

Unit 4: Application Software: Programs that Let you Work & Play

The Nuts and Bolts of Software

4.1 The term "software" refers to a set of instructions that tells the computer what to do. **Application Software** is the software you use to do everyday tasks at home, school and work (Microsoft Word). **System Software** is the software that helps run the computer and coordinates instructions btw application software and the computer's hardware devices. System software includes operating system.

Proprietary (or commercial) software is software you buy. **Open Source software** is program code that is free and publicly available with few copyright restrictions.

4.2 **Local Apps:** apps that are installed on your computing device
Mobile Apps: installed on your device, but need Internet to function
Web-Based Apps: are those that are hosted online by the vendor and made available to customer over Internet.

Productivity and Business Software

4.3 **Productivity softwares include:** Word Processing (create written documents) - Spreadsheets (calculations) - Presentation - Database (store data) - Note Taking - Personal Information Manager (PIM - to keep you organized)

Financial Planning Software helps you manage your daily finances. Examples include Quicken and Mint.

4.4 **Tax Preparation Software** such as Intuit TurboTax and H&R Block Tax Software, lets you prepare your state and federal taxes

Accounting Software is used to track accounts receivable and accounts payable, manage inventory, payroll...

Desktop Publishing Software is used for generating publications with complex layouts such as catalogs, books...

Web Authoring Software allows businesses to design interactive web pages. Examples like Adobe InDesign

CRM and ERP and other project management softwares are used to manage complex processes and tasks.

Computer-Aided Design (CAD) software facilitates the production of automated designs, drawings, and 3-D models

Multimedia and Educational Software

Image-Editing Software includes tools for basic modifications such as sharpness, contrast, color casts...

Digital Video Editing Software is used to apply special effects, change the sequence of scenes, make a movie...

Drawing Softwares facilitate the creation and editing of 2-D line based drawings.

Digital Audio Software allows you to compose songs or soundtracks with virtual instruments, voice recorders, synthesizers, special effects, and edit sound quality

App Creation Softwares provide professionals the ability to create apps

↳ This software can be used for either game development or business

Test Preparation Software improves your performance on standardized tests

Simulation software allows you to experience or control the software as it were an actual event → prepare for safety measures

Instructional Software is designed to teach specific skills

Course Management Software creates a virtual learning experience for students and houses course materials, tests...

Brain Training Software features games and activities designed to improve memory, processing speed, multi-tasking
Genealogy Software helps chart family relationships

Managing Your Software

4.10 **App Stores** are the most common place to purchase & download software. The main marketplaces are Google Play, Apple Store, windows...
Beta Software are apps that are still under development but are released to the public to gather feedback on design features...

4.11 **Software License** also known as an End User License Agreement (**EULA**) is an agreement between you, the user, and the software company.
↳ when you purchase app, you must abide by terms of agreement

4.12 Before installing software on your computer, ensure that your system meets the **system requirements**, which specify the minimum recommended standards for the operating system, primary memory (RAM), hard drive

When installing software, you're often given the choice between a full (typical) or custom installation.

4.13 When uninstalling software, it's best to use the uninstall feature that comes with the operating system. To uninstall an app in Windows 10, on the Start menu, select All apps, then right click the app and select Uninstall