

Discovering Computers

Technology in a World of Computers,
Mobile Devices, and the Internet

Chapter 4

Programs and Apps



Objectives Overview

Identify the general categories of programs and apps

Describe how an operating system interacts with applications and hardware

Differentiate among the ways you can acquire programs and apps

Identify key features of productivity applications

Identify the key features of graphics and multimedia applications

Objectives Overview

Identify the uses of
personal interest
applications

Identify the
purpose of
software used in
communications

Identify the key
features of security
tools

Identify the key
features of file and
disk management
tools

See Page 152
for Detailed Objectives

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Programs and Apps

- A **program**, or **software**, consists of a series of related instructions, organized for a common purpose, that tells the computer what tasks to perform and how to perform them
- An **application**, or **app**, sometimes called application software, consists of programs designed to make users more productive and/or assist them with personal tasks
- An operating system is a set of programs that coordinates all the activities among computer or mobile device hardware
 - System software

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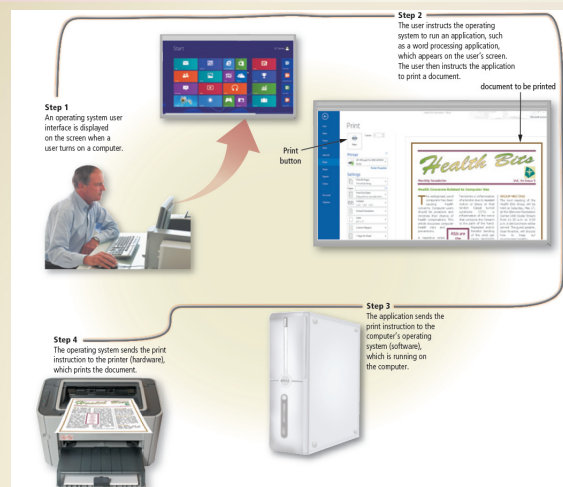
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Programs and Apps

Table 4-1 Programs and Apps by Category

Category	Types of Programs and Apps
Productivity (Business and Personal)	<ul style="list-style-type: none"> • Word Processing • Presentation • Spreadsheet • Database • Note Taking • Calendar and Contact Management • Project Management
Graphics and Media	<ul style="list-style-type: none"> • Accounting • Personal Finance • Legal • Tax Preparation • Document Management • Support Services • Enterprise Computing • Computer-Aided Design (CAD) • Desktop Publishing • Paint/Image Editing • Photo Editing and Photo Management • Clip Art/Image Gallery • Video and Audio Editing • Multimedia and Website Authoring • Media Player • Disc Burning
Personal Interest	<ul style="list-style-type: none"> • Lifestyle • Medical • Entertainment • Convenience • Education
Communications	<ul style="list-style-type: none"> • Blogging • Browser • Chat Room • Discussion Forum • Email • FTP • Instant Messaging • VoIP • Videoconference • Web Feeds • Wireless Messaging
Security	<ul style="list-style-type: none"> • Personal Firewall • Antivirus • Malware Removers • Internet Filters
File and Disk Management	<ul style="list-style-type: none"> • File Manager • Search • Image Viewer • Uninstaller • Disk Cleanup • Disk Defragmenter • Screen Saver • File Compression • PC Maintenance • Backup and Restore

Programs and Apps



Programs and Apps

- Software is available in a variety of forms:



Programs and Apps

- Productivity applications can assist you in becoming more effective and efficient while performing daily activities at work, school, and home



Productivity Applications

- With productivity applications, users often:

Create a project

Edit a project

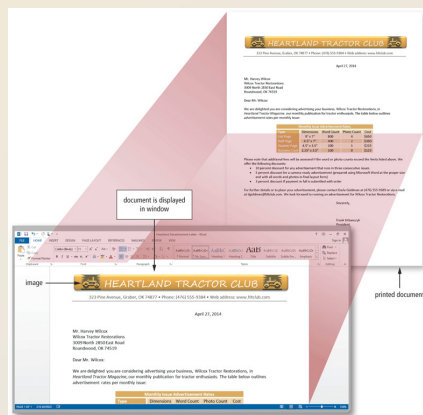
Format a project

Save a project

Distribute a project

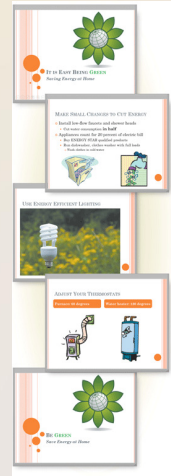
Productivity Applications

- **Word processing software** allows users to create and manipulate documents
- **Clip art** is a collection of drawings, photos, and other images



