

**SPECIAL PROGRAM IN
TECHNICAL
VOCATIONAL
EDUCATION**

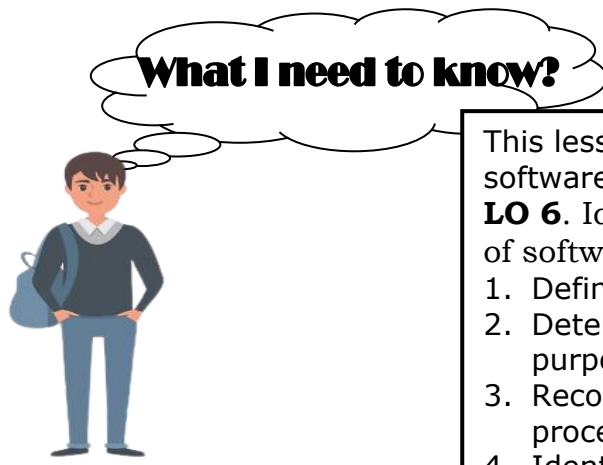
Grade 7

Quarter 2 Week 2

**INTERNET AND
COMPUTING
FUNDAMENTALS**

**Looking at Types and Purposes of
Software**

MODULE 10	COMPUTING FUNDAMENTALS
Topic	<i>Application Program</i>



What I need to know?

This lesson will talk about the software applications

LO 6. Identify the types and purposes of software

1. Define and explain software
2. Determine the different types and purposes of software
3. Recognize software development process
4. Identify and explain functions of application and system software
5. Analyze and solve issues related to software upgrades

SPTVE-ICF-CLM pg. 7

What Is It?

What is an Application Program?

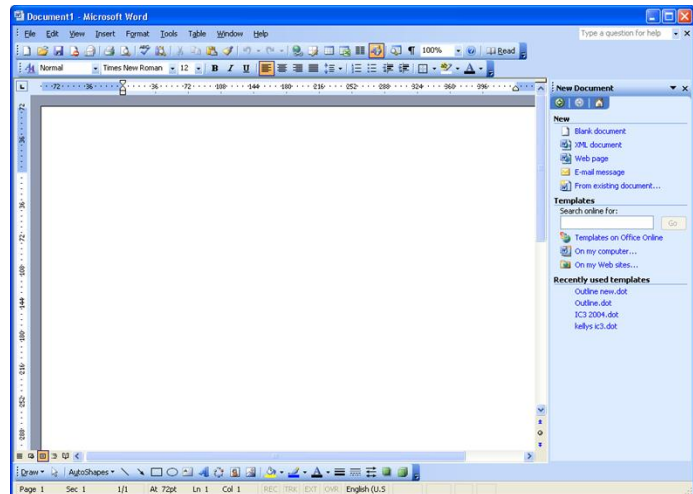
- Each category has software programs with industry-wide acceptance
- Program with “for DOS” after name means it will be primarily text- or character-based
- “for Windows” after name designed for use with Windows
- “for the Macintosh” after name designed for use with Apple computers
- Important to use appropriate software program to complete tasks to help organize and generate information as needed
- Many programs provide advanced features but not flexibility of dedicated type of program
- Many software programs share same features
- Compatibility between software programs may play a role with larger or more complex files
- Program chosen should meet majority of requirements
- The more popular software program, the more often it will be updated with new and enhanced features

Word Processing

- Most common application for most users
- Create, edit, and save documents, change position of text, insert new information, or remove words and sections no longer needed
- Many dedicated word processing programs include features to handle desktop publishing tasks
- Standard in offices where documents required
- Can also create web pages as well as create and edit newsletters, forms, brochures, or flyers

