

Personal Productivity Software

Part I: An Introduction to Application Software

Application Software

- **Application Software** refers generally to all the programs that enable computer users to apply the computer to do the work they do.
- Also called a **Software Application** or an **Application**
- Several reasons to use application software

To assist with graphics and multimedia projects

To serve as a productivity/business tool

To support household activities, for personal business, or for education

To facilitate communications

Horizontal & Vertical Application

- **Horizontal Applications** are used across the function divisions of a company. They are general-purpose programs that address the needs of many people, such as writing, working with numbers and keeping track of information.
- **Vertical Applications** are designed for a particular line of business or for a division in a computer. Vertical Applications designed for professional and business use may cost much more than Horizontal Applications.

Personal Productivity Program

- The most horizontal applications that assists people in becoming more effective and efficient are called **Personal Productivity Program**.

Software Application	Popular Packages
Word Processing	<ul style="list-style-type: none">• Microsoft Word• Corel WordPerfect• Lotus Word Pro• Microsoft Pocket Word
Spreadsheet	<ul style="list-style-type: none">• Microsoft Excel• Corel Quattro Pro• Lotus 1-2-3• Microsoft Pocket Excel
Database	<ul style="list-style-type: none">• Microsoft Access• Corel Paradox• Lotus Approach• Microsoft Visual FoxPro• Oracle

Commercial Software, Shareware and Freeware

- **Commercial Software** is copyrighted software that must pay for before use it.
- **Shareware** refer to copyrighted software that can use on a “try before buy” basic. If you like the program after using it for a specified trial period, you must pay the **Registrations Fee**, or violate the copyright.
- **Freeware** refers to copyrighted software given away for free, with the understanding that you can’t turn around and sell it for profit. Included in the freeware category are programs distributed under the Free Software Foundation’s General Public License (GPU), such as Linux.

Single-User License vs Site License

Single-User License

- Install software on one computer
- Sell software to someone, but only after removing software from computer first

Network Site License

Allows network users to share single copy of software that resides on network server

Integrated Programs and Suites

- Individual productivity applications, called **Standalone Programs**, are giving way to package that combine two or more programs.
- **Integrated Programs** offer all the functions of the leading productivity programs in a single, easy-to-use program.
- **Software Suite** combine individual programs in a box that may include include as many as five or more productivity applications.

Categories of Application Software

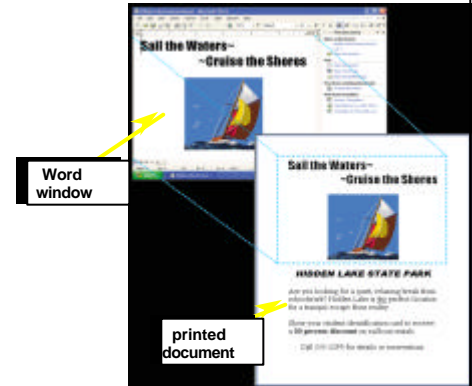
Productivity/Business	Graphic Design/Multimedia	Home/Personal/Educational
• Word Processing	• Computer-Aided Design	• Integrated Software (e.g., word processing, spreadsheet, database)
• Spreadsheet	• Desktop Publishing (Professional)	• Personal Finance
• Presentation Graphics	• Paint/Image Editing (Professional)	• Legal
• Database	• Video and Audio Editing	• Tax Preparation
• Personal Information Manager (PIM)	• Multimedia Authoring	• Desktop Publishing (Personal)
• Software Suite (e.g., word processing, spreadsheet, presentation graphics, database, PIM)	• Web Page Authoring	• Paint/Image Editing (Personal)
• Project Management		• Home Design/Landscaping
• Accounting		• Educational
		• Reference
		• Entertainment
COMMUNICATIONS		
• E-mail	• Web Browser	• Chat Rooms
• Instant Messaging	• Groupware	• Videoconferencing
		• Newsgroups

