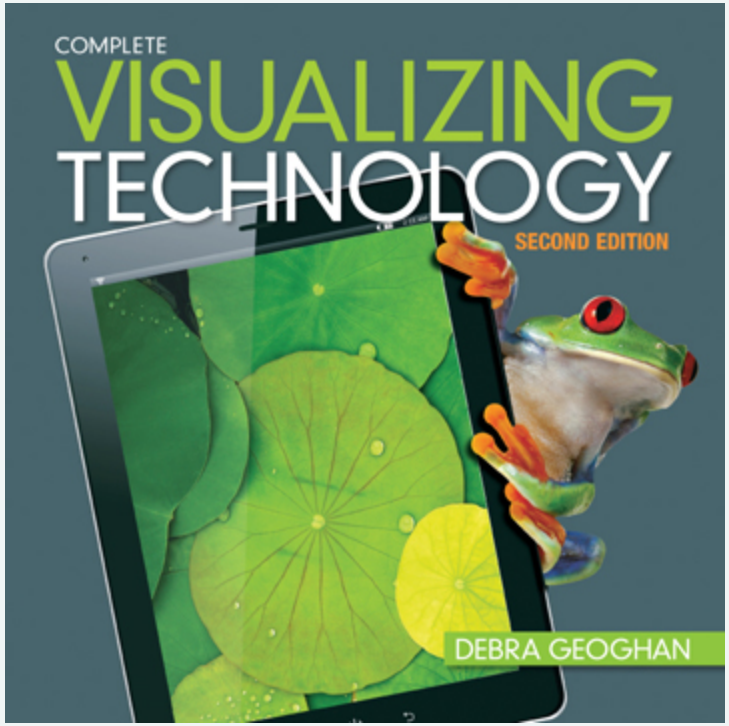
PowerPoint Presentation to Accompany



Chapter 2

Application Software

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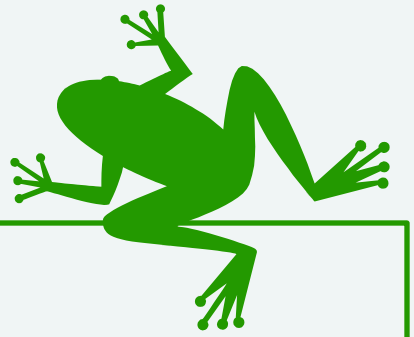
Objectives



1. Identify the types and uses of business productivity software.
2. Identify types and uses of personal software.
3. Assess a computer system for software compatibility.
4. Compare various ways of obtaining software.
5. Discuss the importance of cloud computing.

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Objective 1: Overview

Making Business Work

1. Identify types of business productivity software
2. Identify the uses of business productivity software

Key Terms

- Word processor
- Cell and spreadsheet
- Field, record, and database
- Document management system
- Office application suites
- PIM (personal information manager)
- Project management software
- WYSIWYG

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Business Productivity Software
Office Suites

Office Applications Suites:

- Microsoft Office
- Apple iWork
- Apache OpenOffice.org
- Google Docs

Applications:

- Word processing
- Spreadsheet
- Database
- Presentation
- Personal information manager (PIM) software

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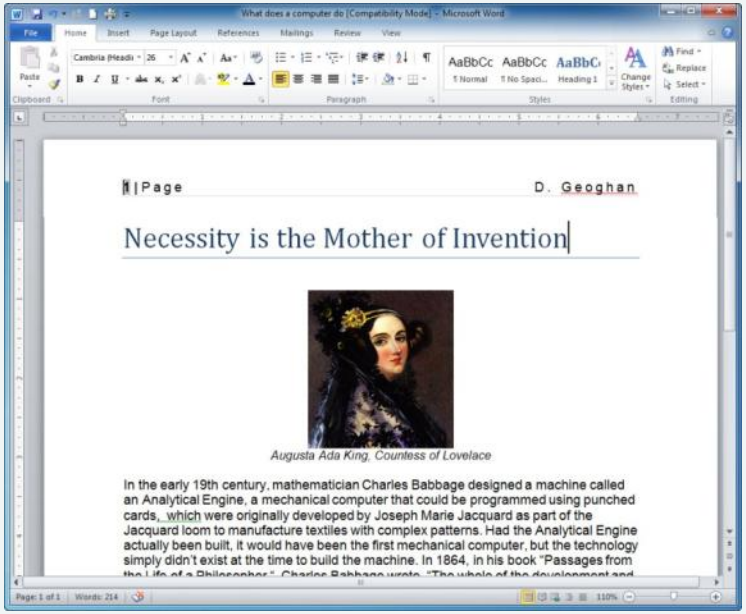
Business Productivity Software
Word Processing

