Computers Are Your Future
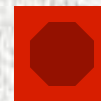
Computers Are Your Future

Chapter 5

Application Software: Tools for Productivity

You Will Learn . . .

✓ How system software supports application software

✓ The most popular types of horizontal applications

✓ 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
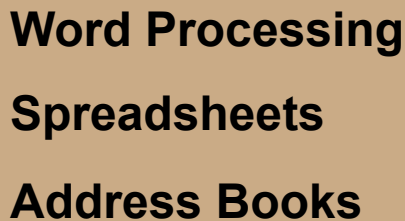
Application Software

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

General-Purpose Applications

✓ **General Purpose applications** are applications used by many people to accomplish frequently performed tasks
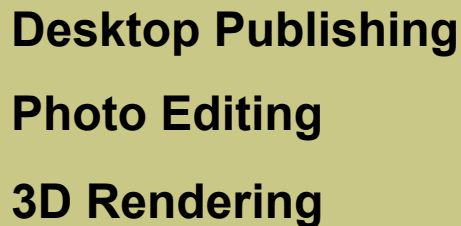
Personal Productivity

Word Processing

Spreadsheets

Address Books

Internet
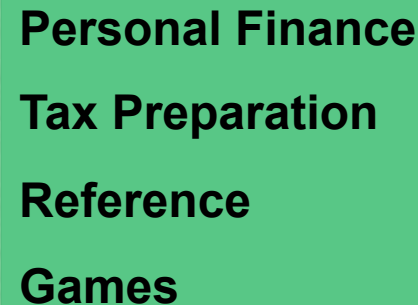
Web Browsers

E-Mail

Home/Education

Personal Finance

Tax Preparation

Reference

Games

Multimedia/Graphics

Desktop Publishing

Photo Editing

3D Rendering

Personal Productivity
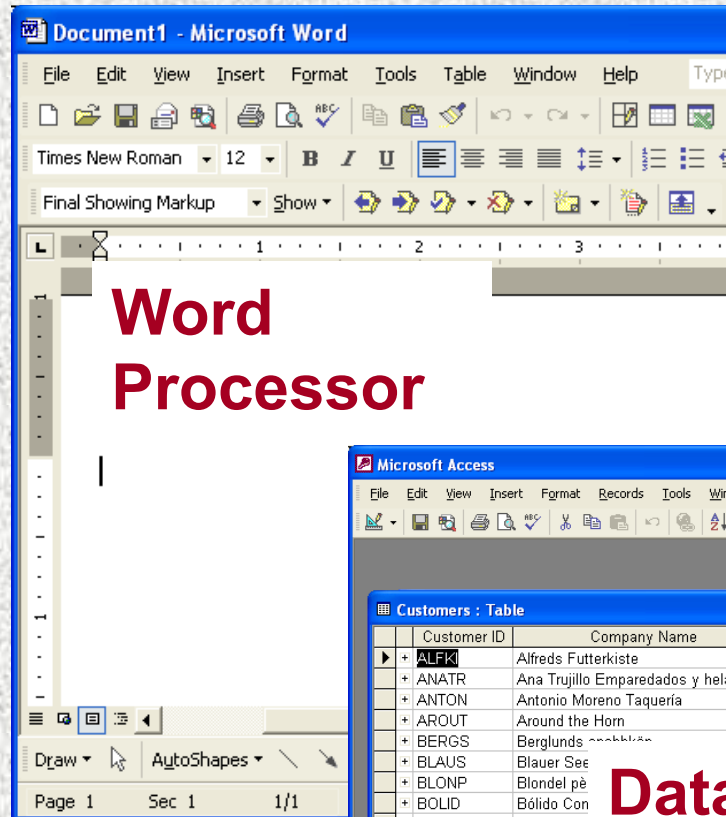
Word Processor
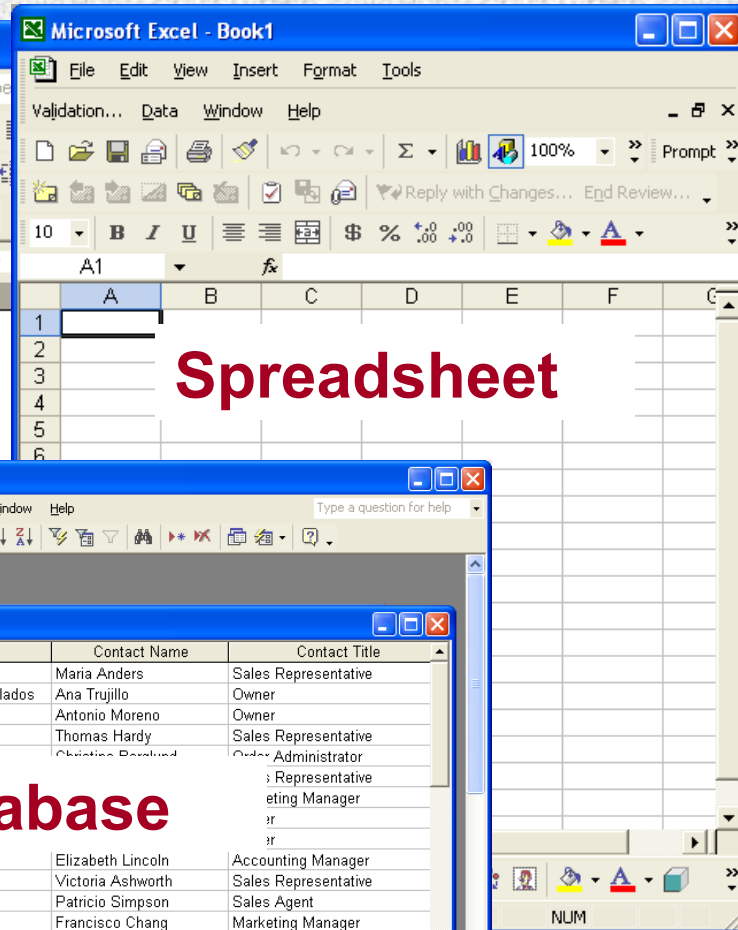
Spreadsheet
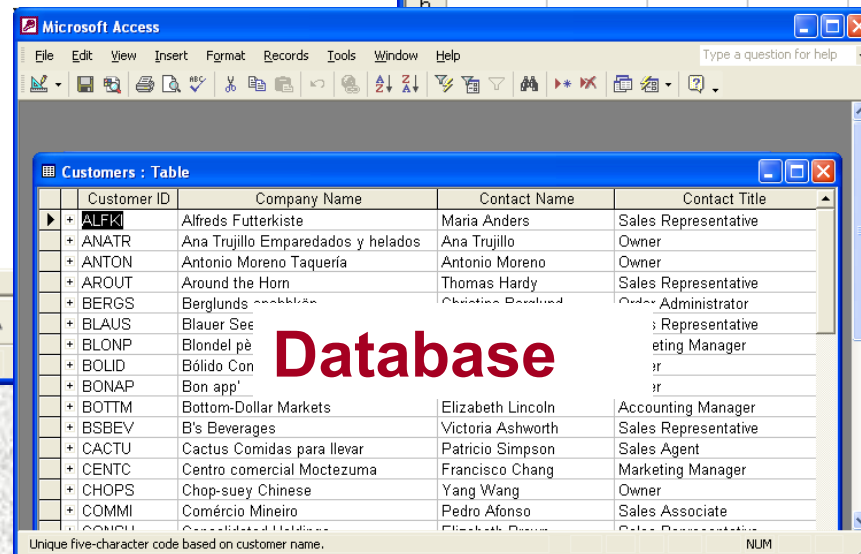
Database