Personal Productivity Software

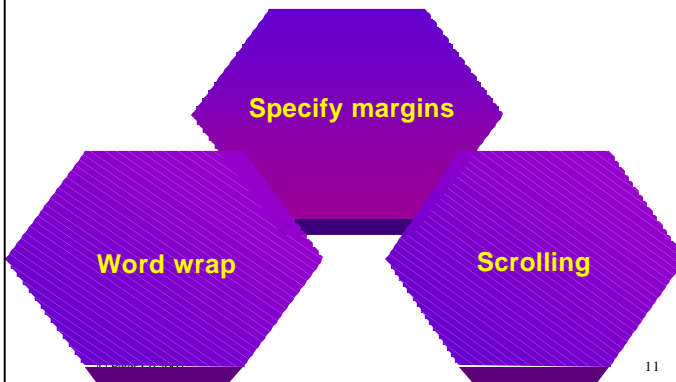
Part II: Word Processing

Word Processing Software

- Allows users to create and manipulate documents that contain text and graphics

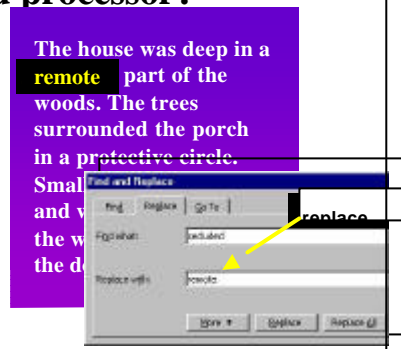


Some word processing features

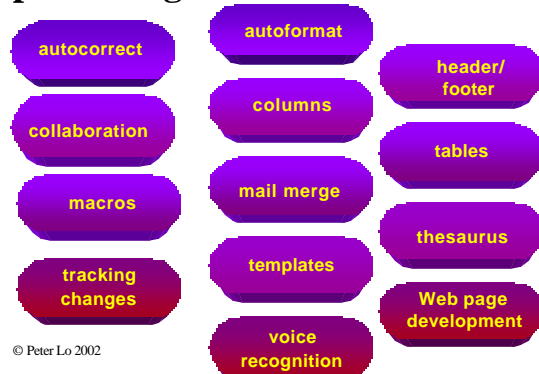


What is a major advantage of using a word processor?

- You can easily insert, delete, or rearrange words, sentences, paragraphs or entire sections
- Spelling and grammar checker

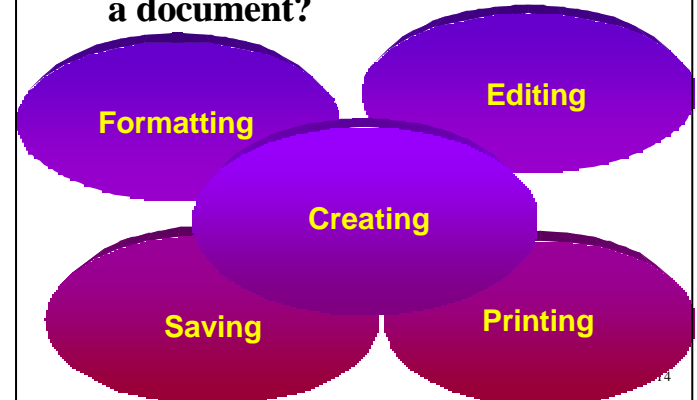


What are other popular word processing features?



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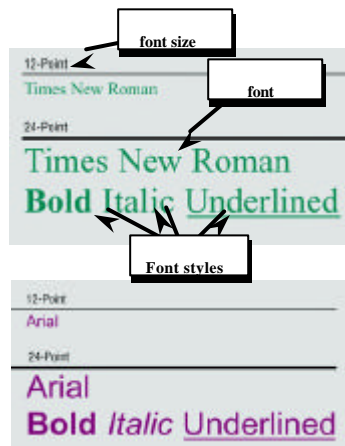
What are the stages of developing a document?



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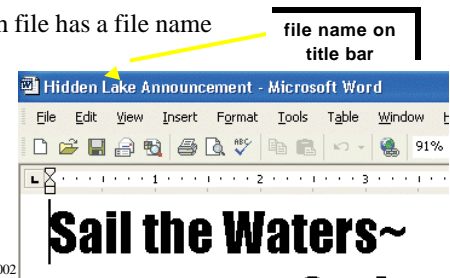
Font

- ❖ A name assigned to a specific design of characters
- ❖ Font size specifies the size or the characters in a particular font in points
 - A single point is about 1/72 of an inch in height
- ❖ Font style adds emphasis to a font such as bold, italic, and underline



File

- A named collection of data, instructions, or information
- Each file has a file name