Create, edit, and format documents



- Microsoft Word
- iWork Pages

- Apache OpenOffice.org Writer
- Google Docs Document

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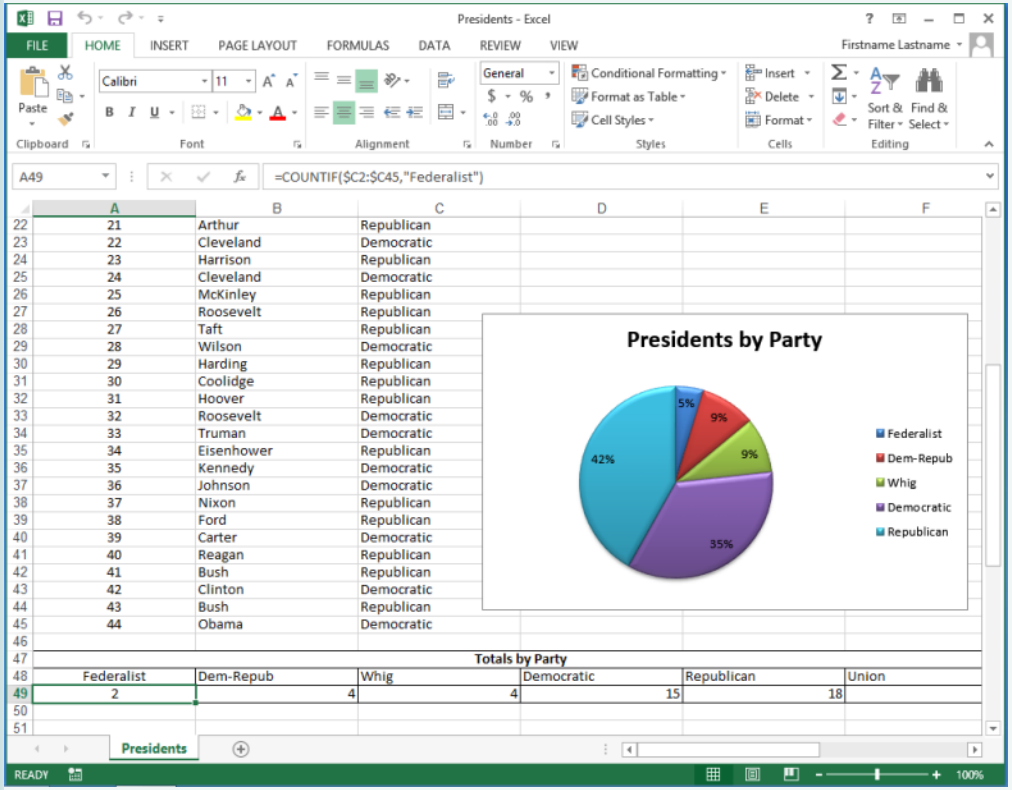
Business Productivity Software
Spreadsheet



