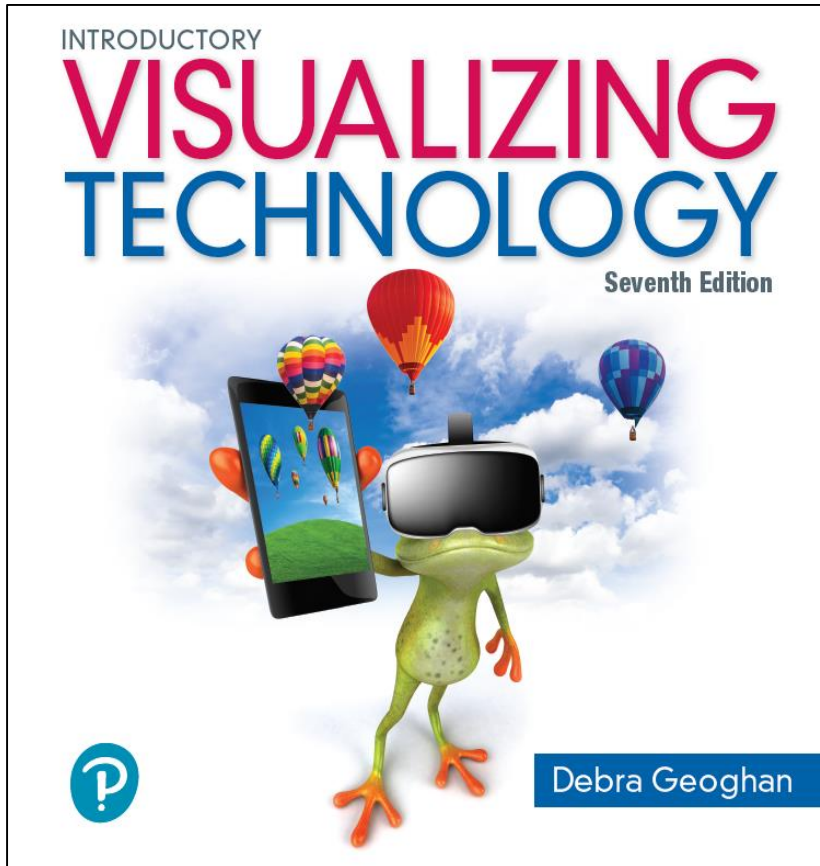


Introductory Visualizing Technology

Seventh Edition



Chapter 2

Application Software

Identify Types and Uses of Business Productivity Software



Making Business Work—Office Application Suites

- Include several applications designed to work together
- Enable collaboration
- Save files in multiple formats