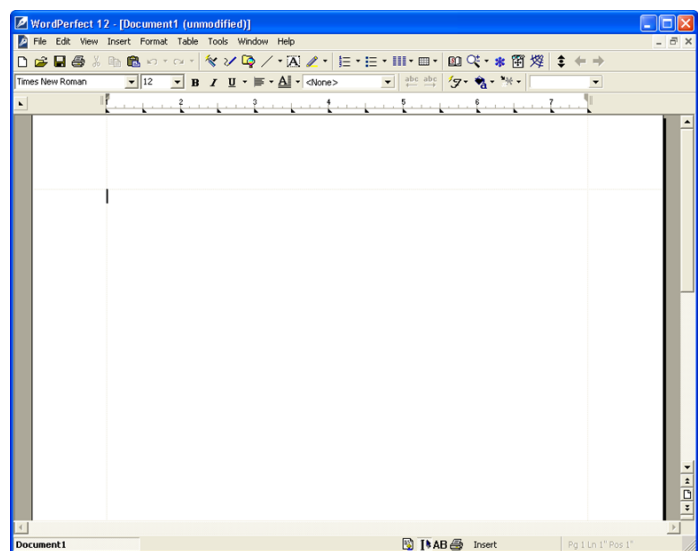
Word

- Owned by Microsoft
- Available for both PC and Macintosh
- Included in the Microsoft Office System or can be purchased individually



WordPerfect

- Owned by Corel Corporation
- PC version only
- Available with the WordPerfect Office Standard, Education, Professional, or Family Pack Editions

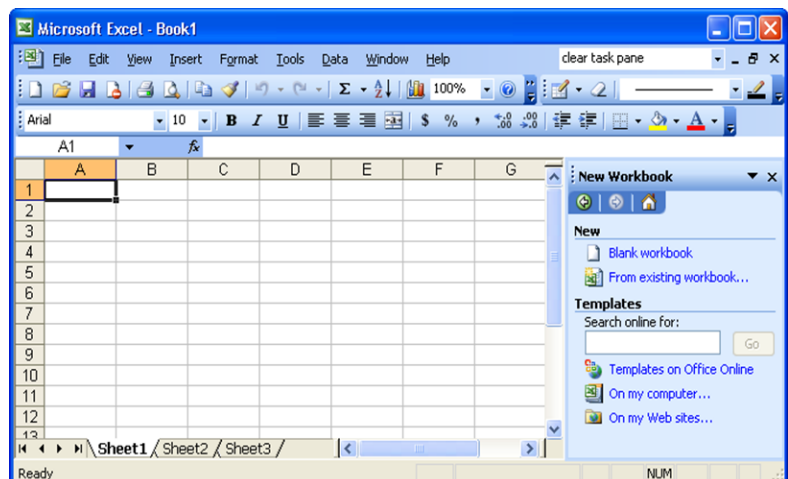


Spreadsheets

- Financial tools to perform mathematical calculations and “what-if” analysis
- Tracks numbers or audit information for trends or patterns through worksheets or chart capabilities
- Recalculates formulas automatically based on data entry
- Can manage large amounts of data values via sort, find, filter, analysis tools

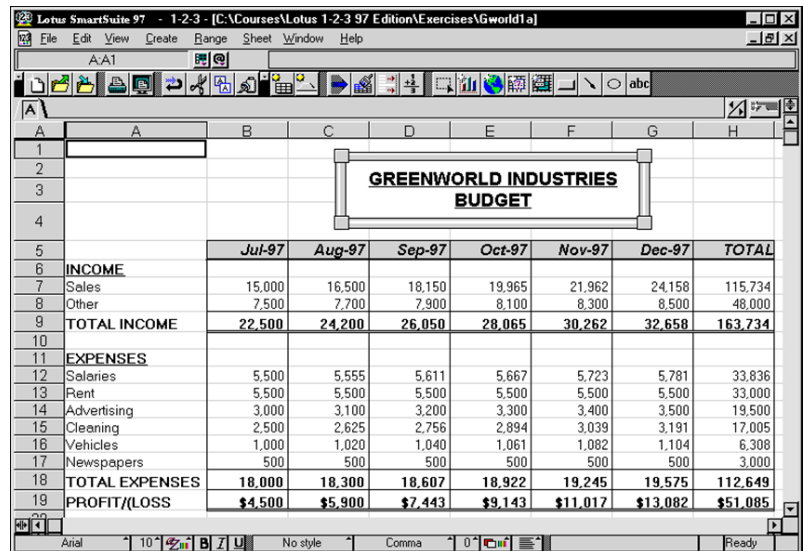
Excel

- Owned by Microsoft
- Available for PC and Macintosh
- Included in the Microsoft Office System or can be purchased individually