Create electronic worksheets composed of rows and columns

- Microsoft Excel
- iWork Numbers
- Google Docs Spreadsheets

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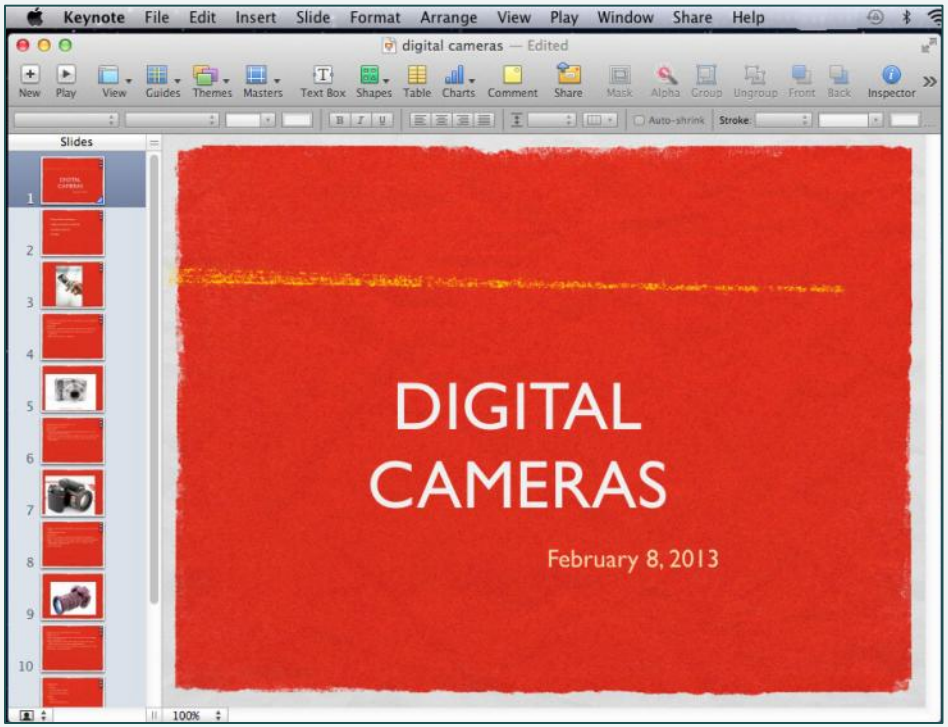
Business Productivity Software
Presentation

Create electronic presentations



- Microsoft PowerPoint
- Apple iWork Keynote
- Apache OpenOffice.org Impress
- Google Docs Presentations

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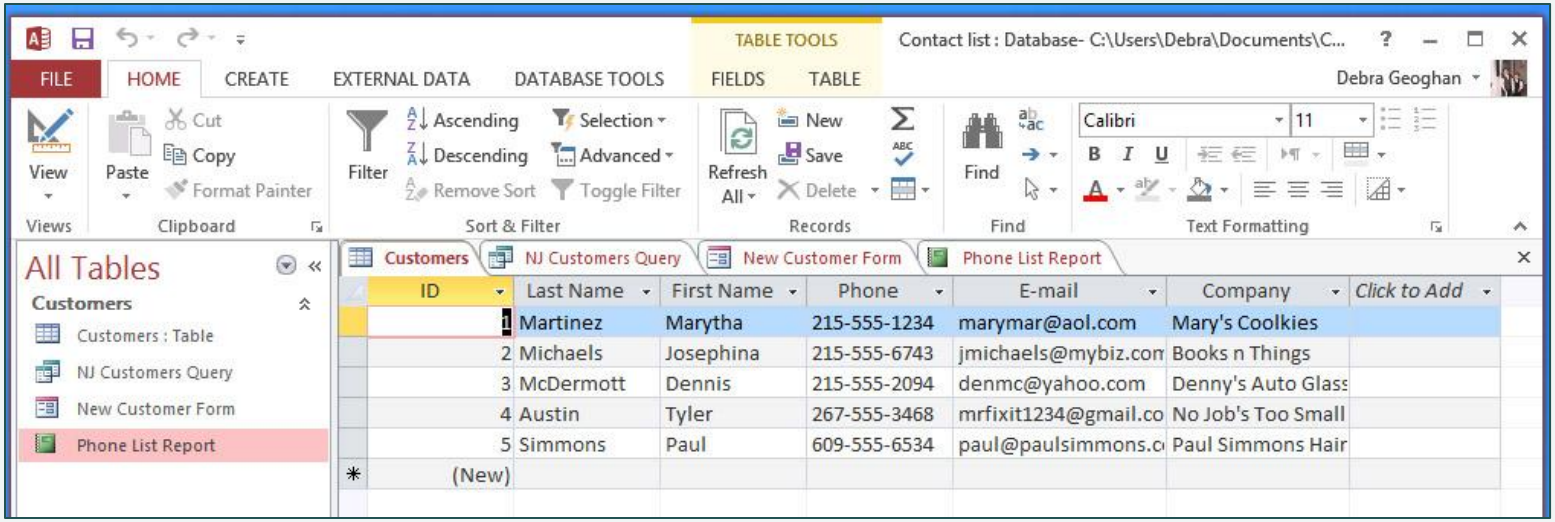
Business Productivity Software
Database