Pages



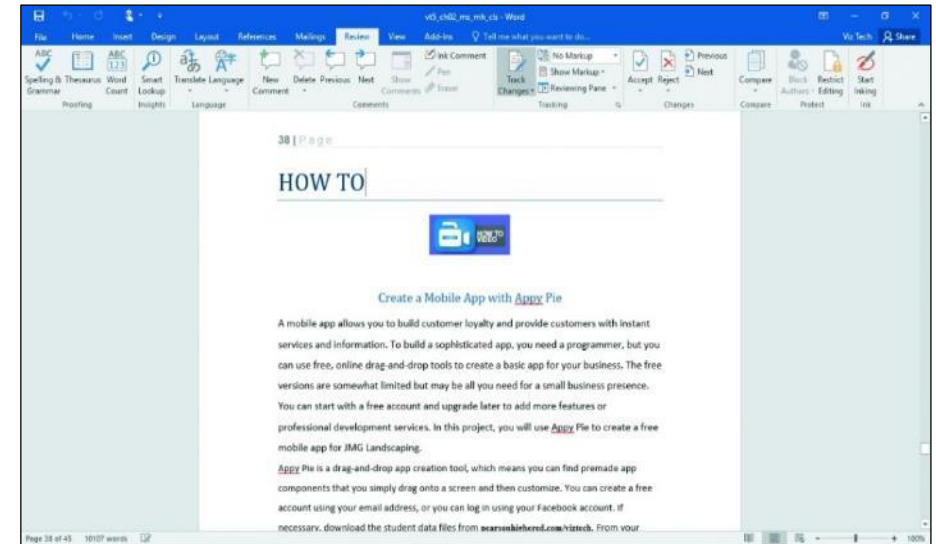
Numbers



Keynote

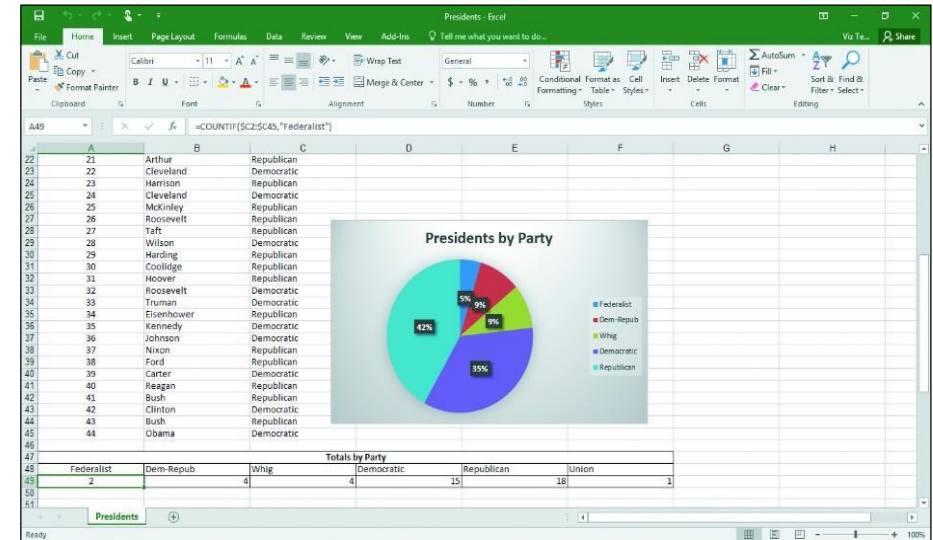
Making Business Work—Word Processing

- Creates, edits, and formats documents
 - Formats text
 - Spelling and grammar checkers
 - Graphics – insert and format images
 - Text organizational tools – tables and lists
 - Page layout – headers, footers, page numbers, and margins



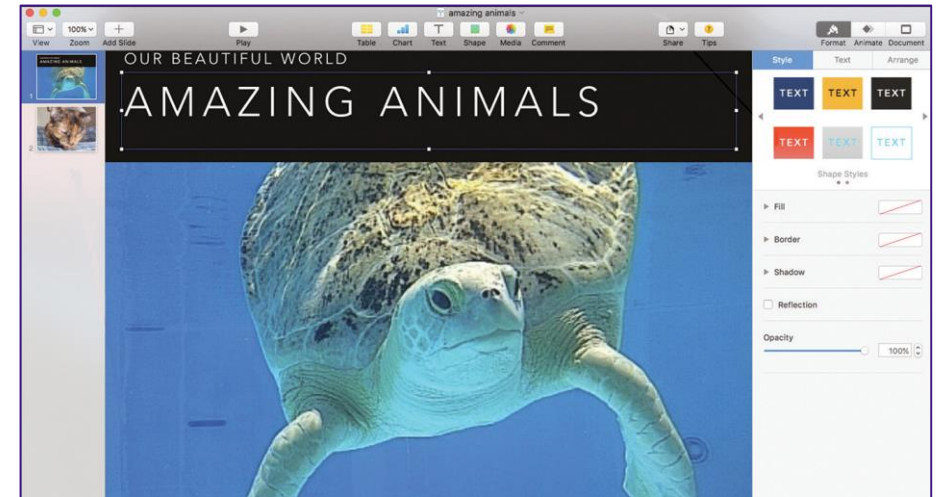
Making Business Work—Spreadsheet Application

- Creates electronic worksheets composed of rows and columns
 - The intersection of a row and column is a cell
 - A statistical analysis tool
 - Creates charts or graphs
 - Sorts, filters, and rearranges data
 - Can be customized



