

### **1 What Are the Four Categories of Application Software?**

Application software consists of programs designed to make users more productive and/or assist them with personal tasks. The major categories of application software are business software; graphics and multimedia software; home, personal, and educational software; and communications software.

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### **2 What Are the Seven Forms through Which Software Is Available?**

Application software is available in a variety of forms. Packaged software is mass-produced, copyrighted retail software that meets the needs of a variety of users. Custom software performs functions specific to a business or industry. A Web application is a Web site that allows users to access and interact with software from any computer or device that is connected to the Internet. Open source software is provided for use, modification, and redistribution. Shareware is copyrighted software that is distributed free for a trial period. Freeware is copyrighted software provided at no cost by an individual or a company that retains all rights to the software. Public-domain software is free software donated for public use and has no copyright restrictions.

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### **3 How Do the Operating System and Utility Programs Work with Application Software?**

To use application software, your computer must be running system software, specifically an operating system. The system software serves as the interface between the user, the application software, and the computer's hardware. Each time you start a computer, the operating system is loaded (copied) from the computer's hard disk into memory. Once loaded, it coordinates all the computer's activities, including starting application software and transferring data among input/output devices and memory. A utility program is a type of system software that assists users with controlling or maintaining the operations of a computer, its devices, or its software.

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### **4 What Are the Characteristics of a User Interface?**

Personal computer operating systems often use the concept of a desktop, which is an on-screen work area that has a graphical user interface. To start a program in Windows, move the pointer to the Start button on the taskbar and click the Start button by pressing and releasing a button on the mouse. Then, click the program name on the menu or in a list. Once loaded into memory, the program is displayed in a window on the desktop.

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### **5 What Are the Key Features of Widely Used Business Programs?**

Business software assists people in becoming more effective and efficient while performing daily business activities. Business software includes the following programs. Word processing software, sometimes called a word processor, allows users to create a document by entering text and inserting images, edit the document by making changes, and format the document by changing its appearance. Spreadsheet software allows users to organize data in rows and columns, perform calculations, recalculate when data changes, and chart the data. Database software allows users to create, access, and manage a database, which is a collection of data organized to allow access, retrieval, and use of that data. Presentation software allows users to create a slide show that is displayed on a monitor or projection screen. Note taking software enables users to enter typed text, handwritten comments, drawings, or sketches on a page and then save the page as part of a notebook. A personal information manager (PIM) includes features to help users organize personal information. In addition to PIM software, a huge variety of business and other software for phones is available. A software suite is a collection of individual programs available together as a unit. At a minimum, business software suites include word processing, spreadsheet, e-mail, and presentation programs. Project management software allows users to plan, schedule, track, and analyze the events, resources, and costs of a project. Accounting software helps companies record and report their financial transactions. Document management software provides a means for sharing, distributing, and searching through documents by converting them into a format that can be viewed by any user.

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## 6 What Are the Key Features of Widely Used Graphics and Multimedia Programs?

Graphics and multimedia software includes the following programs. Computer-aided design (CAD) software assists in creating engineering, architectural, and scientific designs. Desktop publishing (DTP) software enables professional designers to create sophisticated documents that contain text, graphics, and colors. Paint software, also called illustration software, lets users draw graphical images with various on-screen tools. Image editing software provides the capabilities of paint software and includes the capability to enhance and modify existing images. Professional photo editing software is a type of image editing software that allows high-volume digital photo users to edit and customize digital photos. Video editing software allows professionals to modify segments of a video. Audio editing software lets users modify audio clips, produce studio-quality soundtracks, and add audio to video clips. Multimedia authoring software allows users to combine text, graphics, audio, video, and animation in an interactive application. Web page authoring software helps users of all skill levels create Web pages that include graphical images, video, audio, animation, and other special effects with interactive content.

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## 7 What Are the Key Features of Widely Used Home, Personal, and Educational Programs?

Software for home, personal, and educational use includes the following programs. Personal finance software is an accounting program that helps users balance their checkbooks, pay bills, track income and expenses, track investments, and evaluate financial plans. Legal software assists in the preparation of legal documents. Tax preparation software guides users through filing federal taxes. Personal DTP software helps users create newsletters, brochures, flyers, advertisements, greeting and business cards, logos, and Web pages. Personal paint/image editing software provides an easy-to-use interface with functions tailored to meet the needs of home and small business users. Personal photo editing software is a type of image editing software used to edit digital photos. Photo management software helps users view, organize, sort, catalog, and share digital photos. Application software often includes a clip art/image gallery, which is a collection of clip art and photos. Video and audio editing software is used to edit home movies, add music or other sounds, and share movies on the Web. Home design/landscaping software assists with the design, remodeling, or improvement of a home or landscape. Travel and mapping software enables users to view maps, determine route directions, and locate points of interest. Reference software provides valuable and thorough information for all individuals. Educational software teaches a particular skill. Entertainment software includes interactive games, videos, and other programs to support hobbies or provide amusement.

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## 8 What Are the Advantages of and Ways to Access Web Applications?

A Web application, or Web app, requires less disk space on a computer than installed software and is less costly to upgrade. Users often interact with Web applications directly at the Web site, referred to as the host, through their Web browser. Some Web sites require that you download the software to your computer or device.

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## 9 What Are the Types of Application Software Used in Communications?

Application software for communications includes Web browsers to access and view Web pages; e-mail programs to transmit messages via a network; instant messaging software for real-time exchange of messages or files; chat room software to have real-time, online typed conversations; text, picture, and video messaging software; RSS aggregator program to keep track of changes made to Web sites; blog software, or blogware, to create and maintain a blog; newsgroup/message board programs that allow online written discussions; FTP programs to upload and download files on the Internet; VoIP (Internet telephony), which allows users to speak to other users over the Internet; and video conferencing software for meetings on a network.

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## 10 What Learning Aids Are Available for Application Software?

To assist in the learning process, many programs offer Help features. Online Help is the electronic equivalent of a user manual. Most online Help links to Web-based Help, which provides updates and more comprehensive resources. Popular in business, industry, and schools, Web-based training (WBT) is a type of computer-based training that uses Internet technology and consists of application software on the Web.

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