Multimedia/Graphics
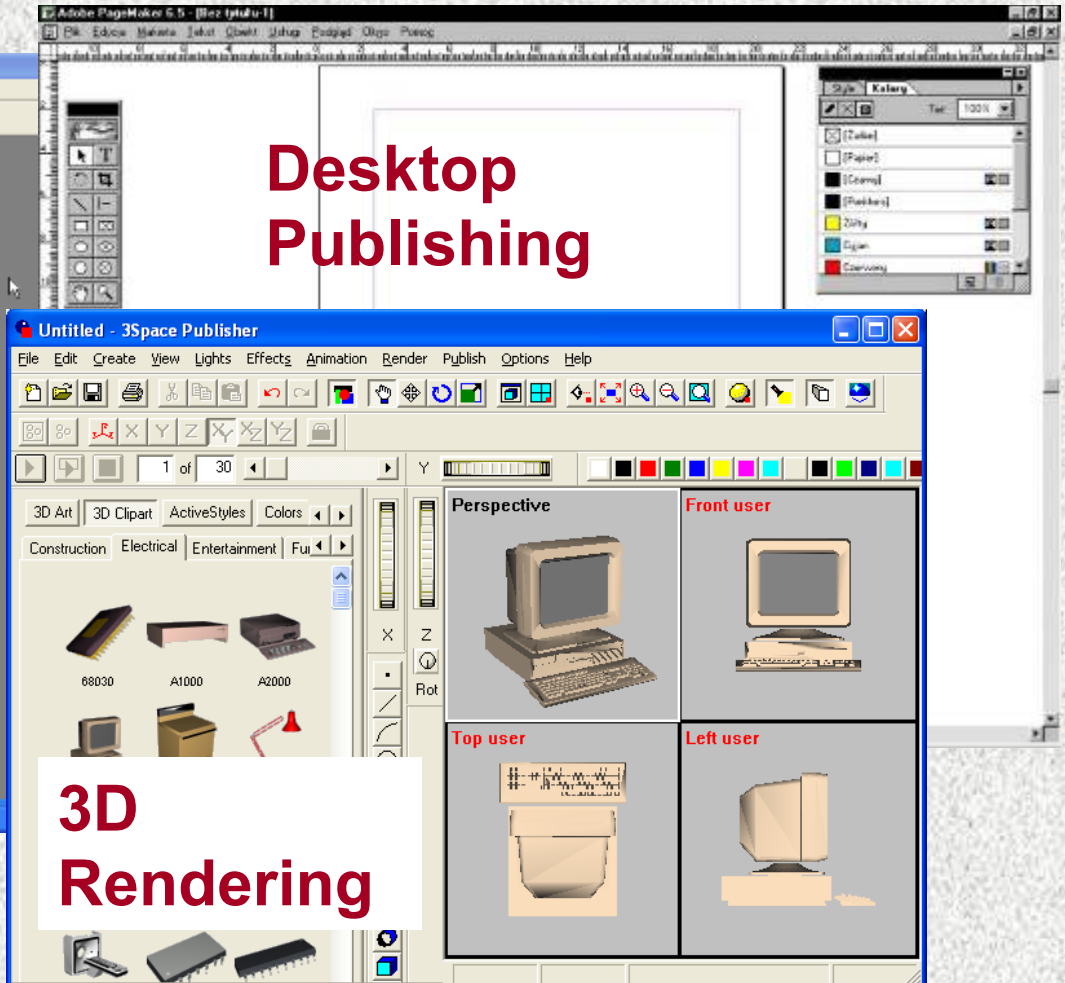
Desktop Publishing

Photo Editing

3D Rendering

Multimedia/Graphics

✓ **Compression** – reducing the file size of multimedia software

➤ Lossless – file will be restored with no flaws

➤ Lossy – eliminates information that is not perceived

✓ **Decompression** – restoring the file to full size

Paint Programs

✓ Paint programs can save your files as:

➢Graphics Interchange Format (GIF) – lossless, simple images, solid color

➢Joint Photographic Experts Group (JPEG) – lossy, photographs

➢Portable Network Graphics (PNG) – lossless

➢Windows Bitmap (BMP) – optional compression

Multimedia/Graphics

- ✓ Drawing programs – create vector (mathematically generated) graphics

- ✓ 3D Rendering Programs – add three-dimensional effects to graphic objects

- ✓ Image Editors – used to edit and transform bit-mapped images

- ✓ Animation – simulate motion

Multimedia/Graphics

- ✓ Audio – capture and process sound

- ✓ Video editors – modify digitized video

- ✓ Multimedia Authoring Systems – used to create multimedia presentations

Internet

Web Browser

E-mail

Home/Education

Personal Finance

Tax Preparation

Reference
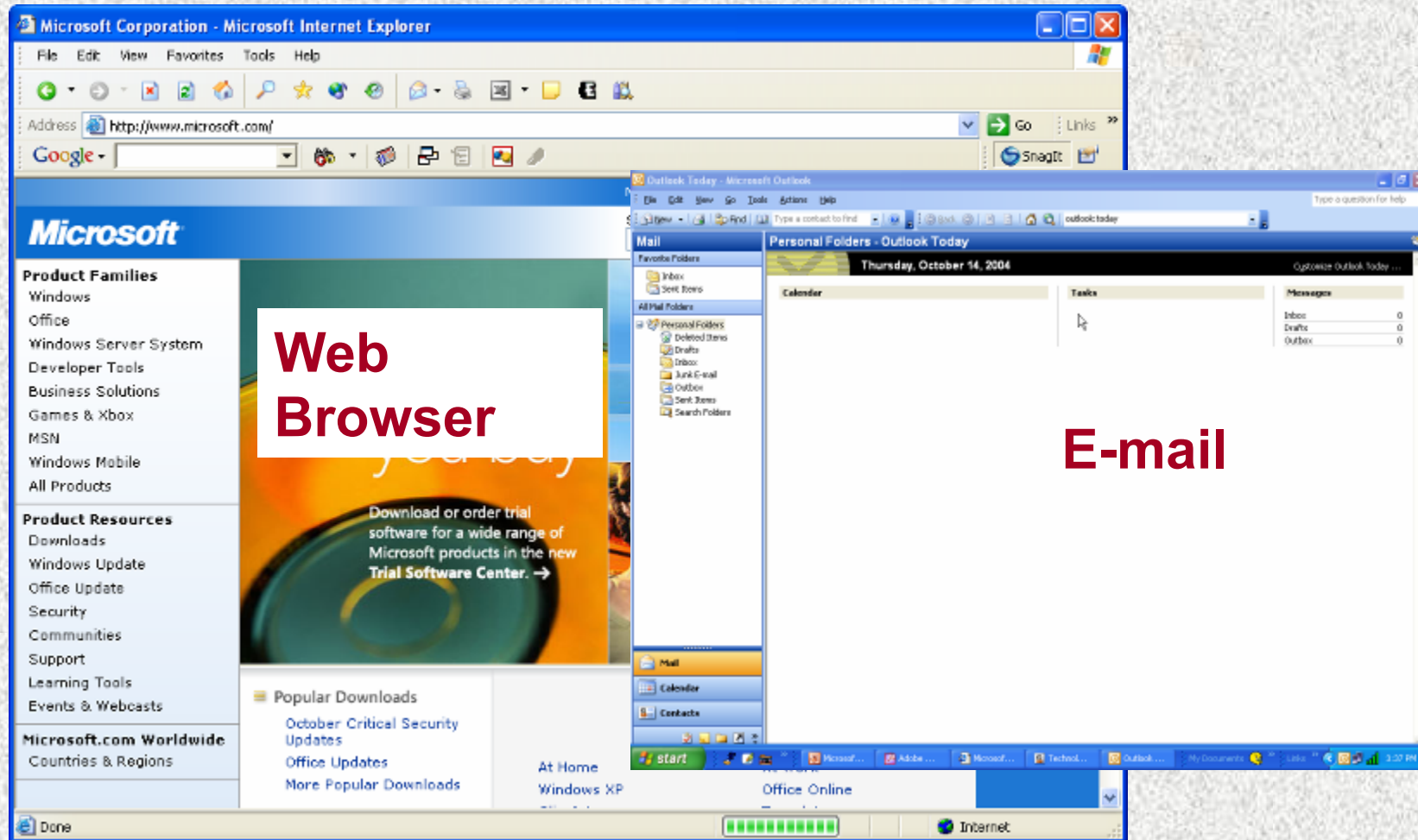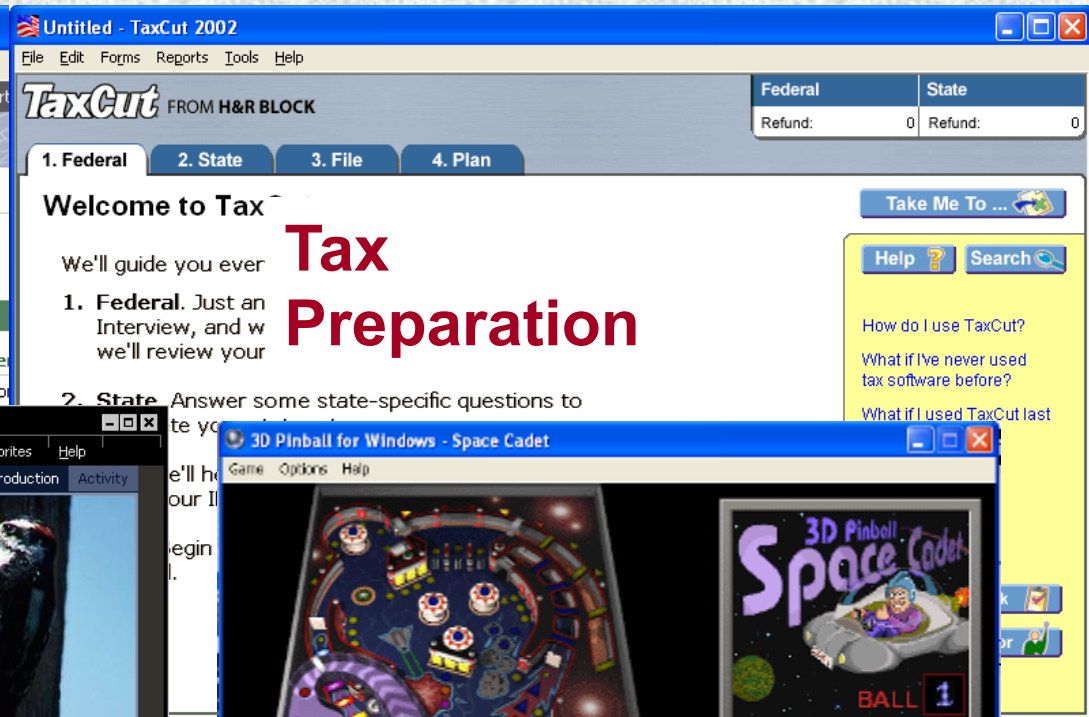
Games