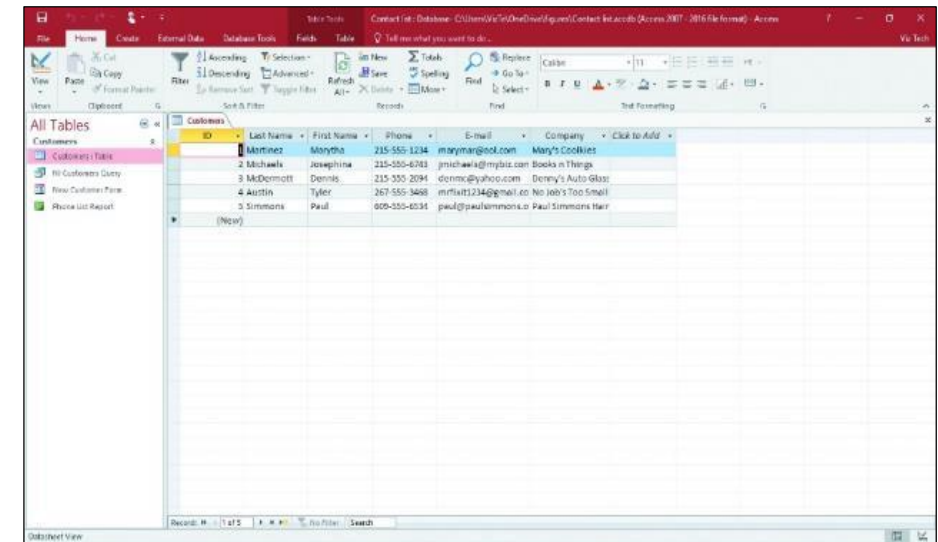
Making Business Work—Presentation Software

- Creates electronic presentations that enable the displaying of facts, figures, and ideas on slides
 - Creates, edits, and rearranges slides that contain:
 - Text
 - Video and animation
 - Slide transitions
 - Graphics
 - Audio
 - Design templates



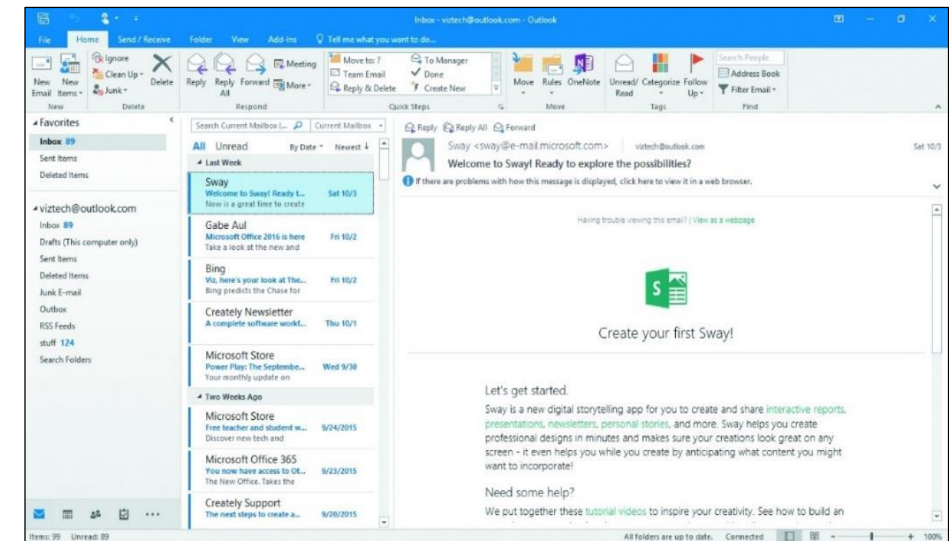
Making Business Work—Database Application

- Creates and manages a collection of related records organized into one or more tables
 - Creates and edits tables consisting of records and fields
 - Produces forms for easy data entry
 - Generates reports to display selected information
 - Creates queries to pull out records that meet specific criteria



Making Business Work—Personal Information Manager

- A personal information manager (PIM) manages your email, calendar, contacts, and tasks, all in one place
 - Shares calendars
 - Facilitates scheduling meetings



Making Business Work—Other Types of Business Software

- Financial Software
 - Helps keep track of expenses and taxes
 - Tracks invoicing, payroll, and inventory
 - Generates reports and graphs

Making Business Work—Other Types of Business Software

- Document Management Software
 - Keeps track of all documents in a business
 - Ensures that the right people have access to correct versions of files
- Project Management Software
 - Helps to complete projects while keeping within budget, staying on schedule, and collaborating with others

