

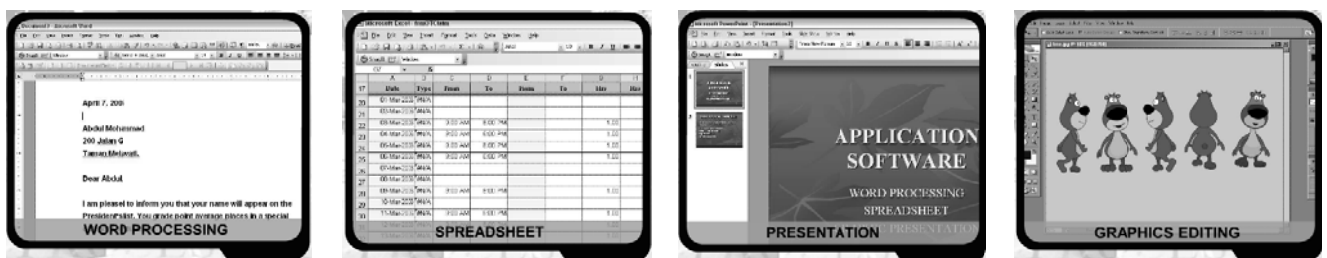
APPLICATION SOFTWARE

DEFINITION OF APPLICATION SOFTWARE

Application software is a computer program or a suite of computer programs that performs a particular function for the user. Application software includes all programs that perform specific tasks such as word processing, spreadsheet, database, presentation, e-mail and Web browsing

A software application that enables a user to display and interact with text, images, and other information typically located on a web page at a website on the World Wide Web.

TYPES OF APPLICATION SOFTWARE



COMMON TYPES OF APPLICATION SOFTWARE

1) WORD PROCESSING

A word processing program is an office application that enables users to create, edit, format and print textual documents. It also offers commands that enables users to format a document so that they can create an attractive appearance.



2) SPREADSHEET

A spreadsheet is a program that processes information in the form of grid of columns and rows. It is also called a table. Table cells can hold values or mathematical formulas. Spreadsheets are indispensable tools for anyone who works with numbers.



COREL QUATTRO PRO

MICROSOFT EXCEL

SUN STAROFFICE CALC

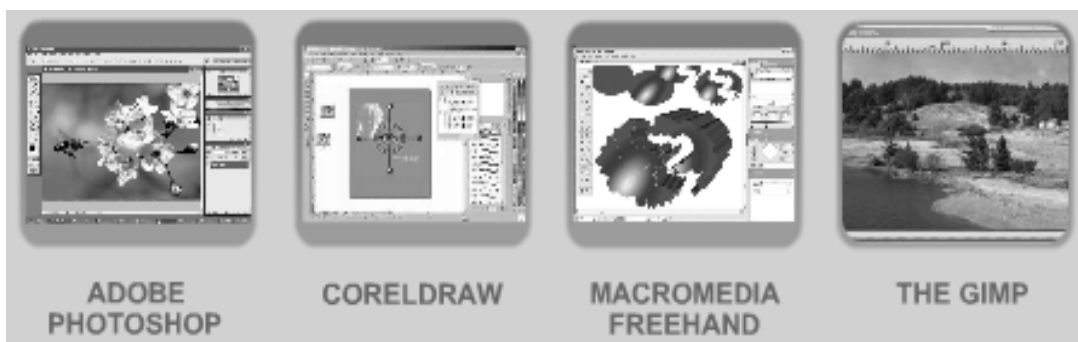
3) PRESENTATION

A presentation software enables users to create transparencies, slides and handouts for presentation. It allows a user to create visual aids for presentation to communicate ideas, messages and other information to a group.

COREL
PRESENTATIONSMICROSOFT
POWERPOINTSUN STAROFFICE
IMPRESS

4) GRAPHICS EDITING

Graphics editing is a program that can edit digital representation or non-text information such as drawings, charts or photographs.

ADOBE
PHOTOSHOP

CORELDRAW

MACROMEDIA
FREEHAND

THE GIMP

SOFTWARE SUITE

A software suite is a collection of individual programs sold as a single package. The software suite is designed to enhance the performance of our work. It typically includes word processing, spreadsheet, presentation and e-mail. Currently, Microsoft Office is a very popular example of software suite being used.