Productivity Applications

- **Presentation software** allows users to create visual aids for presentations to communicate ideas, messages, and other information to a group



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Figure 4-5

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Productivity Applications

- **Spreadsheet software** allows users to organize data in rows and columns and perform calculations

function assigned to active cell

Admin Window

File Edit View Insert Format Data Tools Help All changes saved in Drive

columns J, K, L

worksheet

rows 3, 4, 5, and 6

cell B4

cell B17 is active

Personal Budget Worksheet													
Monthly Estimates													
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Income													
Wages	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$12,003.48
Dividends	4,000.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.75	0.00	0.00	0.00	8,001.50
Total	\$5,001.04	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$1,000.29	\$5,001.04	\$1,000.29	\$1,000.29	\$1,000.29	\$20,004.98
Expenses													
Rent	\$400.89	\$400.89	\$400.89	\$400.89	\$400.89	\$400.89	\$400.89	\$400.89	\$400.89	\$400.89	\$400.89	\$400.89	\$4,810.68
Food	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Tuition	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	3,000.00
Books	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	1,000.00
Entertainment	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Car Payment	154.79	154.79	154.79	154.79	154.79	154.79	154.79	154.79	154.79	154.79	154.79	154.79	1,857.48
Gas	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Miscellaneous	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Total	\$3,155.68	\$1,155.68	\$1,155.68	\$1,155.68	\$1,155.68	\$1,155.68	\$1,155.68	\$1,155.68	\$3,155.68	\$1,155.68	\$1,155.68	\$1,155.68	\$18,018.16
Net	\$1,845.36	(\$155.39)	(\$155.39)	(\$155.39)	(\$155.39)	(\$155.39)	(\$155.39)	(\$155.39)	\$1,845.36	(\$155.39)	(\$155.39)	(\$155.39)	\$1,986.82

+ Monthly Expenses Monthly Budget Planner -

=(SUM(B9:B16))

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Figure 4-6

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Productivity Applications

- A **database** is a collection of data organized in a manner that allows access, retrieval, and use of that data
 - **Database software** allows users to create, access, and manage a database

Customer table

ID	Name	Address	City	State	Postal Code	Annual Field	Current Date	Balance	Click to Add
A0007	Appalachian State University	381 University Ave.	Greene	PA	15108	\$41,550.00	5/18/2012	\$18,899.02	0.42
B0022	Brockton Junior College	480 Park Dr.	Greene	PA	15108	\$0.00	5/18/2012	\$0.00	0.00
C0025	Clemson University	429 Vreuter Ave.	Spartanburg	SC	29507	\$12,750.00	5/18/2012	\$12,750.00	0.00
D0030	Camden State University	725 Camellia Dr.	Phoenicia	NY	12455	\$62,240.00	5/18/2012	\$62,240.00	0.00
E0034	East Community College	1827 Burgess Dr.	Chambers	NC	27807	\$21,545.50	5/18/2012	\$21,545.50	0.00
F0032	First State College	7200 College Rd.	Douglas	DE	19720	\$24,975.00	5/18/2012	\$24,975.00	0.00
G0028	Farmham State University	1445 Hudson St.	Lebanon	DE	19028	\$18,248.00	5/18/2012	\$18,248.00	0.00
H0005	Harrisburg Community College	404 Lincoln Blvd.	Chesapeake	VA	20761	\$18,404.75	5/18/2012	\$18,404.75	0.00
I0078	Key Community College System	7221 Penn Ave.	Adelphi	PA	17029	\$21,558.00	5/18/2012	\$21,558.00	0.00
J0040	Marshall Community College	77 Main St.	Chesapeake	VA	20761	\$18,404.75	5/18/2012	\$18,404.75	0.00
K0070	Marshall Community College	200 College St.	Lebanon	DE	19028	\$18,404.75	5/18/2012	\$18,404.75	0.00
L0022	Marshall Community College	216 Adams Ave.	Phoenicia	NY	12455	\$17,225.00	5/18/2012	\$17,225.00	0.00
M0079	Marshall Community College	1200 Franklin Blvd.	Adelphi	PA	17029	\$17,225.00	5/18/2012	\$17,225.00	0.00
N0039	Marshall Community College	181 Main St.	Lebanon	DE	19028	\$17,225.00	5/18/2012	\$17,225.00	0.00
O0030	Marshall Community College	1400 Main St.	Adelphi	PA	17029	\$17,225.00	5/18/2012	\$17,225.00	0.00