Identify Types and Uses of Personal Software



Making it Personal

- Individuals can choose between commercial and open source software
 - Commercial Software
 - Expensive
 - Sold as suites or individual applications
 - Open Source Software
 - No fee
 - Source code is published and made available to the public
 - Anyone can copy, modify, and redistribute it without paying fees

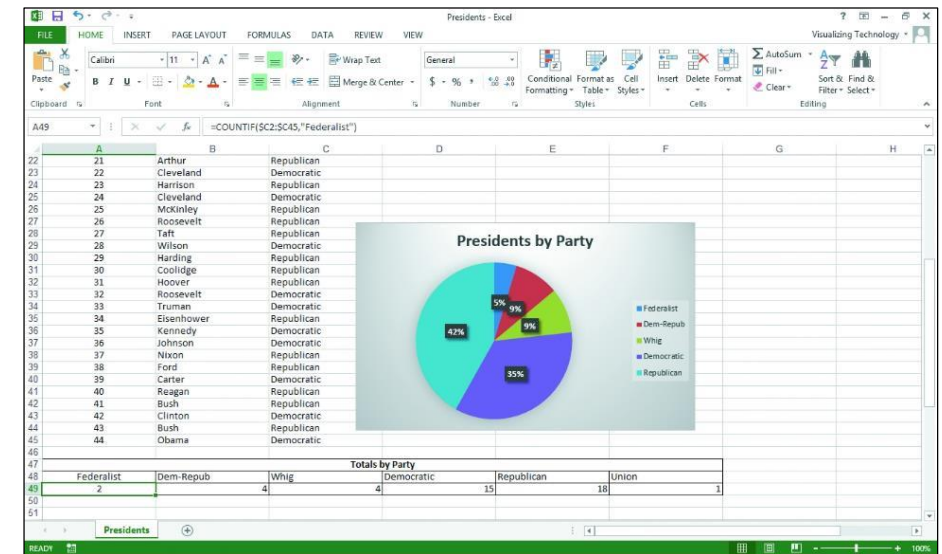
Making it Personal

- Personal Software
 - Word processing
 - Spreadsheet application
 - Database application
 - Presentation software
 - Personal information management (PIM) application



Online Alternative Suites

- Free websites that offer easy-to-use interfaces with word processing, spreadsheet, presentation, and communication applications
 - Access through a browser
 - No installation necessary
 - Access and edit files from anywhere
 - Collaborate and share files

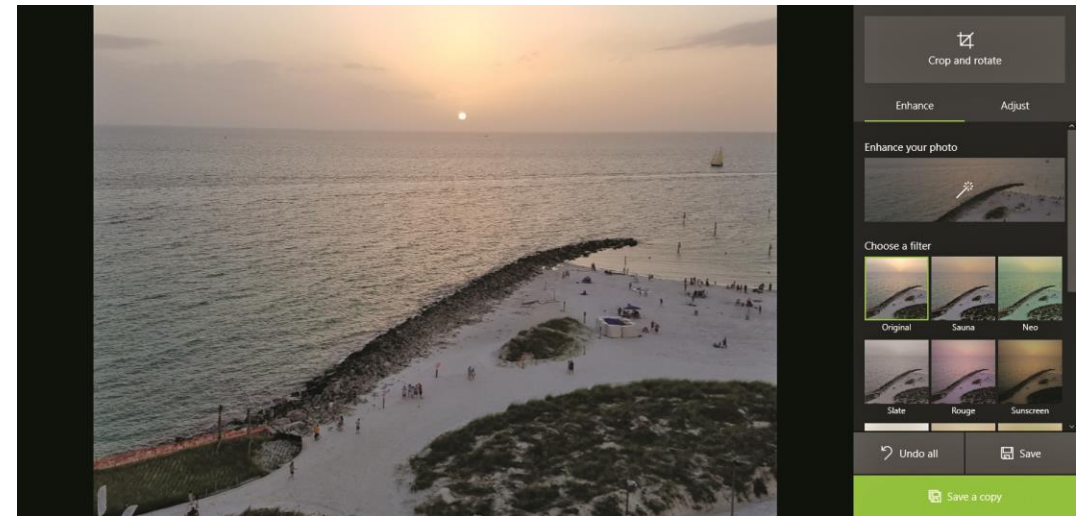


Making it Personal—Finance and Tax Preparation

- Track a bank account
- Monitor an investment
- Create and balance a budget
- File an income tax