Lotus 1-2-3

- Owned by IBM Corporation
- Available for PC
- Included in SmartSuite or purchased individually

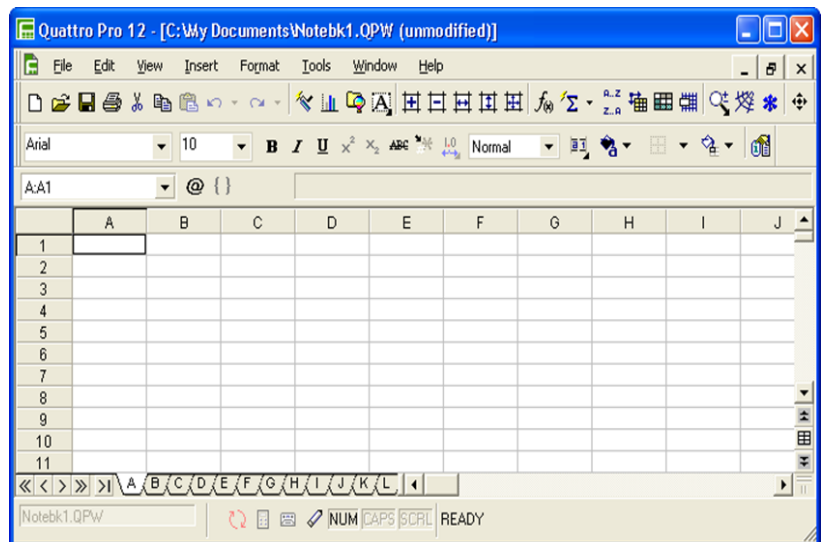


The screenshot shows a Lotus SmartSuite 97 spreadsheet titled "GREENWORLD INDUSTRIES BUDGET". The spreadsheet is organized into columns for months (Jul-97, Aug-97, Sep-97, Oct-97, Nov-97, Dec-97) and a TOTAL column. The rows are categorized into INCOME and EXPENSES.

	Jul-97	Aug-97	Sep-97	Oct-97	Nov-97	Dec-97	TOTAL
INCOME							
Sales	15,000	16,500	18,150	19,965	21,962	24,158	115,734
Other	7,500	7,700	7,900	8,100	8,300	8,500	48,000
TOTAL INCOME	22,500	24,200	26,050	28,065	30,262	32,658	163,734
EXPENSES							
Salaries	5,500	5,555	5,611	5,667	5,723	5,781	33,836
Rent	5,500	5,500	5,500	5,500	5,500	5,500	33,000
Advertising	3,000	3,100	3,200	3,300	3,400	3,500	19,500
Cleaning	2,500	2,625	2,756	2,894	3,039	3,191	17,005
Vehicles	1,000	1,020	1,040	1,061	1,082	1,104	6,308
Newspapers	500	500	500	500	500	500	3,000
TOTAL EXPENSES	18,000	18,300	18,607	18,922	19,245	19,575	112,649
PROFIT/(LOSS)	\$4,500	\$5,900	\$7,443	\$9,143	\$11,017	\$13,082	\$51,085

Quattro Pro

- Owned by Corel Corporation
- PC version only
- Available with the WordPerfect Office Standard, Education, Professional, or Family Pack Editions