Book Rep table

ID	Last Name	First Name	Street	City	State	Postal Code	Start Date	Salary	Bonus Rate	Click to Add
40	Peraz	Madina	201 Porter Dr.	Adelphi	PA	17029	5/18/2012	\$11,500.00	0.20	
41	Stank	Michael	1120 Simpson Dr.	Phoenicia	NY	12455	5/18/2012	\$20,000.00	0.00	
50	Chin	Robert	205 Maxwell St.	Spartanburg	SC	29507	5/18/2012	\$20,000.00	0.10	
60	Peraz	Madina	1817 Maple Ave.	Adelphi	PA	17029	5/18/2012	\$20,000.00	0.00	

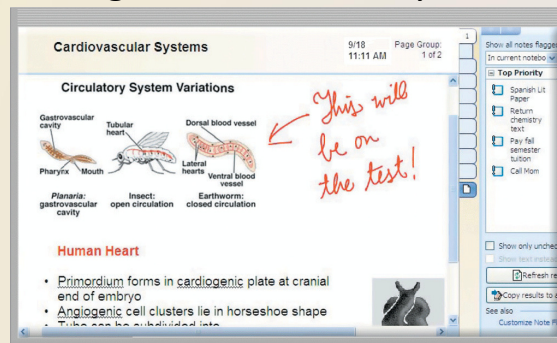
common BR # field relates the Customer table to the Book Rep table

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Figure 4-7

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Productivity Applications

- **Note taking software** is an application that enables users to enter typed text, handwritten comments, drawings, or sketches anywhere on a page

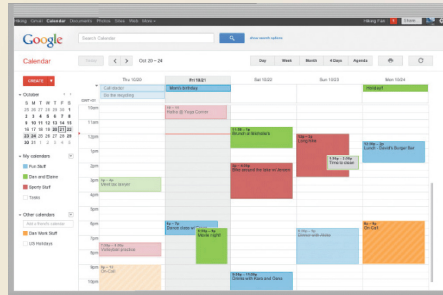


Pages 162 - 163
Figure 4-8

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Productivity Applications

- **Calendar and contact management software** is an application that helps you organize your calendar, keep track of contacts, and share this information with other devices or users

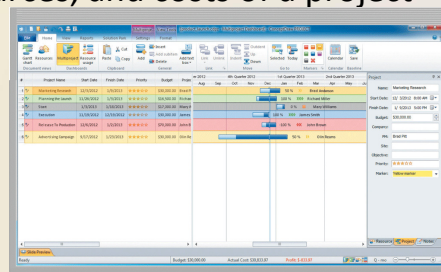


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Figure 4-9

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Productivity Applications

- A **software suite** is a collection of individual programs available together as a unit
- **Project management software** is an application that allows a user to plan, schedule, track, and analyze the events, resources, and costs of a project

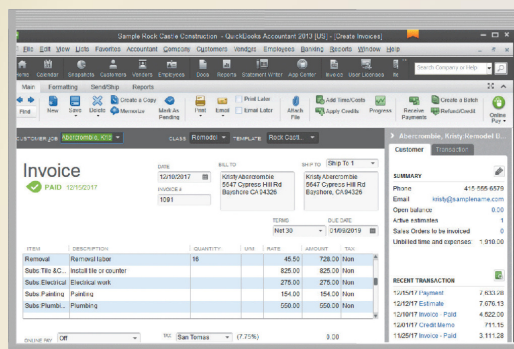


Pages 163 – 164
Figure 4-10

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Productivity Applications

- **Accounting software** is an application that helps businesses of all sizes record and report their financial transactions

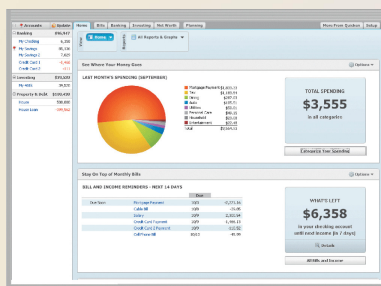


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Figure 4-11

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Productivity Applications

- **Personal finance software** is a simplified accounting application that helps home users and small/home office users balance their checkbooks, pay bills, track personal income and expenses, verify account balances, transfer funds, track investments, and evaluate financial plans



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Productivity Applications

- **Legal software** is an application that assists in the preparation of legal documents and provides legal information to individuals, families, and small businesses

MyAttorney HOME & BUSINESS

Get Started

Choose Docs

Create Docs

Manage Docs

Advice

Library

Features

Interview: Bill of Sale - Motor Vehicle

Show Preview

Show Help

Close Interview

What motor vehicle is being sold?