Making it Personal—Entertainment and Multimedia

- Video and Photo Editing Software
 - Edit, crop, and straighten an image
 - Adjust contrast and color
 - Apply a special effect
- Media Management
 - Keeps track of and plays music, TV shows, and videos on a computer



Making it Personal—Entertainment and Multimedia

- Video game players
 - Average age 32 – 35 years old
 - 20% are over 50
 - 40% are female



Making it Personal

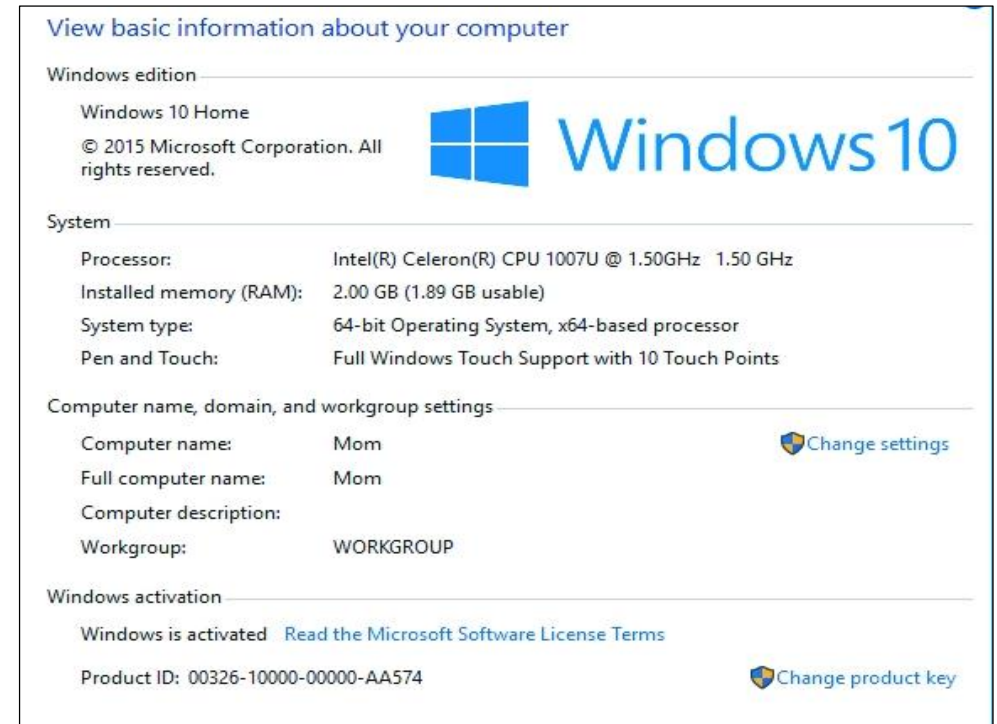
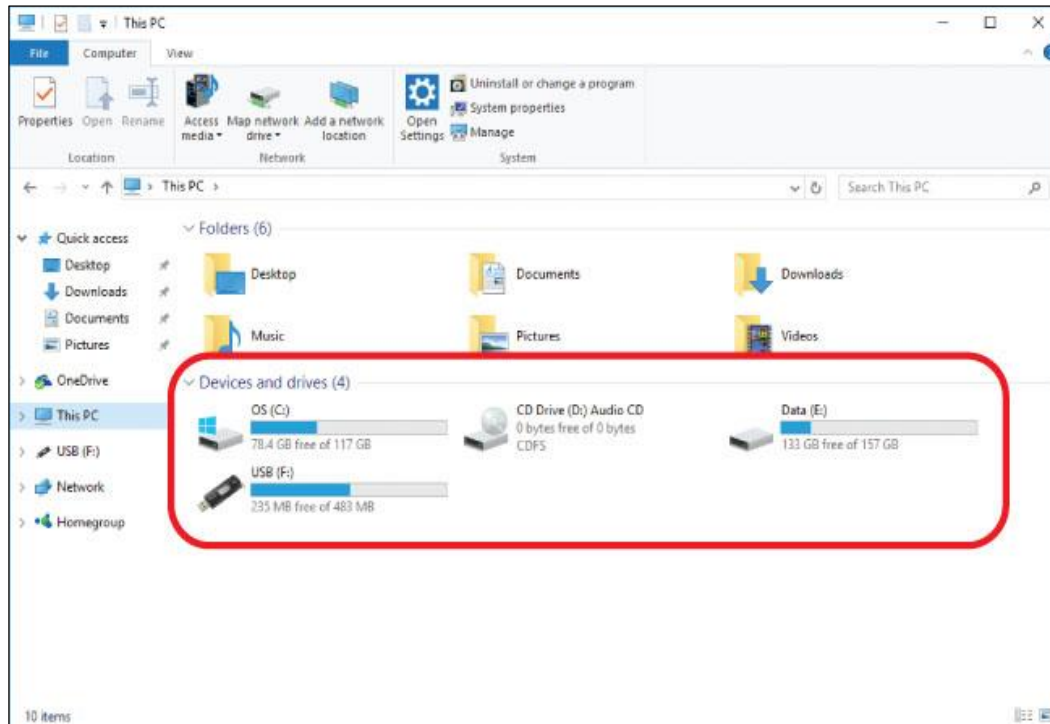
- Educational and Reference
 - Software to study, plan, and design anything of interest to you
 - Trip planning
 - Genealogy
 - Home and landscape design
- Web Apps
 - Programs can run in a browser
 - No need to install

