Competencies (Page 1 of 2)

- 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.
Introduction

- 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
Common Features

- Graphical User Interface (GUI)
- Menus
- Toolbars
- Dialog Boxes
- Icons
- Windows
Microsoft Office 2010

- Office 2010 is the latest version of Microsoft Office
  - Ribbons
  - Tabs
  - Galleries
Making IT Work for You
Speech Recognition

- Allows your voice to control application software
- 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
Word Processor Case

- Creating a Flyer
- Creating a Report
Spreadsheets

- Programs that organize, analyze, and graph numeric data
- Spreadsheet programs
  - Microsoft Excel
  - Corel Quattro Pro
  - Apple iWork's Numbers
Workbook vs. worksheet
Formulas
Range
Analytical graphs or charts
Recalculation
What-if Analysis
Spreadsheet Features

- Functions
  - Prewritten formulas

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<td>Sum of the numbers in a range of cells</td>
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<td>Absolute value of a number</td>
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<td>MAX</td>
<td>Largest number in a range of cells</td>
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<td>IF</td>
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<td>AND</td>
<td>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</td>
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Spreadsheet Case

- Creating a Sales Forecast
- Creating a Chart
- Analyzing Your Data
Database Management Systems (DBMS)

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

- Relational
- Table
  - Record
  - Field
- Query
- Form
- Report
Database Case

- Creating a Database
- Creating a Query
Presentation Graphics

- Programs that combine a variety of visual objects to create visually interesting presentations
- Presentation programs
  - Microsoft PowerPoint
  - Corel Presentations
  - Apple Keynote
Presentation Graphics Features

- Slides or pages
- Design templates
- Content templates
- Animations
- Transitions
- Master slide
Presentation Graphics Case

- Creating a Presentation
- Updating a Presentation
Integrated Packages

- A single program that provides the functionality of a word processor, spreadsheet, database, and more

Advantages
- cost and simplicity

Disadvantages
- limited functions
Software Suites

- Collection of separate application programs bundled together and sold as a group
- Productivity suites or office software suite
  - Microsoft Office
- Cloud suites or online office suites
  - Google Docs, Office365
- Specialized suites
- Utility suites
  - 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
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. Also discuss the common features of application programs, including those with traditional and ribbon graphical user interfaces.

- Define word processors and discuss their basic, editing, and formatting features.

- Discuss spreadsheets and define workbook files, worksheets, cells, text entries, formulas, functions, ranges, graphs, recalculation, and what-if analysis.
What are databases and database management systems? Define relational databases, tables, sorting, filtering, querying, forms, and reports.

What are presentation programs and what are they used for? Define slides, design templates, content templates, animation, and transitions.

What is the difference between integrated packages and software suites? Discuss productivity, cloud, and specialized suites.