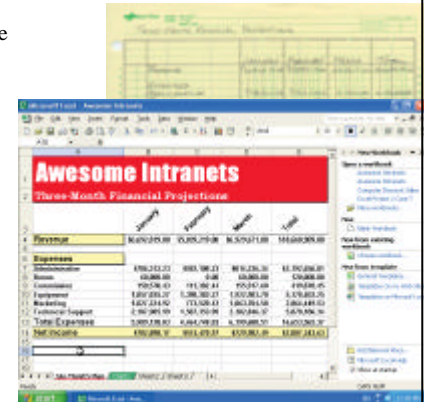
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Part III: Spreadsheets

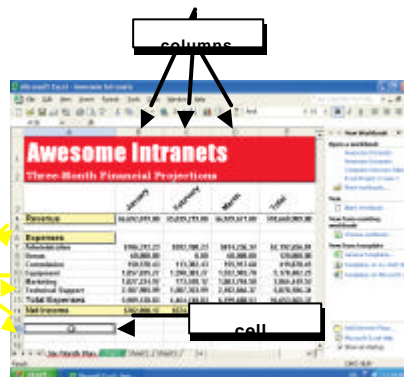
Spreadsheet Software

- Allows you to organize data
- Performs calculations
- Called a worksheet or spreadsheet

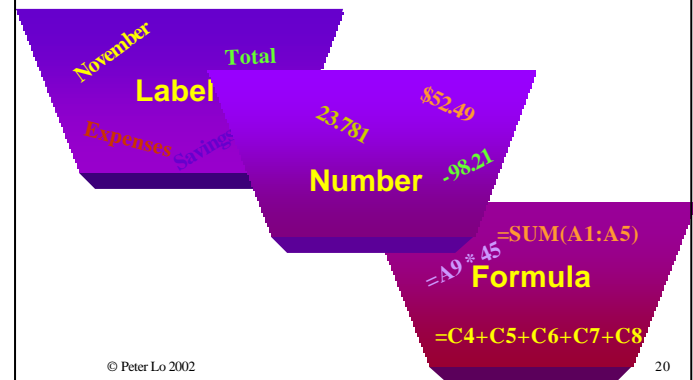


How is a spreadsheet organized?

- ❖ Columns identified by letters
- ❖ Rows identified by numbers
- ❖ A cell is the intersection of a column and row

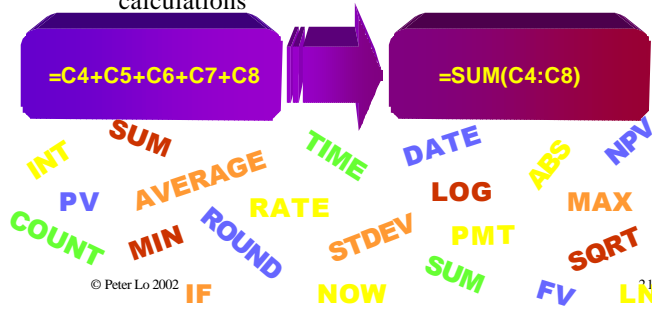


What can a cell contain?



Function

- A predefined formula that performs common calculations



Recalculation

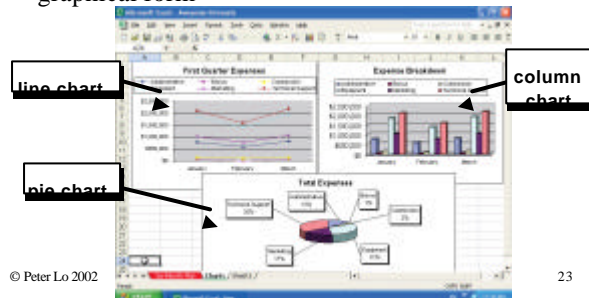
- The capability of recalculating the rest of the worksheet when data in a worksheet changes
- What-if analysis

Projected College Cash Flow Analysis					
Expenses	Freshman	Sophomore	Junior	Senior	Total
Room & Board	\$ 3,290.00	\$ 3,454.50	\$ 3,627.23	\$ 3,808.59	\$ 14,180.32
Food & Books	10,000.00	10,500.00	11,000.00	11,500.00	43,000.00
Clothes	490.00	514.50	540.23	567.24	2,111.97
Entertainment	635.00	666.75	700.09	735.09	2,736.93
Miscellaneous	325.00	341.25	358.31	376.23	1,400.79
Total	\$ 14,740.00	\$ 15,477.00	\$ 16,225.86	\$ 16,987.15	\$ 63,430.01

