

## Chapter Review

### QUIZZES AND LEARNING GAMES

Computer Genius  
Crossword Puzzle  
Student Edition Labs  
Practice Test  
Quiz Yourself  
Wheel of Terms

### EXERCISES

Chapter Review  
Checkpoint  
Key Terms  
Lab  
Exercises  
Learn It  
Online  
Web  
Research


### BEYOND THE BOOK

Apply It  
Career Corner  
Companies  
FAQ  
High-Tech Talk  
Issues  
Looking Ahead  
Trailblazers  
Web Links

### FEATURES

Guide to Web sites  
Making Use of the Web  
Tech News  
Timeline 2005

#### Instructions:

 Click the links for additional information. To listen to an audio version of this review, click the audio button. You will need FLASH Player to hear the audio. [Download here.](#)

Go to another chapter

◀ [Previous](#) | [Next](#) ▶

### 1 What Are the Categories of Application Software?

[Application software](#) consists of programs that perform specific tasks for users. The four major categories of popular application software are business software; graphics and multimedia software; software for home, personal, and educational use; and software for communications.

### 2 How Is Software Distributed?

Application software is available in a variety of forms. **Packaged software** is mass produced, copyrighted retail software that meets the needs of a variety of users. **Custom software** performs functions specific to a business or industry. **Shareware** is copyrighted software that is distributed free for a trial period. **Freeware** is copyrighted software provided at no cost to a user by an individual or a company. [Public-domain software](#) is free software that has been donated for public use and has no copyright restrictions.

### 3 How Do You Start and Interact with Application Software?

The Windows XP operating system uses the concept of a **desktop**, which is an on-screen work area that has a graphical user interface. On the Windows desktop are a Start button and a pointer. A **button** is a graphical element you activate to cause a specific action to take place. The **pointer** is a small symbol displayed on the screen that moves as you move the mouse. To start an application, move the pointer to the Start button on the Windows taskbar and then **click** the Start button by pressing and releasing a button on the mouse. Windows displays the Start menu. A **menu** contains a series of commands from which you make selections. Click the program name on the menu or on the *submenu* that is displayed when you point to a command. Once loaded in memory, the program is displayed in a **window**.

### 4 What Are the Key Features of Widely Used Business Programs?

[Business software](#) is application software that assists people in becoming more effective and efficient while performing business activities. Business software includes the following programs. **Word processing software** allows

**Multimedia authoring software** allows users to combine text, graphics, audio, video, and animation into an interactive application. **Web page authoring software** helps users of all skill levels create Web pages that include graphical images, video, audio, animation, and other special effects.

### 6 What Are the Key Features of Widely Used Home, Personal, and Educational Programs?

Software for home, personal, and educational use includes the following. A **software suite** (for personal use) combines application software such as word processing, spreadsheet, and database into a single, easy-to-use package. **Personal finance software** is a simplified accounting program that helps users balance their checkbooks, pay bills, track personal income and expenses, track investments, and evaluate financial plans. [Legal software](#) assists in the preparation of legal documents and provides legal information. **Tax preparation software** guides users through the process of filing federal taxes. **Personal DTP software** helps users create newsletters, brochures, advertisements, postcards, greeting cards, letterhead, business cards, banners, calendars, logos, and Web pages. **Paint/image editing software** for personal use provides an easy-to-use interface, usually with more simplified capabilities than its professional counterpart, including functions tailored to meet the needs of the home and small business users. Application software often includes a **clip art/image gallery**, which is a collection of clip art and photographs. **Home design/landscaping software** assists users with the design, remodeling, or improvement of a home, deck, or landscape. **Educational software** teaches a particular skill. **Reference software** provides valuable and thorough information for all individuals. **Entertainment software** for personal computers includes interactive games, videos, and other programs to support hobbies or provide amusement and enjoyment.

### 7 What Are the Types of Application Software Used in

users to **create** a document by entering text and inserting graphical images, **edit** the document by making changes, and **format** the document by altering its appearance. **Spreadsheet software** allows users to organize data in rows and columns (*called a worksheet*), perform calculations, recalculate when data changes, and chart the data. **Database software** allows users to create a **database**, which is a collection of data organized in a manner that allows access, retrieval, and use of that data. **Presentation graphics software** allows users to create a *slide show* that is displayed on a large monitor or on a projection screen and print an *outline* with text from each slide. **Note taking software** enables users to enter typed text, handwritten comments or sketches on a page and then save the page as part of a notebook. A **personal information manager (PIM)** is software that includes an appointment calendar, address book, notepad, and other features to help users organize personal information. A **software suite** is a collection of individual programs sold as a single package. **Project management software** allows users to plan, schedule, track, and analyze a project. **Accounting software** helps companies record and report their financial transactions.

### 5 What Are the Key Features of Widely Used Graphics and Multimedia Programs?

Graphics and multimedia software includes the following. **Computer-aided design (CAD) software** assists a professional user in creating engineering, architectural, and scientific designs. **Desktop publishing (DTP) software** enables professional designers to create sophisticated documents that contain text, graphics, and brilliant colors. **Paint software**, also called illustration software, allows users to draw pictures, shapes, and other graphical images with various on-screen tools. **Image editing software** provides the capabilities of paint software and also includes the ability to modify existing images. **Video editing software** allows users to modify a segment of a video, called a clip. **Audio editing** software lets users modify audio clips and produce studio-quality soundtracks.

### Communications?

Application software for communications includes [e-mail programs](#) to transmit messages via a network, FTP programs to upload and download files on the Internet, Web browser programs to access and view Web pages, newsreader/message board programs that allow online written discussions with other users, chat room software to have real-time, online typed conversations, instant messaging software for real-time exchange of messages or files, and video conferencing/telephone call software for meetings or conversations on a network between geographically separated people.

### 8 What Are the Advantages of Using Application Software on the Web?

A **Web application** is application software that exists on a Web site. It requires less disk space on your computer than installed software and is less expensive to upgrade as vendors release new versions. An [application service provider \(ASP\)](#) is a third-party organization that manages and distributes software and services on the Web

### 9 What Learning Aids Are Available for Application Software?

To assist in the learning process, many programs provide a variety of Help features. [Online Help](#) is the electronic equivalent of a user manual. Most online Help also links to Web-based help, which provides updates and more comprehensive resources to respond to technical issues about software. A **wizard** is an automated assistant that helps a user complete a task by asking questions and then automatically performing actions based on the responses.