Your

State

Model

Year

For example, 1980, Toyota, Camry, 298AG436X105668

Find

Back

Next

Quit

Bill of Sale - Motor Vehicle

The Bill of Sale - Motor Vehicle is a document under which one or more sellers transfer title to a motor vehicle to one or more buyers. This document only represents the transfer of the title to the certificate, the motor vehicle's certificate of title represents ATTORNEY'S WARRANTY. Thus, this document and the certificate of title are needed to complete the transfer of the motor vehicle.

The Bill of Sale - Motor Vehicle should be signed by the seller(s), and becomes effective as of the date provided in the text of the document. The buyer(s) should sign the Bill of Sale. Motor Vehicle immediately becomes the buyer's property in the document. The buyer(s) should also

BILL OF SALE - MOTOR VEHICLE

For the consideration of \$5,250.00, Sara Alberson (the "Seller"), of 2887 Fourth Place, Harrington, Indiana 46322, does hereby sell, assign and transfer to Jesse Martin (the "Buyer"), of 7761 Cedar Road, Riverside, Indiana 46323, the following described motor vehicle (the

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Figure 4-13

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Productivity Applications

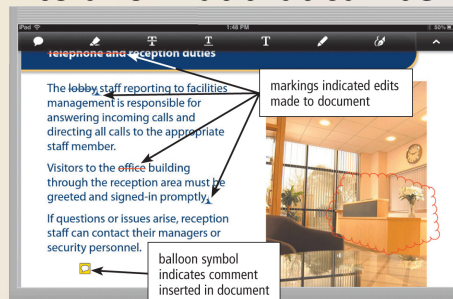
- **Tax preparation software** is an application that can guide individuals, families, or small businesses through the process of filing federal taxes

[illegible]Page 166
Figure 4-14

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Productivity Applications

- **Document management software** is an application that 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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Figure 4-15

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Productivity Applications

- A variety of desktop, mobile, and web apps provide a service intended to make business or personal tasks easier to accomplish

Reference
applications

Travel
applications

Retail
applications

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Productivity Applications

- A large organization, commonly referred to as an enterprise, requires special computing solutions because of its size and geographic distribution



Graphics and Media Software



**Computer-aided design
(CAD) software**



**Desktop publishing
software**



**Paint/Image editing
software**

Graphics and Media Software



Photo editing software



Clip Art / Image Gallery



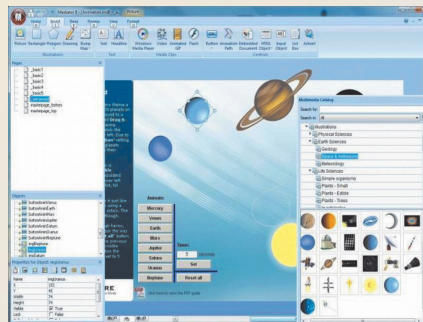
Video and audio editing software

Pages 171 – 174
Figures 4-19 – 4-21

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Graphics and Media Software

- **Multimedia authoring software** allows users to combine text, graphics, audio, video, and animation in an interactive application
- **Website authoring software** helps users of all skill levels create webpages that include graphics, video, audio, animation, and special effects with interactive content



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Figure 4-22

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Graphics and Media Software

- A **media player** is a program that allows you to view images and animations, listen to audio, and watch video files on your computer or mobile device
- **Disc burning software** writes text, graphics, audio, and video files on a recordable or rewritable disc



Pages 175 - 176
Figure 4-23

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Personal Interest Applications

