

# Application Software

COMPUTER LITERACY

# Tools for Productivity



## Productivity

- Word processing, Spreadsheet, Presentation
- Database
- Personal information management

## Media and Graphic

- Desktop publishing
- Image animation creation and editing
- Audio/Video editing

## Internet Based

- Email
- Web browsers
- Video conferencing

## Home and Educational

- Personal finance
- Tax preparation
- Games

# Productivity Programs



- Shared Office Interface
  - Features interfaces similar to Microsoft's Windows operating systems
    - Application window
    - Application workspace
    - Document
    - Title bar
    - Window control buttons: minimize, restore down/maximize, close
    - Window border
    - Status bar
    - Scroll bars and scroll arrows
    - Ribbon
    - Tab and contextual tab
    - Group
    - Quick Access Toolbar

# Microsoft Word



- Automatic text wrapping
- Find and Replace utility
- Ability to cut, copy and paste text, images, highlight, and screen captures
  - Within document
  - Between documents and programs
- Editing and formatting tools insert headers, footers, page breaks, page numbers, dates; page layout; versions
- Embed pictures, graphics, charts, tables, footnotes, endnotes, & more
- Add tables, columns, tabs, bulleted or numbered lists
- Theme feature provides pre-created color schemes and font selections
- Live Preview option
- Portrait or landscape orientation print options
- Reviewing options: spell checker; grammar and style checking
- Provides collaboration capability
- Mail merge capability: create multiple personalized letters with addresses

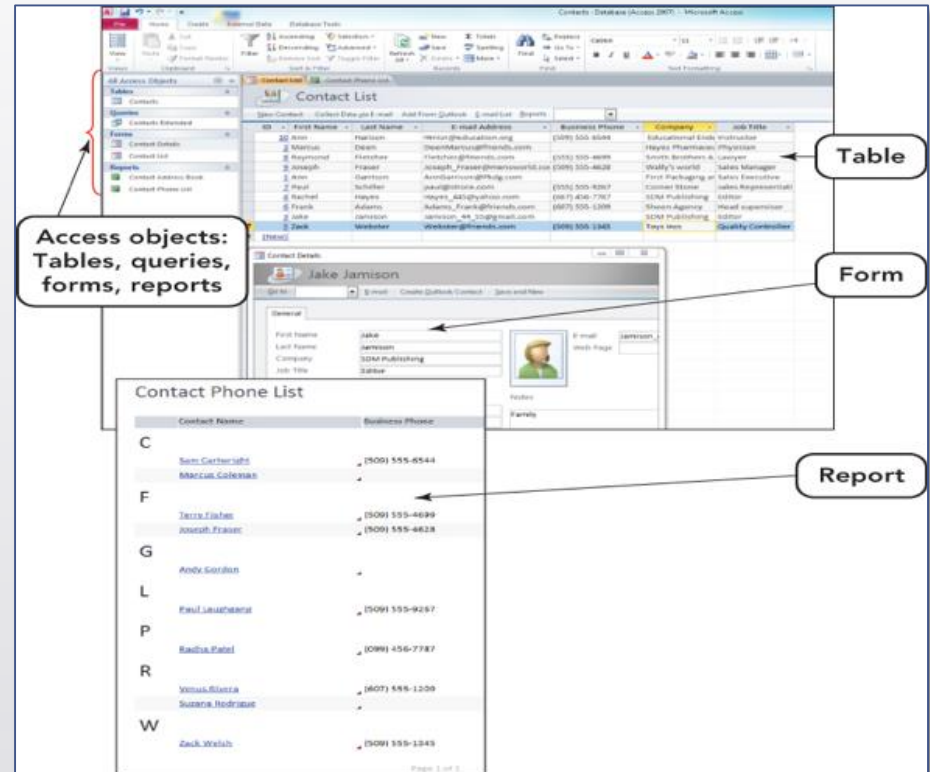
# Microsoft Excel



- Leading spreadsheet program for business and personal use
- Stores and manipulates numbers
- Modeling/what-if analysis—prediction of things that might happen
- Each file is a workbook holding worksheets with columns, rows & cells
- Spreadsheet entries and features
  - Labels; Formulas; Functions; Charts ;
  - Interface with Microsoft Office

# Microsoft Access

- Database management system
  - Designed to
    - Store related data in tables
    - Create relationships
    - Generate forms, queries, & reports
- Features include
  - Table; Data set; Form
  - Filter; Query
  - Report