Home/Education

- ✓ Games are a $6 billion industry
  - ➢ MUDs (multiuser dungeons) – roll playing games
  - ➢ gMUDs (graphical MUDs) – 3D graphic environments

Tailor-made Applications

✓ **Tailor-made applications** are used for specialized fields

✓ Types of tailor-made applications:

  ➢ Billing programs

  ➢ Inventory tracking programs

  ➢ Point of Sale software

  ➢ Custom software

Integrated Programs and Suites:
The All-in-One Approach

✓ **Standalone programs** are fully self-contained

  ➢ Examples:

    ▪ Microsoft Word

    ▪ Microsoft Excel

✓ **Integrated programs** contain modules that share the same interface

  ➢ Example:

    ▪ Microsoft Works

Integrated Programs and Suites:
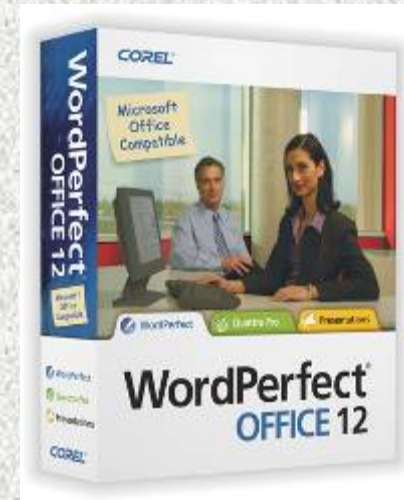# The All-in-One Approach

✓ **Software suites** contain standalone programs that share resources with each other

  ➢ Examples:

  ▪ Microsoft Office

  ▪ Corel WordPerfect Office

  ▪ Lotus Smart Suite

Software Suite

✓ Individual applications share a common program code

✓ Popular office suites offer a word processor, spreadsheet, database, presentation, and other programs

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
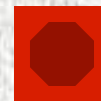
Web Technology: A New Way to Share Files
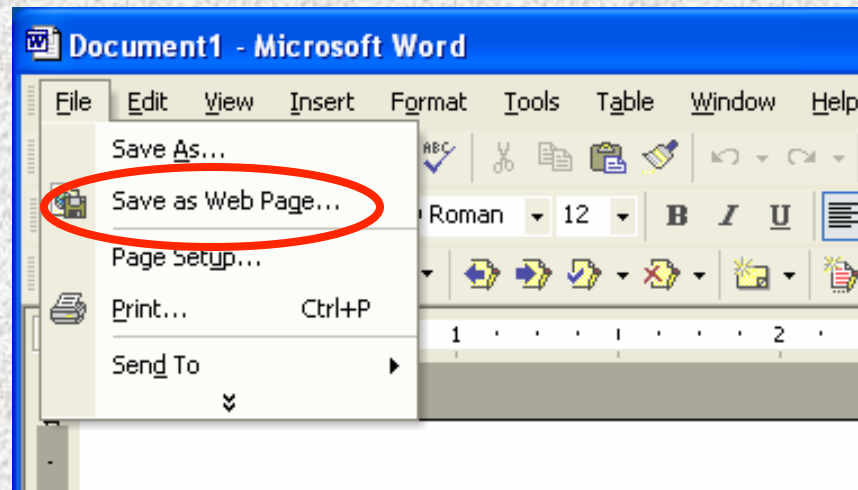
✓ **Web technology** refers to applications that enable the user to create documents that are compatible with the formats used on the Internet