Lifestyle
applications

Medical
applications

Entertainment
applications

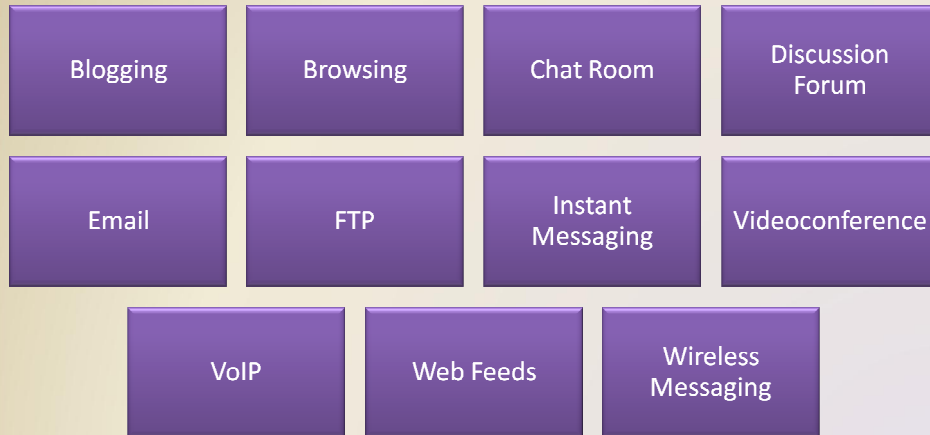
Convenience
applications

Education
applications

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Communications Applications

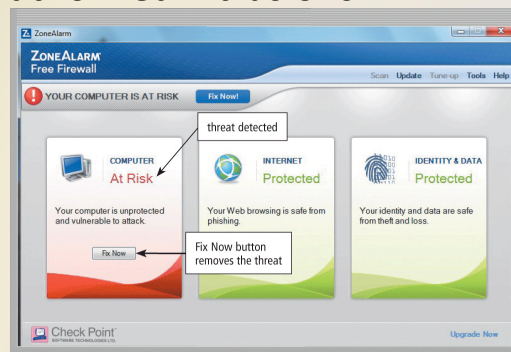


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Figure 3-44

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Security Tools

- A **personal firewall** is a security tool that detects and protects a personal computer and its data from unauthorized intrusions

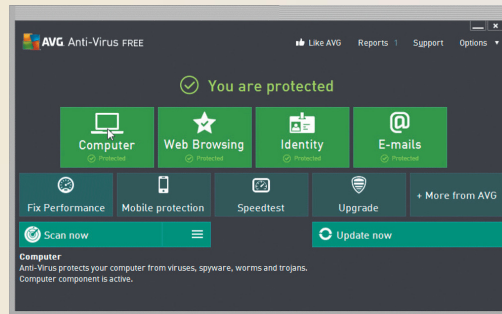


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Figure 4-24

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Security Tools

- An **antivirus program** protects a computer against viruses by identifying and removing any computer viruses found in memory, on storage media, or on incoming files



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Figure 4-25

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Security Tools

- Spyware is a program placed on a computer or mobile device without the user's knowledge that secretly collects information about the user and then communicates the information it collects to some outside source while the user is online
- Adware is a program that displays an online advertisement in a banner or pop-up window on webpages, email messages, or other Internet services

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Security Tools

A **spyware remover** is a program that detects and deletes spyware and similar programs

An **adware remover** is a program that detects and deletes adware

Security Tools

Internet
filters

Anti-spam
programs

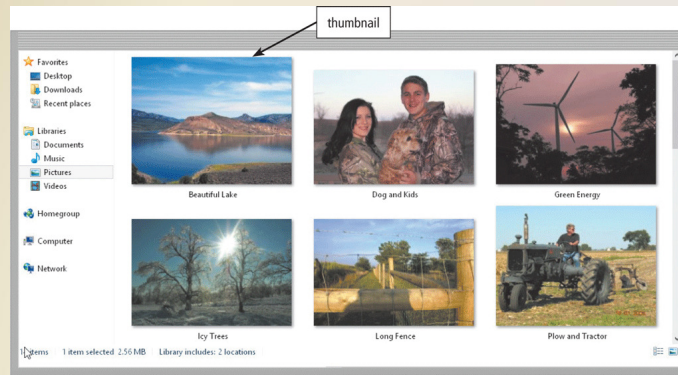
Web
filters

Phishing
filters

Pop-up
blockers

File and Disk Management Tools

- A **file manager** is a tool that performs functions related to file management