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Charting

- Allows you to display spreadsheet data in graphical form

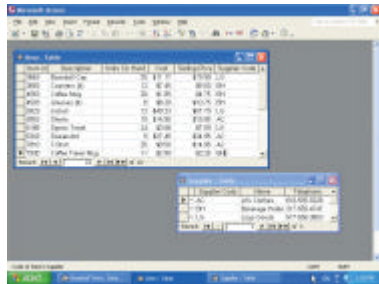


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Part IV: Databases

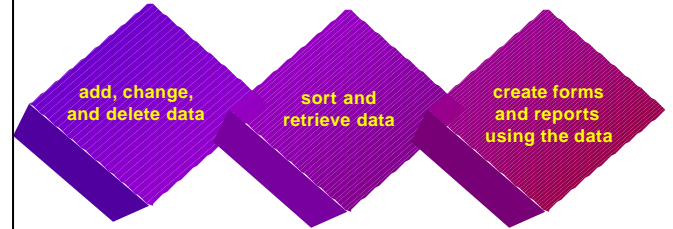
Database

- Database is a collection of data organized in a manner that allows access, retrieval, and use of that data



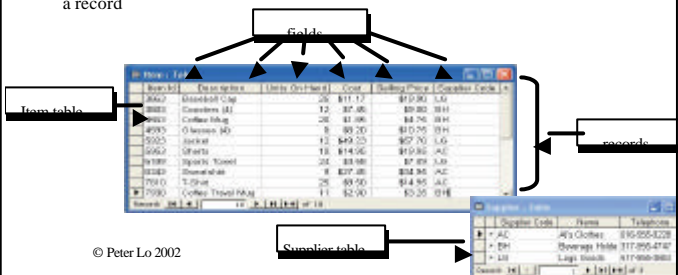
Database Software

- Allows you to create, access, and manage a database
- Also called a database management system (DBMS)



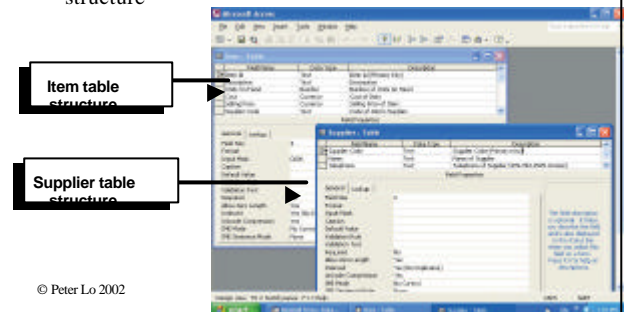
What are the parts of a database?

- A table contains records
- A record is a row in a table that contains information about a given person, product, or event
- A field is a column in a table that contains a specific piece of information within a record



How is a database organized?

- Records and fields in a table are described by the table structure



What the table structure contain for each field?

field name

field size

data type

Extract information from a database

- Sort records in a particular order
- Query database



Item Id	Description	Units On Hand	Cost	Selling Price	Supplier Code
4563	Coffee Mug	20	\$1.85	\$4.75	BH
6189	Sports Towel	24	\$3.58	\$7.09	LG
7810	T-Shirt	25	\$9.50	\$14.95	A.C
3683	Baseball Cap	25	\$11.17	\$19.90	LG

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Part V: Presentation Packages

Presentation Graphics Software

- Used to create documents that communicate ideas and messages
- Sometimes called a slide show

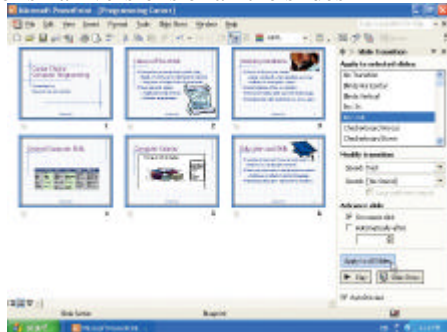
Education and Skills



- ◆ Nearly 60 percent have a bachelor's degree or a graduate degree
- ◆ Many programming languages required
 - Emphasis on object-oriented languages
- ◆ Business skills and experience desired

Slide sorter view

- View of small versions of all the slides



Reference

- Computers in Your Future (Ch. 4)
- Discovering Computers World 2003 (Ch. 3)