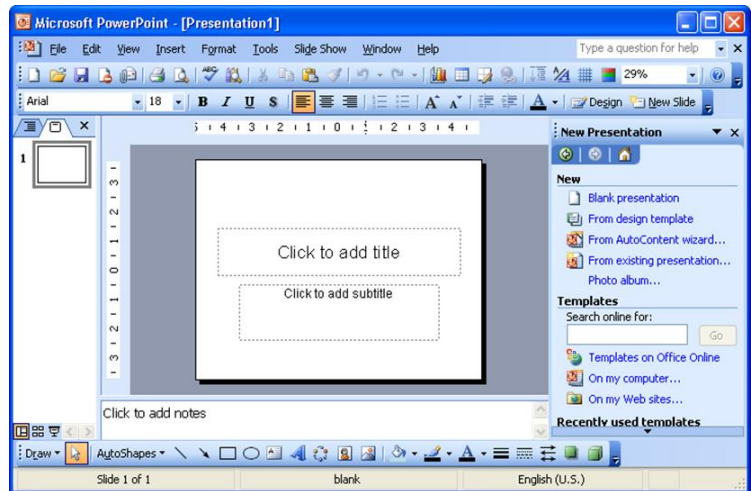


Presentations

- Create slides or handouts for presentations (speaker delivered or self-running)
- Special effects provided, similar to manual process of using different pieces of audio or video equipment
- Can also create speaker notes and handouts for the audience, set up presentation for different delivery methods, or as a self-running slide show
- Can add, edit and format text, insert pictures, charts, or tables onto slides for presentation
- Also have flexibility to standardize look and layout of slides using master slide or template

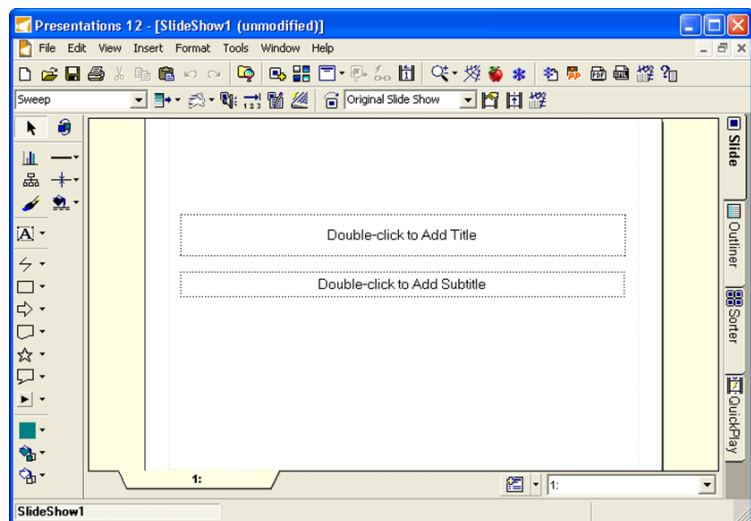
PowerPoint

- Owned by Microsoft
- Available for both PC and Macintosh
- Included in the Microsoft Office System or purchased individually



Presentations

- Owned by Corel Corporation
- Available for PC only
- Available with the WordPerfect Office Standard, Education, or Professional Editions