Organize collected information



- Microsoft Access
- Apache OpenOffice.org Base
- Google Docs Form

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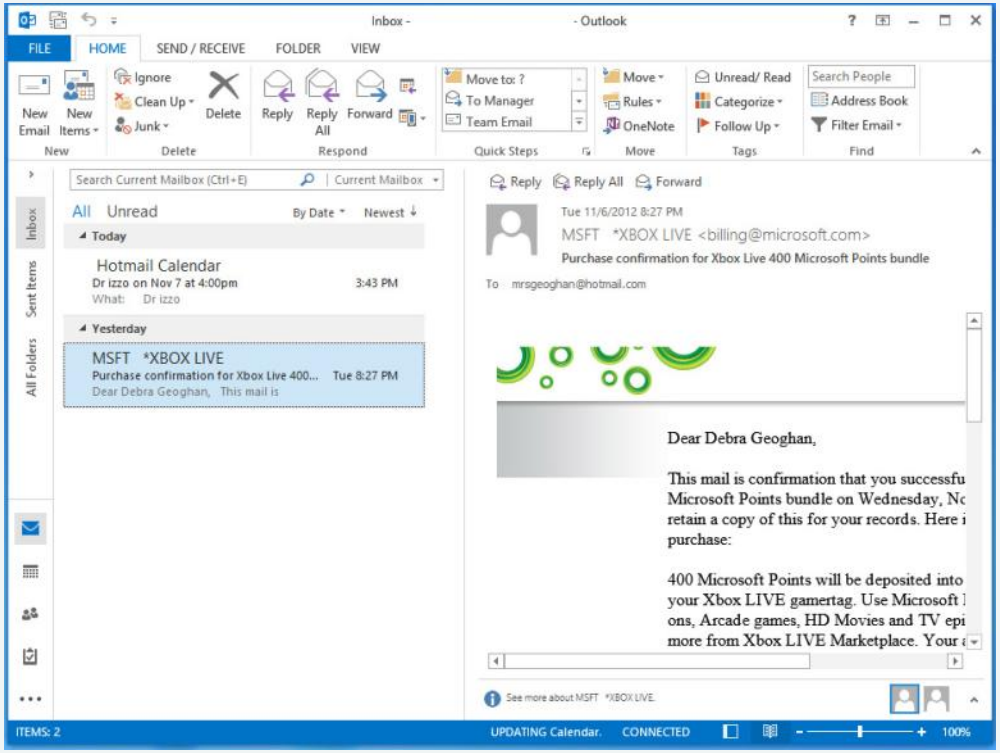
Business Productivity Software
Personal Information Manager

Manage email, calendar, contacts, and tasks all in one place

- Microsoft Outlook



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Business Productivity Software
Other Types of Business Software

PROJECT MANAGEMENT

- Helps to complete projects
- Stay within budget
- Stay on schedule
- Track collaboration

- Microsoft Project
- Basecamp

DOCUMENT MANAGEMENT

- Track all documents in a business

- Microsoft SharePoint
- KnowledgeTree
- Alfresco

FINANCIAL

- Track business finances, accounting

- Intuit QuickBooks
- Sage Peachtree

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Microsoft Office is a full suite, but not every user needs the whole package. Use the Internet to research the MS Office versions available. Create a table of findings. Include a list of applications found in each version, cost, number of licenses available, and any information you deem important.

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Objective 2: Overview

Making It Personal

1. Identify and discuss the uses of personal software options
2. Identify types of open source software and their advantages and disadvantages

Key Terms:

- Open source
- Portable apps

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Personal Software

- Office applications
- Finance and tax preparation
- Entertainment and multimedia
- Video and photo editing
- Educational and reference
- Portable apps

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Open Source Software

Source code is published and made available to the public

Anyone can:

- Copy
- Modify
- Redistribute it without paying fees

- Apache OpenOffice.org

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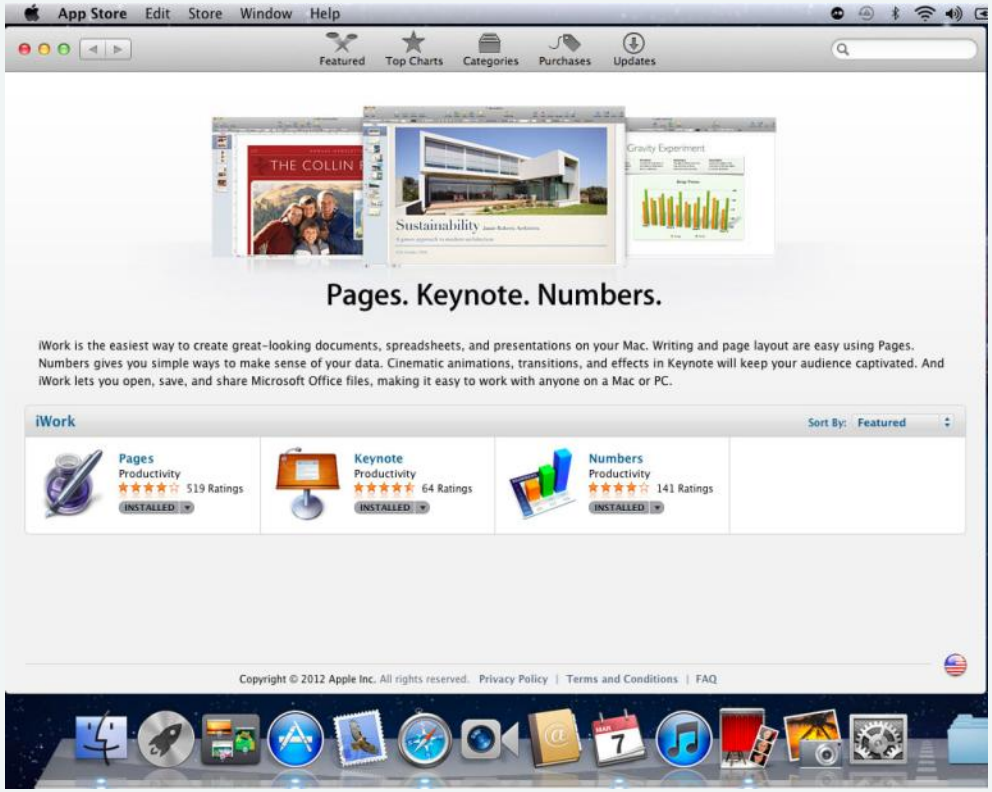
Personal Software



- Word processing
- Spreadsheet
- Database
- Presentation
- PIM application

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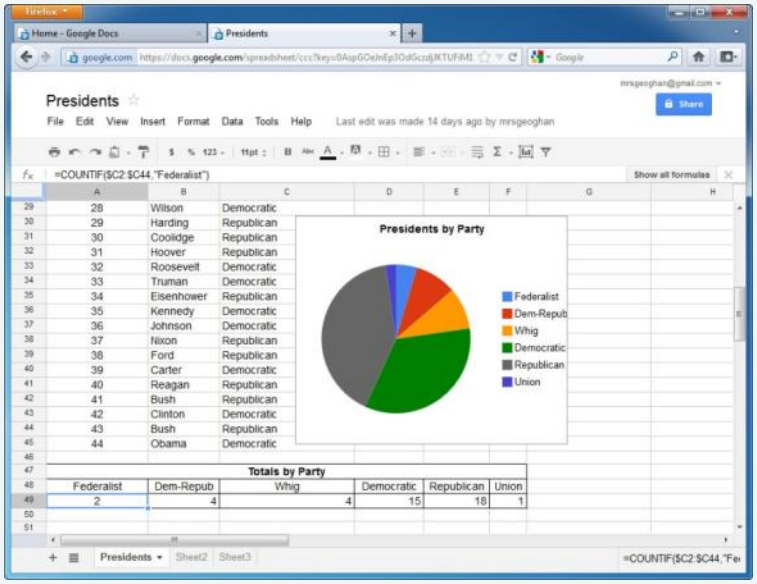
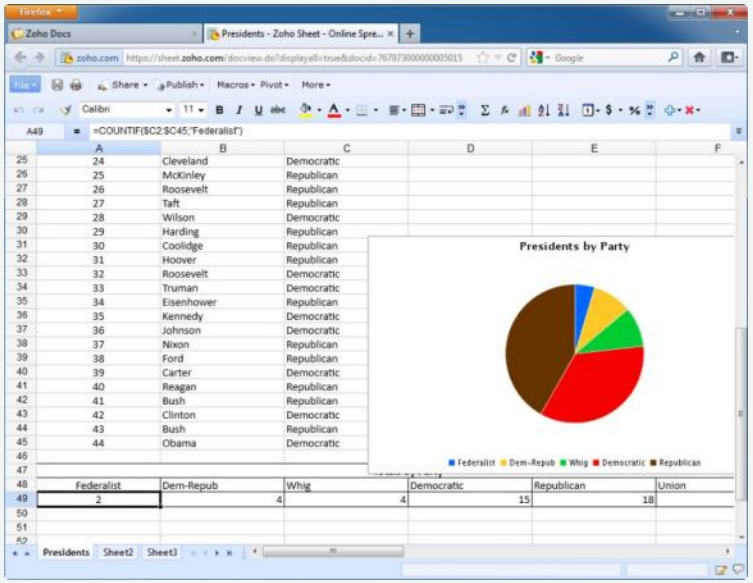
Online Alternative Suites