Assess a Computer System for Software Compatibility



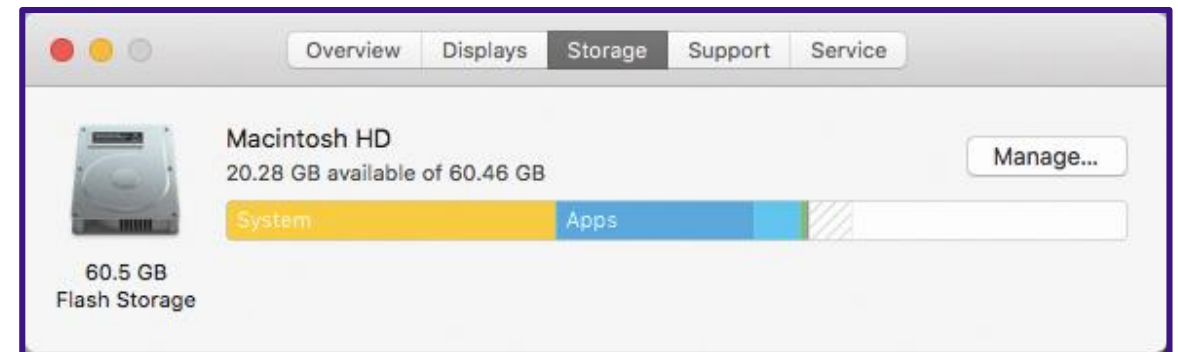
Will It Run? Your System Specs (1 of 2)

Specific hardware and software information about a computer system



Will It Run? Your System Specs (2 of 2)

Specific hardware and software information about a computer system



Will It Run? System Requirements

- Minimum hardware and software specifications the computer must meet to run the program
- System requirements for software described on the package or software webpage
- Software purchased in a store may require DVD drive for installation
- Software purchased online can be downloaded

Compare Various Ways of Obtaining Software



Where to Get It—Licensing

- Proprietary License
 - Grants a license
 - Ownership remains with the software publisher
 - Found on most commercial software
 - Most restrictive in terms of distribution and installation

Where to Get It—Licensing

- Open Source License
 - Grants ownership
 - Source code must be freely available
 - Can be modified and redistributed