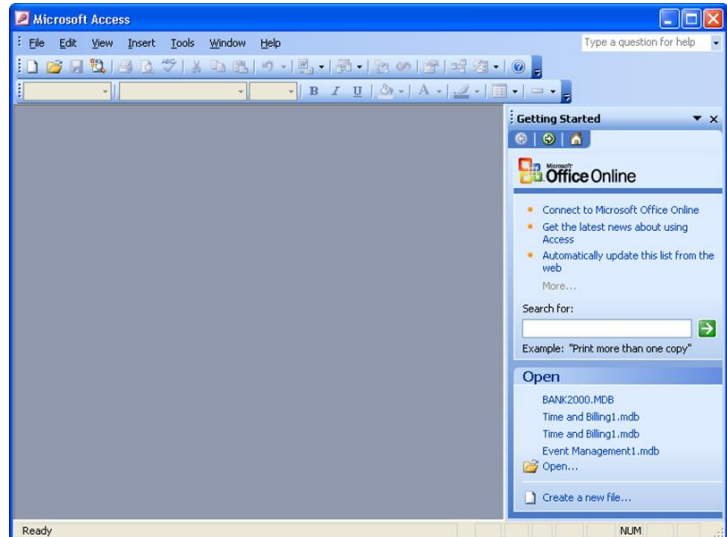


Database Management

- Collection of related information
- Database Management Software (DMS) program assists in manipulating and organizing the information in a database
- Identified by their structure:
 - *Fields* contain individual pieces of data
 - Collection of related fields make up *record*
 - All records in the database make up a *table*
 - Queries used to generate reports or forms using any of the fields within that table
- *Relational databases* refer to information from one database can be found or related to another database sharing the same information
- Power of databases lies in fact that the database can be as simple or as complex as needed

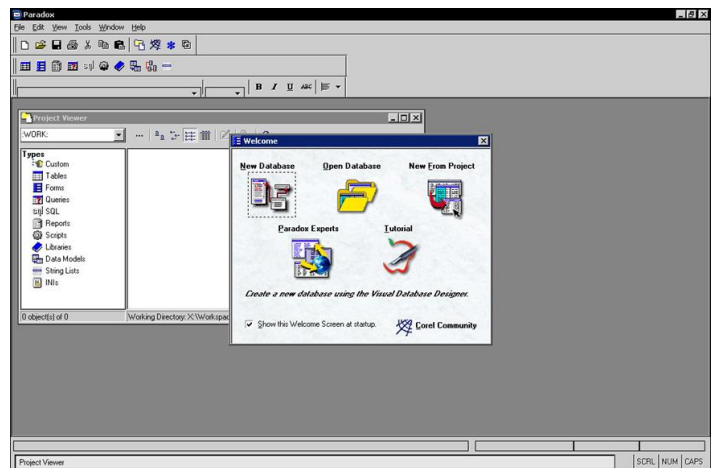
Access

- Owned by Microsoft
- Available for both PC and Macintosh
- Included with Professional Edition of Office, or purchased individually



Paradox

- Owned by Corel Corporation
- Available for PC
- Part of the WordPerfect Office Education or Professional Editions

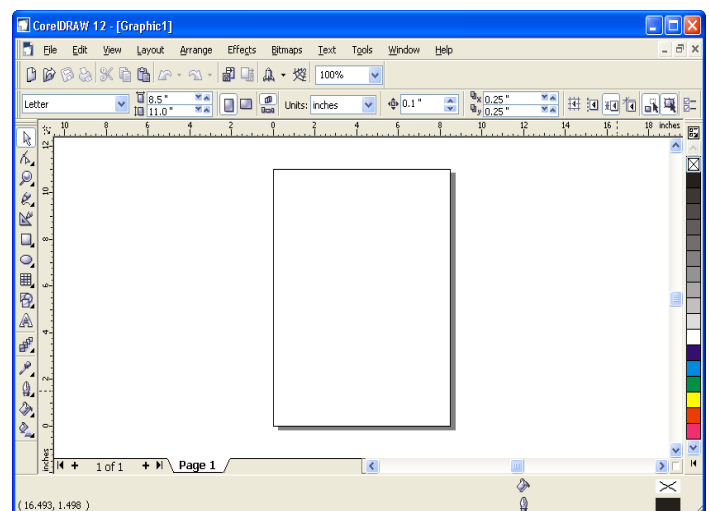


Graphics

- Best to have some graphics design fundamentals to minimize learning curve for using effects or tools
- Graphic design programs often grouped with multimedia software
- All graphic design programs come with basic set of tools for drawing and painting
- Dedicated graphic design programs also provide options to create and edit shapes or curves, with variety of enhancement tools
- Generally used in advertising, media, or publishing companies
- End-user type of graphics design programs target specific tasks