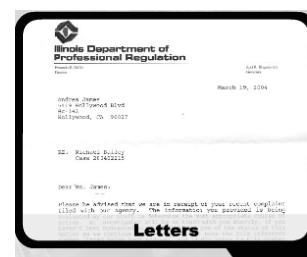
EXAMPLES OF SOFTWARE SUITES



USAGES OF APPLICATION SOFTWARE

USAGES OF WORD PROCESSING SOFTWARE

A word processing software (word processor) allows users to create and manipulate documents containing mostly text and sometimes graphics. It provides the ability to create, check spelling, edit and format a document on the screen before printing it to paper.



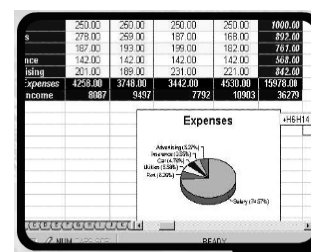
A word processing software can be used to produce documents such as letters, memos, reports, fax cover sheets, mailing labels, newsletters, and web pages. Examples of word processing software are Microsoft Word, StarOffice Writer, TexMaker and Corel WordPerfect.

Some features of word processing include the capability of:

- ✚ creating and editing document
- ✚ defining the size of paper on which to print and specifying the margin
- ✚ changing the shape and size of characters
- ✚ organising texts in newsletter-style columns
- ✚ incorporating many types of graphical images
- ✚ typing words in a paragraph continually without processing the ENTER key at the end of each line
- ✚ reviewing the spelling of a document (spelling checker)
- ✚ inserting header and footer in a document
- ✚ drawing tables of any size or shape

USAGES OF SPREADSHEET SOFTWARE

Spreadsheet software is an application that allows users to organise and manipulate data in rows and columns. It produces worksheets that require repetitive calculations – budgeting, maintaining a grade book, balancing accounts, tracking investment, calculating



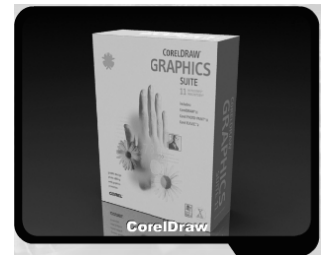
loan payments, estimating project costs and preparing financial statements.

Some features of spreadsheet include:

- + creating, editing and formatting worksheet in rows and columns
- + containing formulas which can perform calculations on the data in the worksheet
- + making charts, which depicts the data graphically such as column charts or pie charts
- + what-if analysis, the ability of recalculating the rest of the worksheet when data in a worksheet changes.

USAGES OF PRESENTATION SOFTWARE

Presentation software is an application that allows users to create visual aids for presentations to communicate ideas, messages and other information to an audience. Examples of presentation software are Microsoft PowerPoint, StarOffice Impress and CorelDraw.

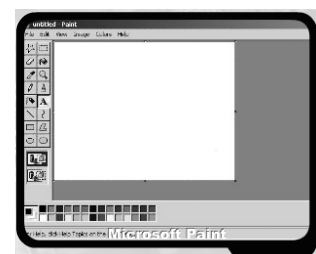


Some features of presentation software include:

- + providing a variety of predefined presentation formats that define the complementary colours for backgrounds, text and graphical accents on the slides
- + providing a variety of layouts for each individual slide such as a title slide, a two-column slide and a slide with clip art, a picture, a chart, a table or animation
- + enhancing text, charts and graphical images on a slide with 3-D and other special effects such as shading, shadows and textures
- + setting the slide timing so that the presentation automatically displays the next slide after a preset delay
- + applying special effects to the transition between each slide
- + inserting images, video and audio clips

USAGES OF GRAPHICS SOFTWARE

Graphics software is an application that allows users to work with drawings, photos and pictures. It provides the users the ability of creating, manipulating and printing graphics. Examples of graphics software are Microsoft Paint, Adobe Photoshop, Adobe Illustrator, Corel Painter and Macromedia Fireworks.



Some features of graphics software include:

- + drawing pictures, shapes and other graphical images with various on-screen tools such as a pen, brush, eyedropper and paint bucket
- + modifying the contrast and brightness of an image
- + cropping unwanted objects
- + removing "red eye"
- + adding special effects such as shadows and glows