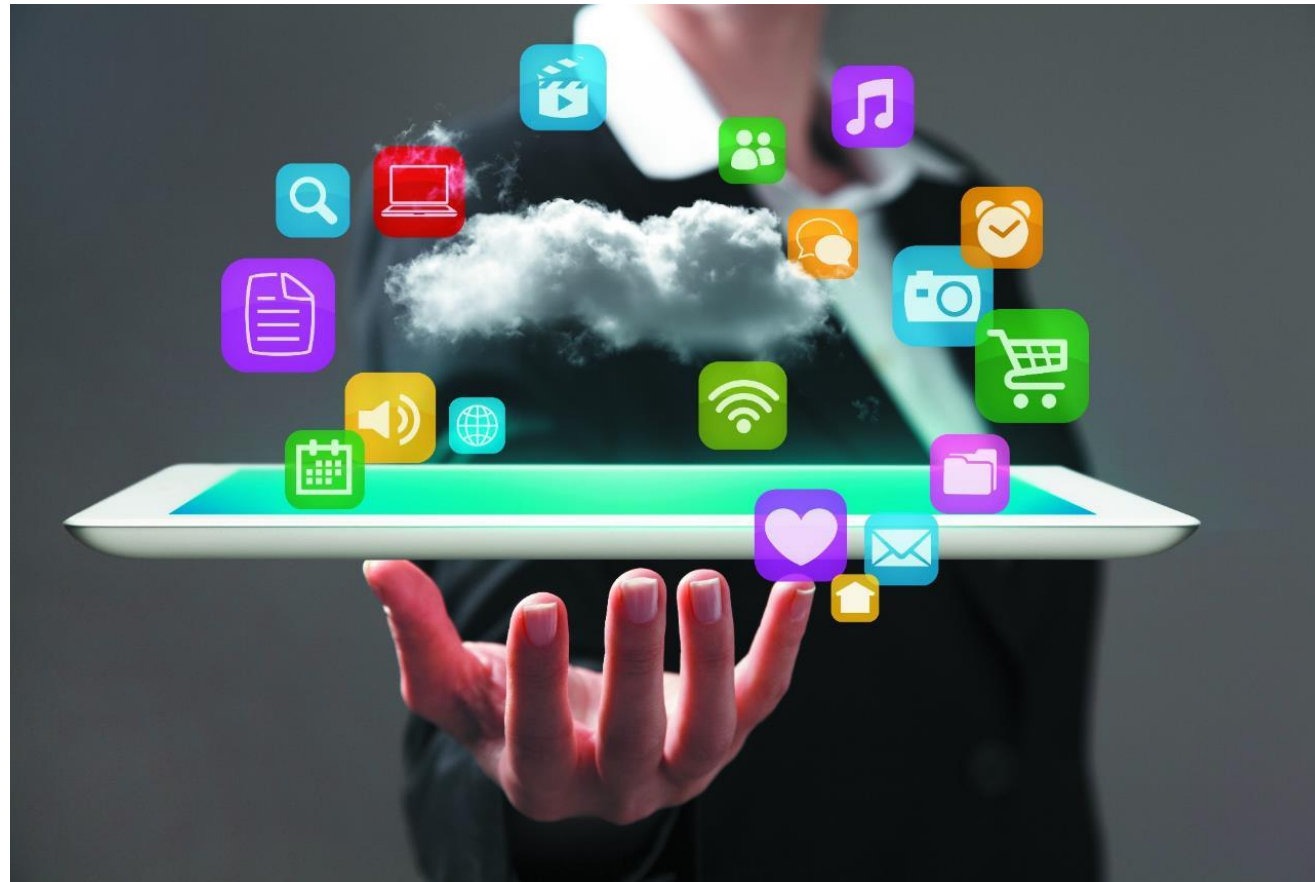
Where to Get It—Free or Fee

- Retail: User pays fee to use software for unlimited time
 - Microsoft Office, Adobe Photoshop, or TurboTax
- Subscription: Requires a monthly or yearly fee
 - Microsoft Office or Adobe Creative Cloud
- Freeware: Can be used at no cost for unlimited time
 - Apple iTunes or 7-Zip

Where to Get It—Free or Fee

- Shareware: Allows you to try before you buy
 - Microsoft or Adobe
- Donationware: Developers accept donations
 - FileZilla
- Freemium: Basic mobile apps