CorelDRAW

- Owned by Corel Corporation
- Very popular graphics design program



- Available for PC and Macintosh
- Mainly used to manipulate drawings

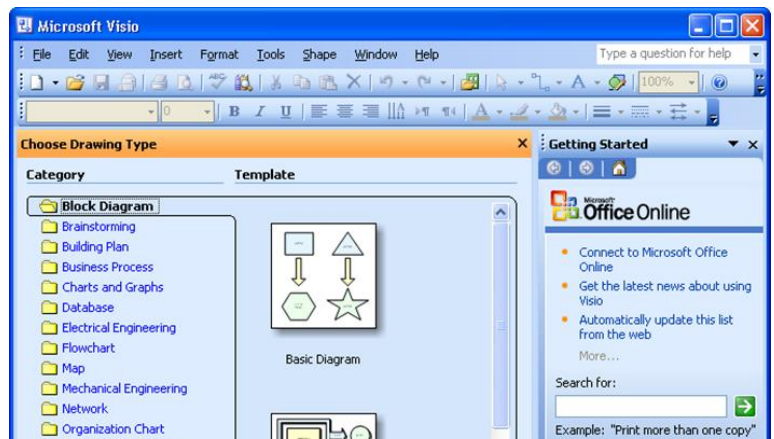
Illustrator

- Owned by Adobe Corporation
- Available for PC and Macintosh
- Very powerful design tool for drawings to be used in any promotional items or the web



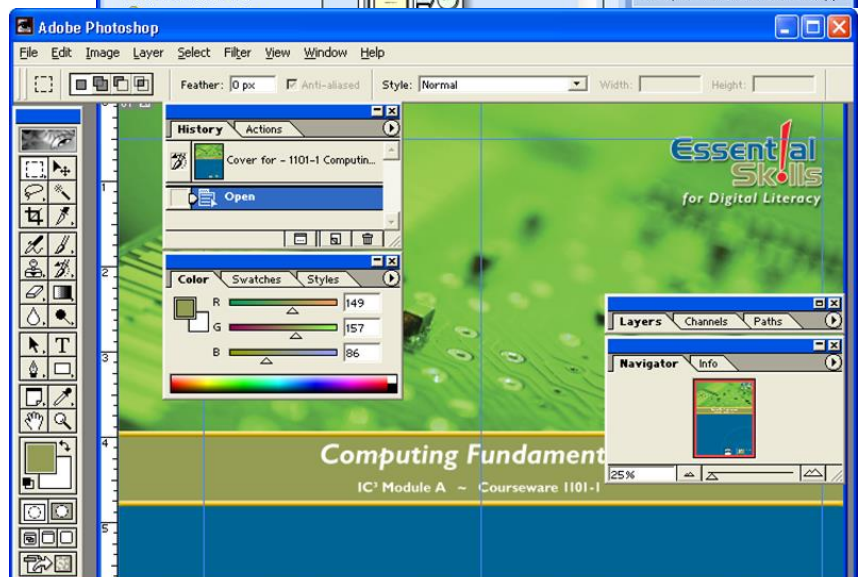
Visio

- Owned by Microsoft Corporation
- Diagramming graphics program to demonstrate ideas, systems, or design in a diagram