➢ The most common format is Hypertext Markup Language (HTML)

✓ Microsoft's **.NET** is designed to create universal communications between computers

System Requirements

Sample Minimum System Requirements

- IBM compatible PC with a 486 PC processor or better (Pentium®
  recommended)

- Microsoft Windows® 95

- 12 MB RAM (16 MB recommended)

- Hard disk space (standard installation approx. 100 MB)

- CD-ROM drive (2x or better)

- Mouse or other pointing device

✓ **System requirements** refers to the minimum level of
equipment needed to run a program

  ➢ Platform– PC or MAC

  ➢ Microprocessor

  ➢ Drive– 3.5 Floppy or CD-ROM

  ➢ RAM

  ➢ Available hard disk space

Software Version

✓ 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 (Recent Ver. 6.0; Earlier Ver. 1.0)

➢ Whole numbers are major revisions (1.0, 2.0, 3.0, etc.)

➢ Decimal numbers refer to maintenance releases or updates and fixes (1.1, 1.2, 1.3, etc.)

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
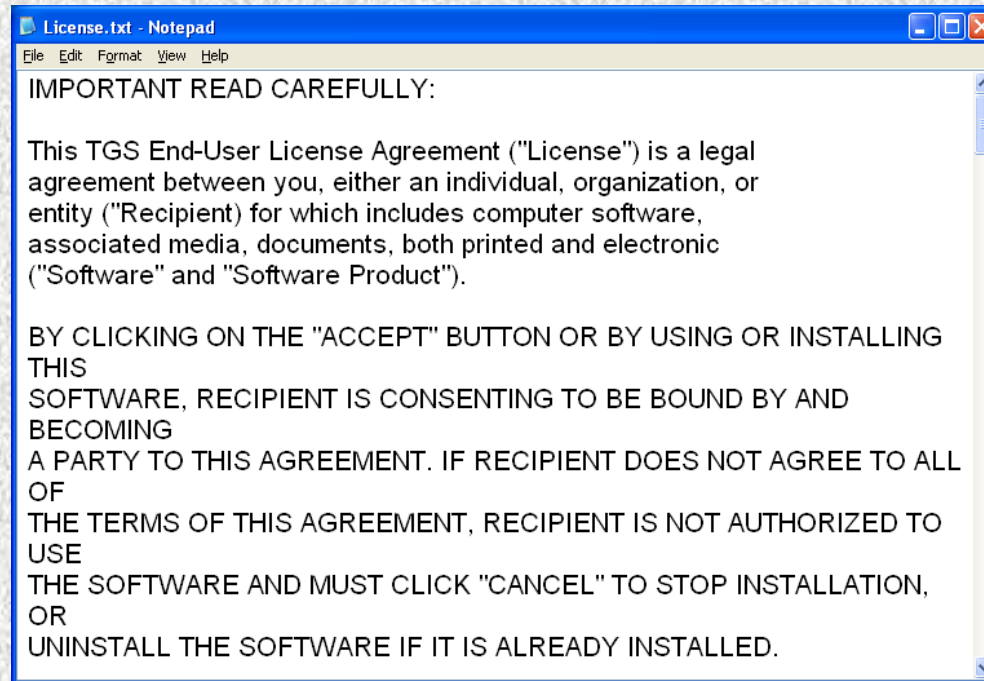
Distribution and Documentation

- ✓ Two methods of software distribution:
  - ➤ Shrink-wrapped boxes containing CDs or floppy disks
  - ➤ Downloading program files using the Internet

- ✓ Documentation includes tutorials and reference manuals that explain how to use the program
  - ➤ ReadMe files – Helpful information about the program
  - ➤ Help screens – On-screen program documentation

Software Licenses and Registration

IMPORTANT READ CAREFULLY:

This TGS End-User License Agreement ("License") is a legal agreement between you, either an individual, organization, or entity ("Recipient) for which includes computer software, associated media, documents, both printed and electronic ("Software" and "Software Product").

