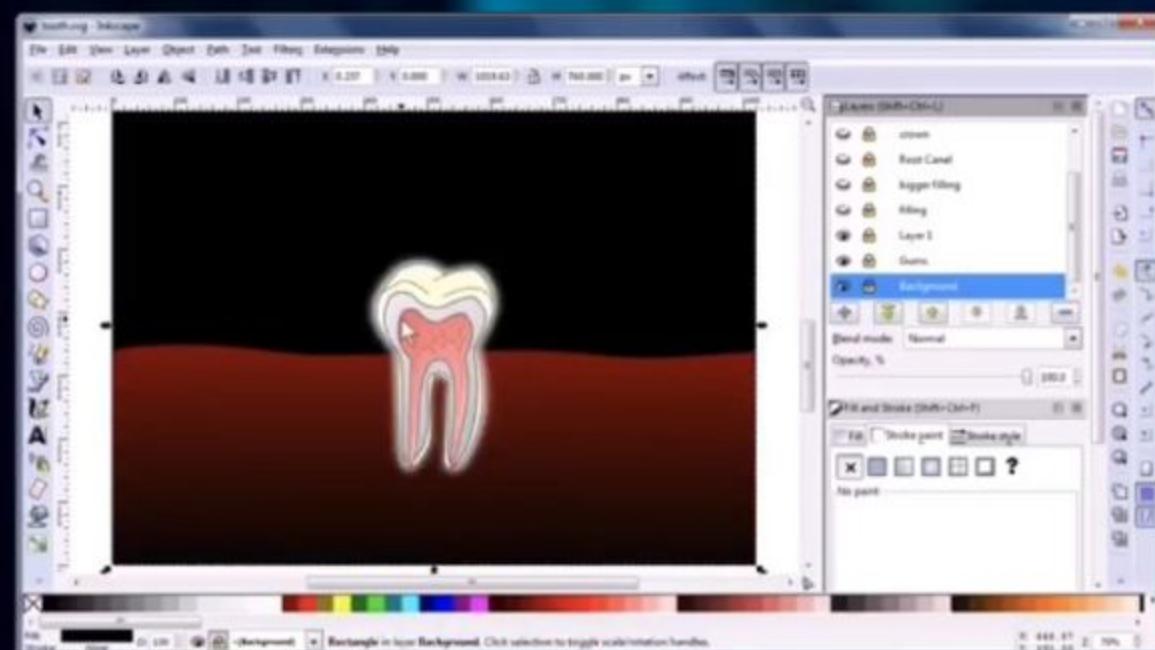


- Illustration Programs

- is used to create and edit vector images
 - use geometric shapes or objects and is created by connecting lines and curves



Examples of graphic programs



Inkscape



GIMP

GIMP is best used For:

- Cropping
- Resizing
- Removing backgrounds
- Adjusting colors
- Adjusting brightness-contrast of the image
- Necessary edits such as Spot removal
- Magnify photos
- Applying Filters
- Drawing
- Adding Text

Inkscape is best used For:

- logo designing
- Creating icons
- Creating an extensive user interface
- Illustrations
- Creating mobile application components
- for infographics and charts
- For abstract background

Web Authoring Programs

- is the creation of a site such as blog
- typically used to create commercial sites
- use web page editors or HTML editors

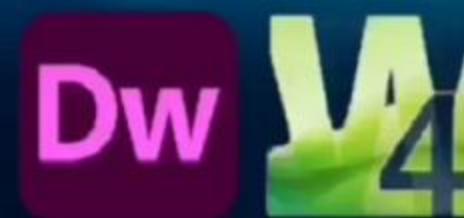
NOTE:

Web page editor – is used to create and change Web pages



NOTE:

HTML editor – a program for editing HTML, the markup of a web page



Top 5 web design software



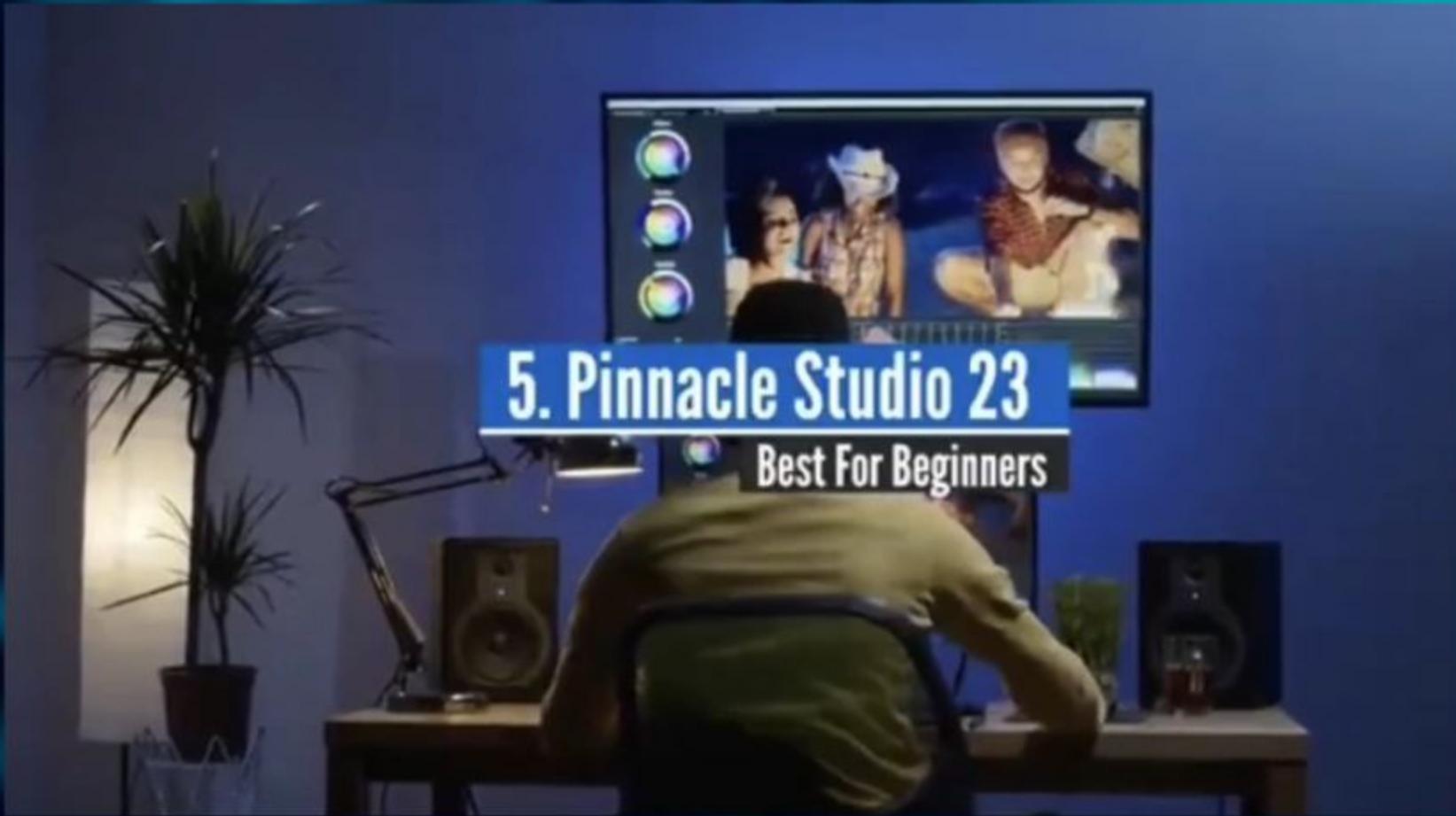
04 Adobe XD

Video Editor

- is used to edit videos and enhance the quality and appearance



Best video editing software in 2020



Source: <https://youtu.be/C76Gx0bUe10>

Video Editor

- is used to edit videos and enhance the quality and appearance



Video Game Design Software

- to guide user through game design process



Top video game design software

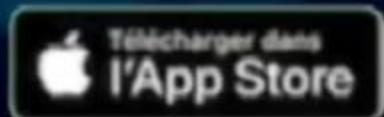
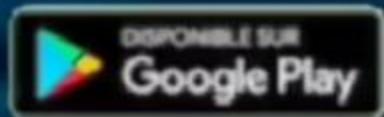


Source: <https://youtu.be/q77PwaFJ27A>

3. Mobile Apps

- is an add on programs for a variety of mobile devices such as smartphones or tablets
- examples : Instagram (social networking), Shopee (shopping) Crossy Road (game)

We can get it from :
APP Stores - provides access to mobile apps for downloads



- for android user
- developed by Google
- a digital distribution platform
- developed and maintained by apple



What is software suites?