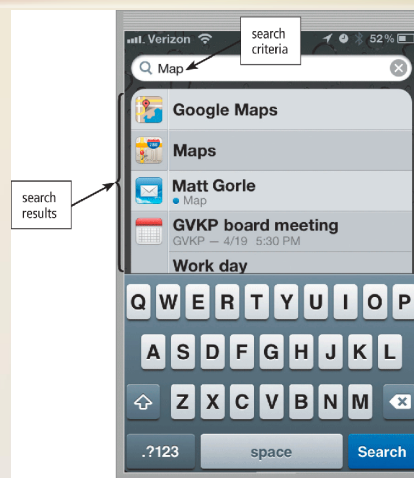


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Figure 4-27

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File and Disk Management Tools

- A **search tool** is a program, usually included with an operating system, that attempts to locate a file on your computer or mobile device based on criteria you specify

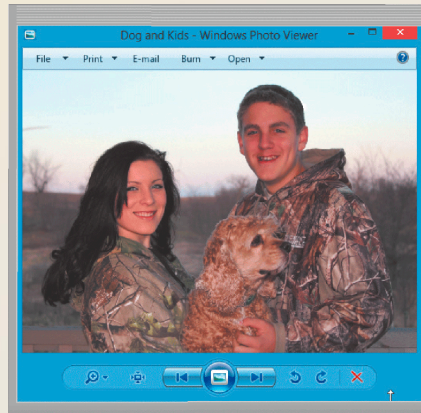


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Figure 4-28

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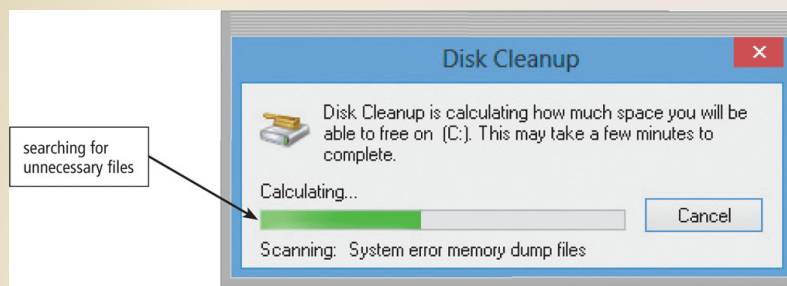
File and Disk Management Tools

- An **image viewer** is a tool that allows users to display, copy, and print the contents of a graphics file, such as a photo
- An **uninstaller** is a tool that removes a program, as well as any associated entries in the system files



File and Disk Management Tools

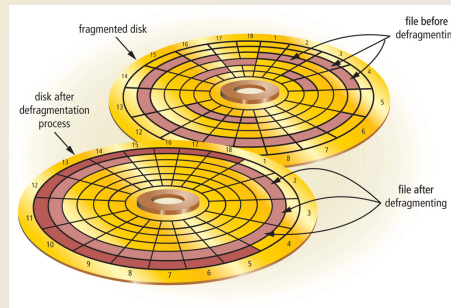
- A **disk cleanup** tool searches for and removes unnecessary files



File and Disk Management Tools

- A **disk defragmenter** is a tool that reorganizes the files and unused space on a computer's hard disk so that the operating system accesses data more quickly and programs run faster

- **Defragmenting**



File and Disk Management Tools

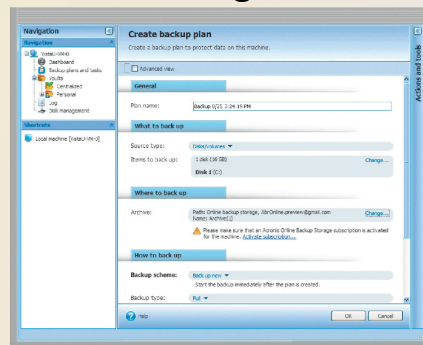
A **screen saver** is a tool that causes a display device's screen to show a moving image or blank screen if no keyboard or mouse activity occurs for a specified time

A **file compression tool** shrinks the size of a file(s)

A **PC maintenance tool** is a program that identifies and fixes operating system problems, detects and repairs disk problems, and includes the capability of improving a computer's performance

File and Disk Management Tools

- A **backup tool** allows users to copy, or back up, selected files or the contents of an entire storage medium to another storage location



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Figure 4-32

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Summary

Programs and apps
available for
computers and mobile
devices

Role of the operating
system and the
various ways software
is distributed

Features of a variety
of applications

Communications
applications

Security tools and file
and disk management
tools

Discovering Computers

Technology in a World of Computers,
Mobile Devices, and the Internet

Chapter 4

Programs and Apps

Chapter 4 Complete