BY CLICKING ON THE "ACCEPT" BUTTON OR BY USING OR INSTALLING THIS
SOFTWARE, RECIPIENT IS CONSENTING TO BE BOUND BY AND BECOMING
A PARTY TO THIS AGREEMENT. IF RECIPIENT DOES NOT AGREE TO ALL OF
THE TERMS OF THIS AGREEMENT, RECIPIENT IS NOT AUTHORIZED TO USE
THE SOFTWARE AND MUST CLICK "CANCEL" TO STOP INSTALLATION, OR
UNINSTALL THE SOFTWARE IF IT IS ALREADY INSTALLED.

✓ A **software license** gives the user the right to install and use the program on one computer

✓ Organizations purchase a **site license** to install a program on many computers

# Commercial Software, Shareware, Freeware and Public Domain Software

✓ Most computer software is copyrighted

✓ **Software piracy** – Infringing on a program's copyright

  ➢ Copyrighted software can not be:
    - Copied
    - Altered
    - Used on more than one computer

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.

Commercial Software, Shareware, Freeware and Public Domain Software

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

✓ **Public domain software** is not copyrighted. There are no restrictions on using, copying, altering, or selling the software
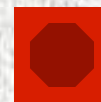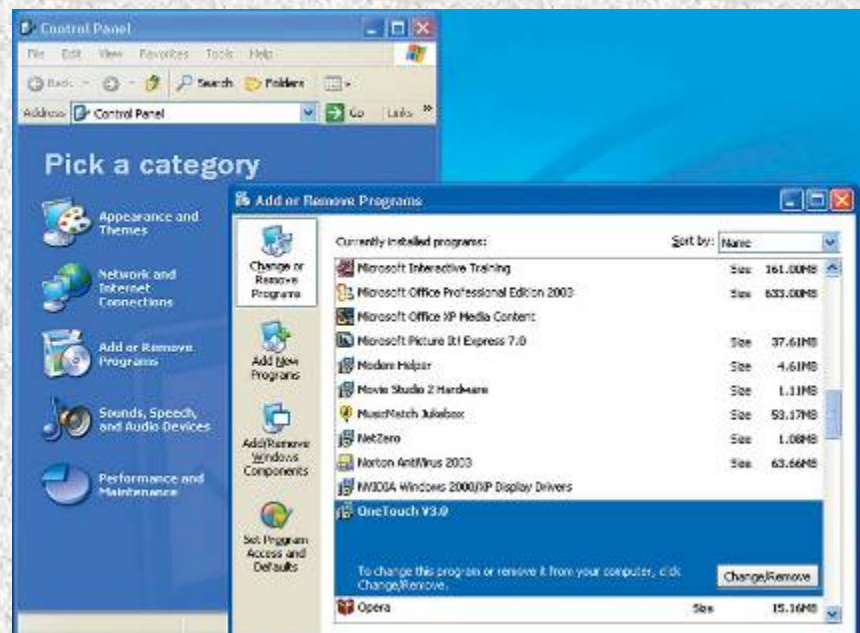
Installing and Managing Application Software

Installing Applications:

➽ Install the software on the hard drive

  ➢ Installation utilities guide you through the process

  ➢ Installation changes the registry of the operating system

Installing and Managing Application Software

➤ Use an uninstall utility to remove a program from the hard drive

➢ Do not just delete a program from your files

Installing and Managing Application Software

Launching Applications:

✓ Launching a program transfers program code from the hard disk to the memory
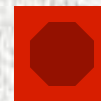
✓ The program's default window appears on the screen

Installing and Managing Application Software

✓ Applications can be launched by clicking on the Start menu, pointing to All Programs, and choosing the application

Chapter 5 Summary

- Application software enables users to create, communicate, and be entertained

- The most popular general-purpose applications are personal productivity, multimedia and graphics, Internet, and Home and Educational

- Standalone software includes only the software tool you need. Integrated programs are aimed at beginners

- Office suites may incorporate Web technology

Chapter 5 Summary

- Publishers often bring out new and updated versions of their software

- Copyrighted software includes:
  - ➢ Commercial programs
  - ➢ Shareware
  - ➢ Freeware

- To use a computer successfully, you should learn how to start, install, launch, and exit applications