A collection of separate application programs

There are 4 types of suites

Office suites

- Microsoft Office
- Apple iWork
- OpenOffice

Cloud suites

- Google Docs
- Zoho
- Microsoft Office 365

Specialized suites

- Corel Draw Graphics Suites X6

Utility suites

- Norton Internet Security Suite

Office suites

- a collection of bundled productivity software (a software suite) intended to be used by knowledge workers

- The components are generally distributed together, have a consistent user interface and usually can interact with each other

Cloud suites

- an office suite offered in the form of a web application
- accessed online using a web browser
- allows people to work together worldwide and at any time

Advantages

- the cost is low
- no need to purchase or upgrade a software license
- can access their documents from almost any device with a connection to the Internet

Disadvantages

- access requires connectivity
- speed and accessibility issues
- number of features available is an issue

Specialized suites

- focus on specific applications
- these includes graphics suites, financial planning suites and many others

Utility suites

- include a variety of programs designed to make computing easier and safer

- Advantages of software suites
 - - Less costly than buying individual packages
 - - Identical or very similar GUI
 - - Designed to interface with each other
 - - Helps the learning curve of the user

Disadvantages of software suites

- Some purchased features may never be used by the user
- May take a significant amount of disk space (bloatware)
- Likely to require significant effort for stuff

Careers in IT

- **Software engineers**

- analyze users' needs and create application software that meet the requirement of users
- have good communication and analytical skills
- have programming and web application experiences



- **Multimedia engineer**

- design and create IT-based multimedia products
- examples : websites, DVDs and computer games
- combine text with sounds, pictures, graphics video-clips, virtual reality and digital animation



Difference between general-purpose and specialized applications

general-purpose applications

- include: word processors, spreadsheets, presentation graphics, and database management systems

specialized application

- programs that focused on specific disciplines and occupations, includes graphic programs and web authoring programs

Making IT work for you - Google Docs

NOTE:

Google docs is an online word processor that lets you create and format documents and work with people



Why people like to use google docs?

- free and easy to use
- free Google account
- free online storage

How to use Google Docs?

Step 1: create a document

1. On your computer, open the Docs home screen at docs.google.com
2. In the top left, under "Start a new document," click New