Discuss the Importance of Cloud Computing



Thick vs. Thin Clients



Thick vs. Thin Clients

Thick Client

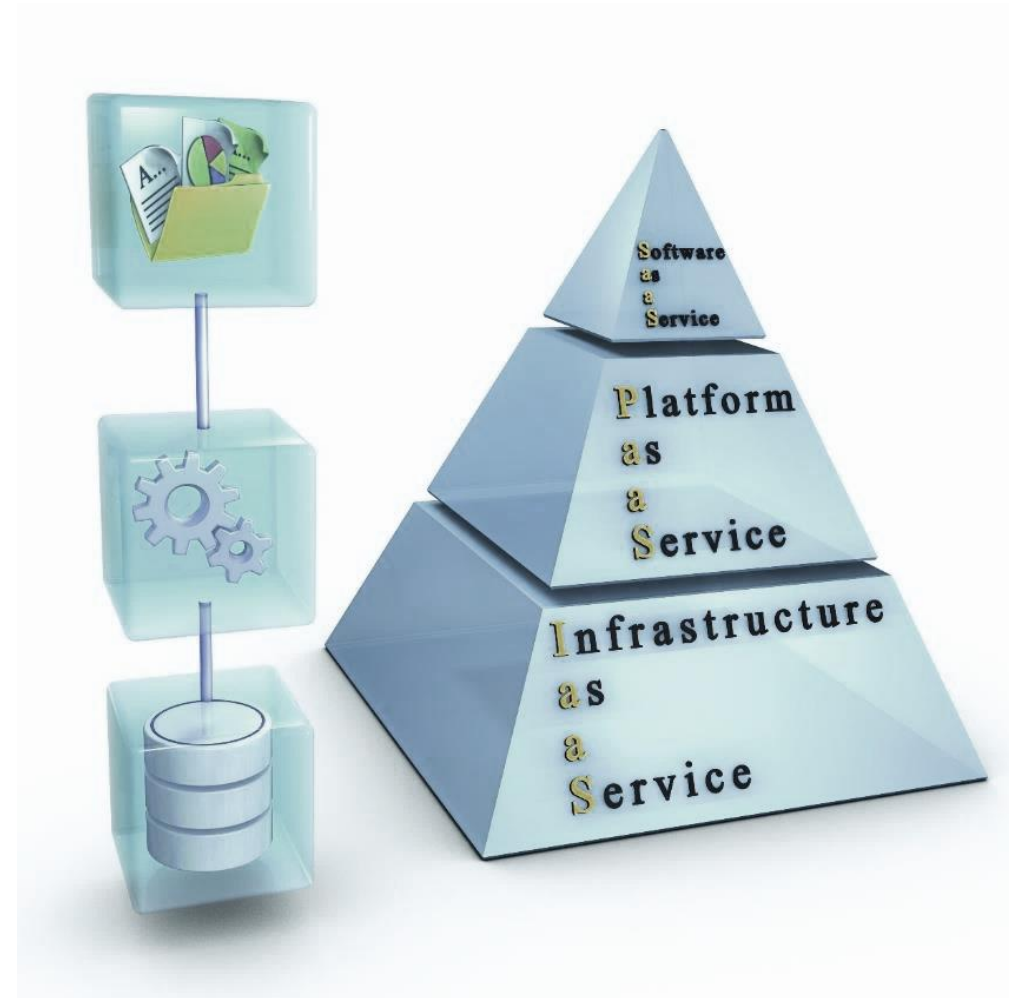
- Installed on local computer
- Uses computer resources
- Periodically syncs with server remotely
- Uses multiple ports & protocols(SMTP,TCP,HTTP/HTTPS)

Thin Client

- Web app which is accessed on Internet through browser
- Complete processing on server side
- Uses HTTP/HTTPS protocol
- Most common ports 80, 443, 8080

Cloud Computing

- Takes processing and storage off desktop and puts it in the cloud
- Companies are known as Cloud Service Providers (CSP)



Discuss the Importance of Cloud Computing

- Infrastructure-as-a-Service (IaaS)
 - The use of servers in the cloud
 - Reduces the cost for hardware, software, and personnel



Discuss the Importance of Cloud Computing

- Platform-as-a-Service (PaaS)
 - Provides an environment to develop, test, and deploy custom web apps
 - Facilitates collaboration between developers



Discuss the Importance of Cloud Computing

- Software-as-a-Service (SaaS)
 - The delivery of applications over the Internet
 - Most visible to users (access to email and Facebook)



Install, Uninstall, and Update Software



Install, Uninstall, and Update Software

- Install
 - Copies files to a computer that may alter settings and create new files
- Uninstall
 - Properly removes files, folders, and settings associated with a program
- Update
 - Edits software already installed to add features, fix a bug, improve compatibility, or increase the levels of a game

Questions



Copyright