- Microsoft Office Web Apps
- Google Docs
- Zoho Docs



Google Docs



Zoho Docs

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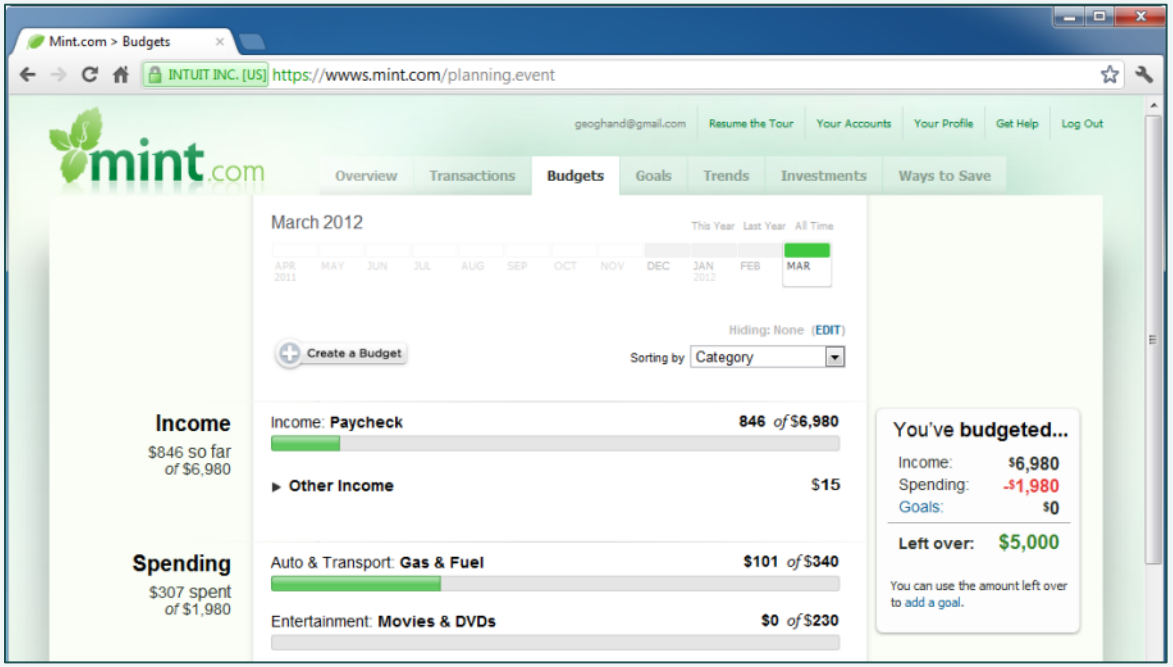
Personal Software
Finance and Tax Preparation

- Track of your bank accounts
- Monitor investments
- Create budgets
- File income taxes



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Personal Software
Entertainment and Multimedia

- Windows Media Player
- Apple iTunes
- Winamp

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Personal Software
Video and Photo Editing Software

- Picasa
- Apple iMovie
- Sony Vegas Movie Studio
- Adobe Premiere Elements

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Personal Software
Educational and Reference Software

- Trip planning
- Genealogy
- Home and landscape design
- Cooking
- Art

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Personal Software
Portable Apps

Programs that you can carry and run from a flash drive

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Games

- Video game sales reached $23 billion
- Computer games sales $500 million
- Average age: 32-35 years old
- About 40 percent are female

- System requirements are important

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Use the Internet to learn about Apache OpenOffice.org, then answer the following: Is it available in different versions? What applications are included? How does it compare with MS Office? Does Apache OpenOffice.org offer everything that MS Office does? If not, what is missing?

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Objective 3: Overview

Will It Run?