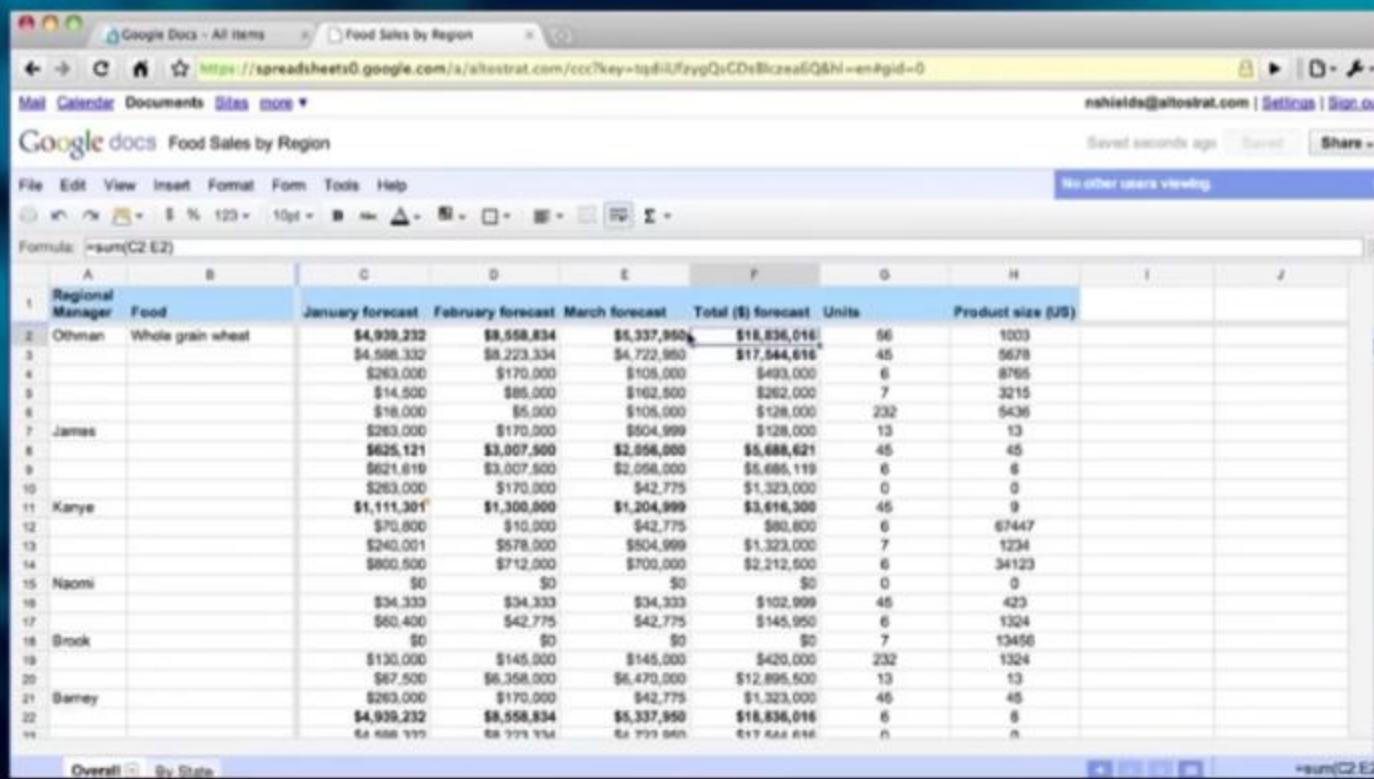
Step 2: edit and format

1. On your computer, open a document in Google Docs
2. To select a word, double-click it or use your cursor to select the text you want to change
3. Start editing

Step 3: share and work with others

You can share files and folders with people and choose whether they can view, edit, or comment on them

More tips on using Google Docs



The screenshot shows a Google Sheets document titled "Food Sales by Region". The table has the following structure:

Regional Manager	Food	January forecast	February forecast	March forecast	Total (\$ forecast)	Units	Product size (US)
Othman	Whole grain wheat	\$4,939,232	\$8,558,834	\$5,337,950	\$18,836,016	66	1003
		\$4,598,332	\$8,223,334	\$4,722,950	\$17,544,616	45	5678
		\$263,000	\$170,000	\$105,000	\$493,000	6	8765
		\$14,500	\$85,000	\$162,500	\$262,000	7	3215
		\$18,000	\$5,000	\$105,000	\$128,000	232	5436
James		\$263,000	\$170,000	\$604,999	\$128,000	13	13
		\$625,121	\$3,007,500	\$2,856,000	\$5,688,621	45	45
		\$621,619	\$3,007,500	\$2,056,000	\$5,695,119	6	6
		\$263,000	\$170,000	\$42,775	\$1,323,000	0	0
Kanye		\$1,111,301	\$1,300,000	\$1,204,999	\$3,616,300	45	9
		\$70,000	\$10,000	\$42,775	\$80,800	6	67447
		\$240,001	\$578,000	\$504,999	\$1,323,000	7	1234
		\$800,500	\$712,000	\$703,000	\$2,212,500	6	34123
Naomi		\$0	\$0	\$0	\$0	0	0
		\$34,333	\$34,333	\$34,333	\$102,999	45	423
		\$60,400	\$42,775	\$42,775	\$145,950	6	1324
Brock		\$0	\$0	\$0	\$0	7	13456
		\$130,000	\$145,000	\$145,000	\$420,000	232	1324
		\$87,500	\$6,358,000	\$6,470,000	\$12,895,500	13	13
Barney		\$263,000	\$170,000	\$42,775	\$1,323,000	45	45
		\$4,939,232	\$8,558,834	\$5,337,950	\$18,836,016	6	6
		6,448,119	8,223,334	8,177,860	817,881,616	n	n

Source: https://youtu.be/6_hJ3R8jEZM

Technology and Information System



Images



Video



Others