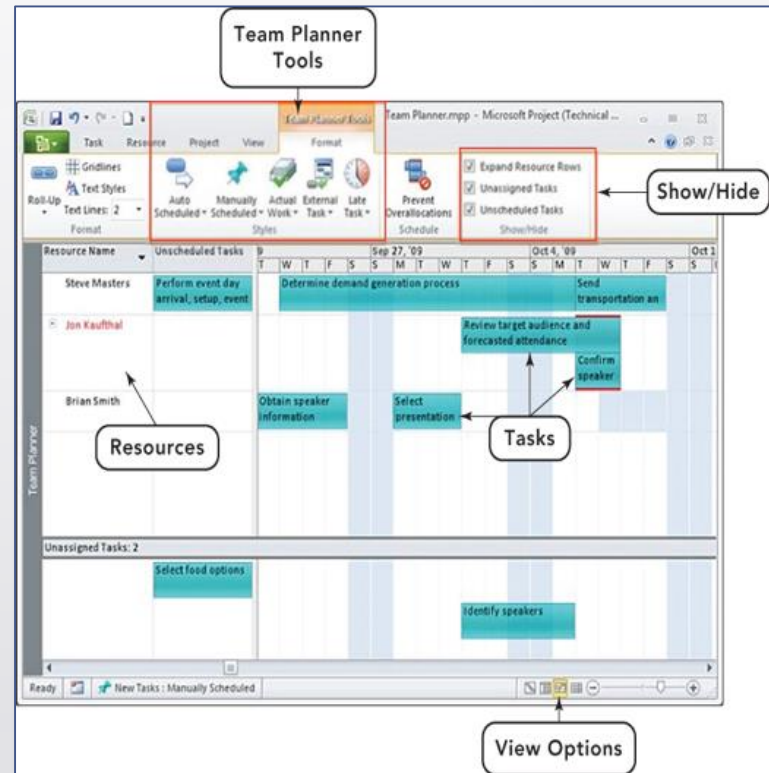
# Microsoft PowerPoint



- Popular program used to create and deliver presentations
- PowerPoint screen features
  - Slide/Outline pane; Notes pane; View buttons; Slide pane
- Features include
  - Professionally designed templates
  - Slide transitions
  - Placeholder and image animation options
  - Animation painter
  - Ability to insert video
  - Convert presentation into a WMV video file

# Microsoft Project

- Management of one or more projects that can vary in complexity
- Features include
  - Visually enhanced timeline emphasizes due dates and deadlines
  - Team-planning capability
  - Portfolio manager monitors allocation of scarce resources and current project costs





# Microsoft Outlook



- Personal information management system
- Features include
  - E-mail
  - Conversation grouping
  - Ignoring conversations
  - Think before you send feature
  - Calendar with alarms
  - Appointment scheduling
  - Phone book
  - Net meeting
  - Spam filtering

# Emerging Word Tools



- Processing handwritten words
  - Diversity in handwriting makes it difficult
- Processing words with speech
  - Speech recognition software
- Intelligent word processing software
  - Word processors that are able to anticipate the writer's needs

# Media and Graphics Software



- Media
  - Refers to the technology used in presenting information including: Pictures, sound, video, and text
- Multimedia programs
  - Enable users to incorporate more than one type of technology
  - Professional desktop publishing; Multimedia authoring; Paint, drawing, and animation; Image editing; 3D rendering, such as CAD (Computer Aided Design); Audio editing; Video editing
- Compression and decompression
  - Codecs—algorithms that reduce file size and allow faster Internet transfer speeds
    - Lossless compression—does not delete information needed to reproduce the image without flaws
    - Lossy compression—removes some information, but the loss is typically not noticeable
  - Audio Video Interleave (AVI)—Microsoft-created specification for packaging audio and video data into a file

# Media Programs



- Desktop publishing programs
  - Used to create newsletters,
  - product catalogs,
  - advertising brochures
- Paint programs
  - Create bitmapped images (raster graphics)
    - made up of pixels
  - Paint program file formats
    - GIF; JPEG; PNG; BMP; TIFF; PNG
- Drawing programs
  - Create vector graphics
    - edited and resized without distortion



# Modern Desktop Publishing



- Desktop publishing
  - Producing drawings, photographs, and other graphics to accompany the text
  - Designing a basic format for the publication
  - Typesetting text
  - Arranging text and graphics on pages
  - Typesetting and printing pages
  - Binding pages into a finished publication
- The production process can be accomplished with sophisticated tools that are affordable and easy to use.
- A desktop publishing system generally includes:
  - One or more Macs or PCs
  - A scanner and/or digital camera
  - Transforms photographs and hand-drawn images into computer-readable documents
  - A high-resolution printer
  - Software (see next slide)

# Paperless Publishing



- Paperless publishing and the Web
  - A common prediction is that desktop publishing—and paper publishing in general—will be replaced by paperless electronic media.
- Electronic books and digital paper
  - The electronic book, or ebook, is a handheld device that can contain anything from today's top news stories to lengthy novels.
  - Digital paper, or e-paper, is a flexible, portable, paper-like material that can dynamically display black-and-white text and images on its surface.