1. Discuss how to use the Control Panel to find system specifications
2. Discuss the Windows Experience Index and how it can help to determine the software your system can run

Key Terms

- System requirements
- Windows Experience Index

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Software Compatibility

System specifications: specific hardware and software information about system

System requirements: the **minimum** hardware and software specifications required to run a software application

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Software Compatibility

- System Control Panel
  - Version
  - Type of processor
  - Amount of RAM
- Windows Experience Index
  - Rating system

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Research a game that you would like to run on your computer. What are the system requirements for that game? Does your computer meet the minimum requirements to run the game? In what ways does it exceed them?

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Objective 4: Overview

Where to Get It

1. Discover various ways to obtain software
2. Differentiate between proprietary software and open source software licenses
3. Differentiate among retail, freeware, shareware, and donationware software

Key Terms

- Donationware
- EULA (End-user license agreement)
- Freeware
- Retail software
- Shareware

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Obtaining Software

- Retail website
- Publisher website
- Software download websites

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Software License

Proprietary	Open Source
▪ Grants a license ▪ Ownership remains with the software publisher ▪ Found on most commercial software ▪ Most restrictive in terms of distribution and installation	▪ Grants ownership ▪ Source code must be freely available ▪ Right to modify and redistribute

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Software License

- **Retail**: user pays fee to use software for unlimited time
  - Microsoft Office, Adobe Photoshop
- **Freeware**: can be used at no cost for unlimited period of time
  - Apple iTunes, 7-Zip, Evernote
- **Shareware**: offered in trial or limited period; allows you to try before you buy
  - Microsoft, Adobe, Apple
- **Donationware**: developers accept donations
  - Apache OpenOffice.org

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Software Download Websites

- Publishers websites
- cnet.com, tucows.com, and zdnet.com
- sourceforge.net
- Apple Mac App Store

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Use the Internet to find out what the terms "shrink-wrap license" and "click-wrap license" mean. What are they? How are they alike? Are they legal and binding?

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Objective 5: Overview

Your Head in the Cloud

1. Define cloud computing and discuss its importance
2. Differentiate among Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS), and Software-as-a-Service (SaaS)

Key Terms

- Cloud computing
- Infrastructure-as-a-Service (IaaS)
- Platform-as-a-Service (PaaS)
- Software-as-a-Service (SaaS)

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Cloud Computing

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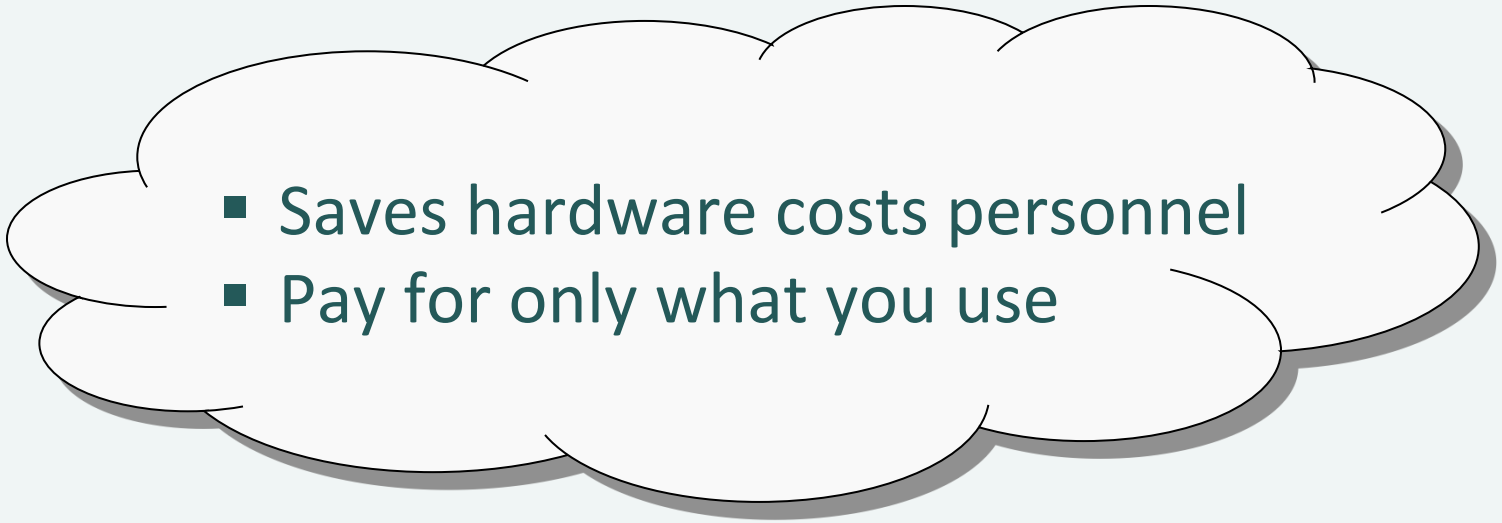
Cloud Computing
Infrastructure-as-a-Service (IaaS)

Company uses the cloud instead of purchasing and maintaining the hardware



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Cloud Computing
Platform-as-a-Service (PaaS)

Programming environment to develop, test, and deploy custom Web applications

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Cloud Computing
Software-as-a-Service (SaaS)

The delivery of applications over the Internet, or Web apps

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Advantages of SAAS

- Available anytime from any computer anywhere with Internet access
- Eliminates the need to apply updates to local software installations
  - Saves time
  - Saves money

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Cost Advantages

COST COMPARISON FOR A SMALL BUSINESS	MS OFFICE HOME AND BUSINESS 2010	GOOGLE APPS FOR BUSINESS	MS OFFICE 365 SMALL BUSINESS PLAN
Initial Cost	$199.95 per license	—	—
Price Per User Per Year	—	$50	$6/month = $72
Annual Cost for 10 Users	$1,999.50 for first year- or $666.50 per year over *3 years, plus support costs	$500	$720
Support/updates	Local updates must be done on site by users or IT. Microsoft community support	24/7 phone and email support; self-services online support	Microsoft community support
	*New MS Office releases about every 3 years.		

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Does your school use cloud computing (also known as above-campus computing)? If so, which services do you access from the cloud (for example, email, apps)? Give two examples of your personal use of cloud computing.

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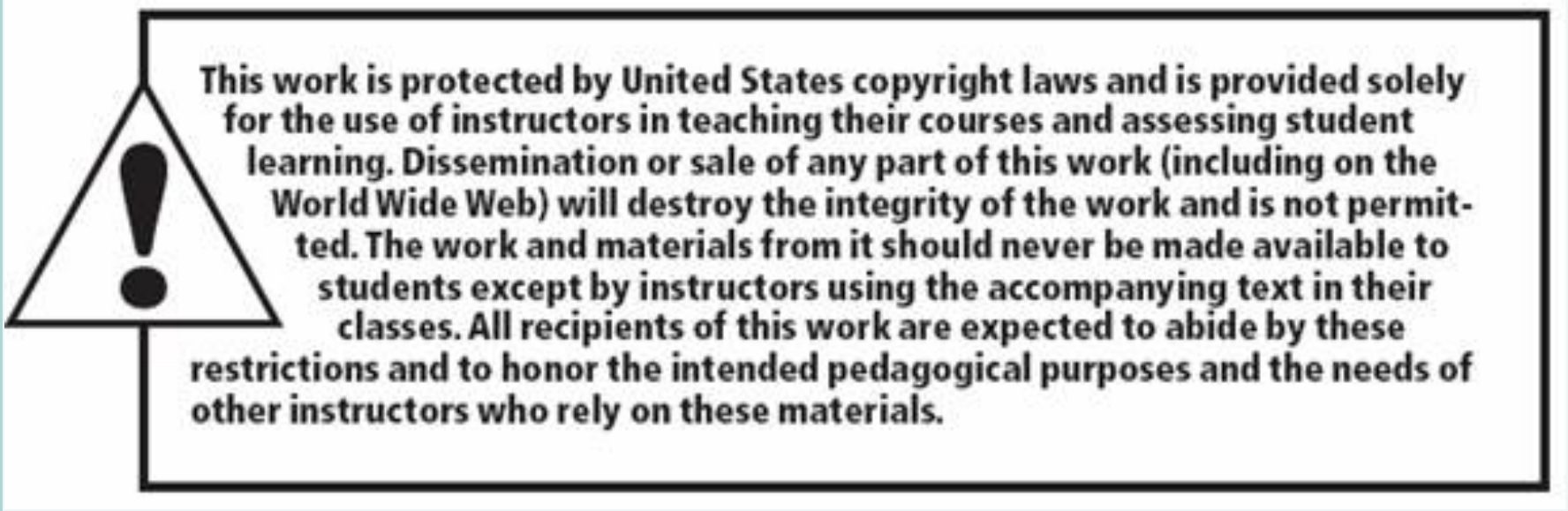

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