Photoshop

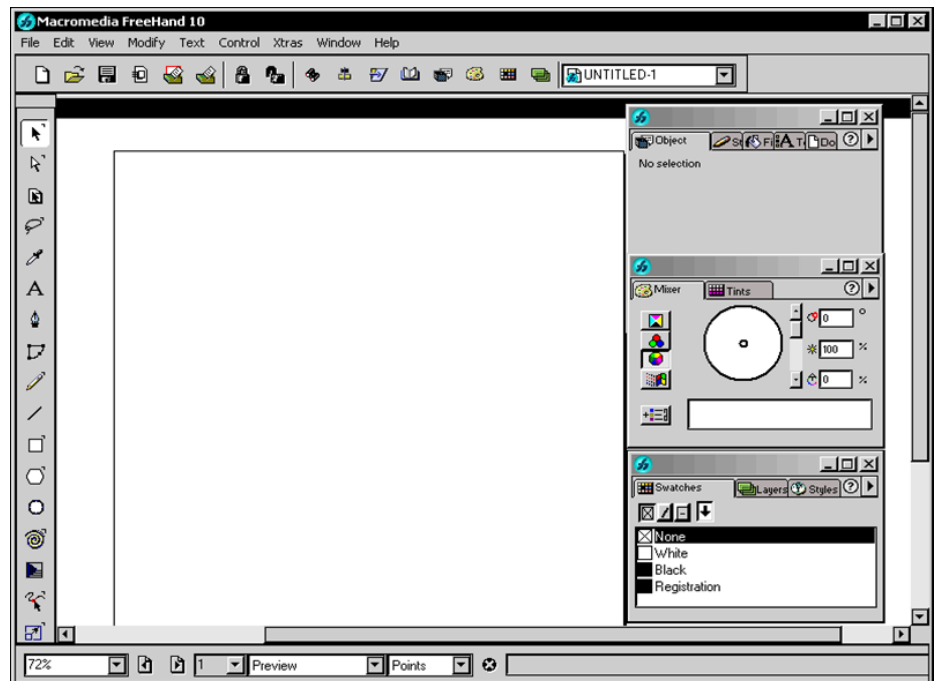
- Owned by Adobe Corporation



- Available for PC and Macintosh
- Very popular for manipulating or enhancing pictures

FreeHand

- Owned by Macromedia, Inc.
- Available for PC and Macintosh
- Very popular for graphics design as well as building “story” for publication to print or Internet

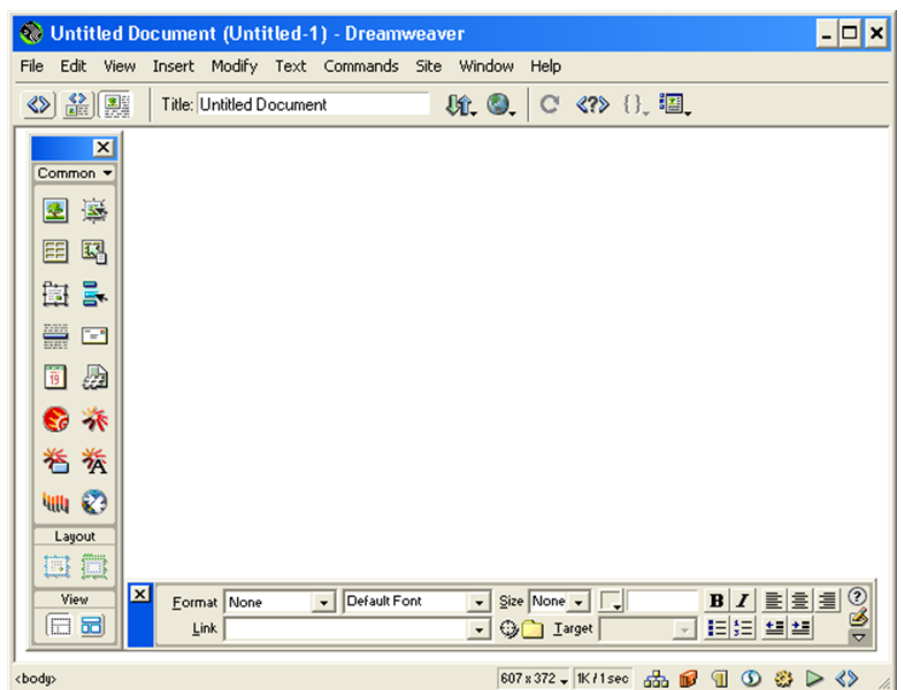


Dreamweaver

- Owned by Macromedia, Inc.
- Available for PC and Macintosh
- Web design program with elements for creating graphics to be published on Internet or intranet

Multimedia

- Elements such as video, music, or



animation being added to documents published on web site for Internet or intranet

- Music and video files use same format technology although music files at different level (3) than video (level 1, 2 or 4):
 - Video files saved as mpg/mpeg (Moving Picture Experts Group) or ani (animation)
 - Music files saved as mp3 or wav (Windows Audio Video)
- Multitude of programs for small business or home user such as Music Maker, Publisher 2003 with Digital Imaging, MovieMaker, etc.

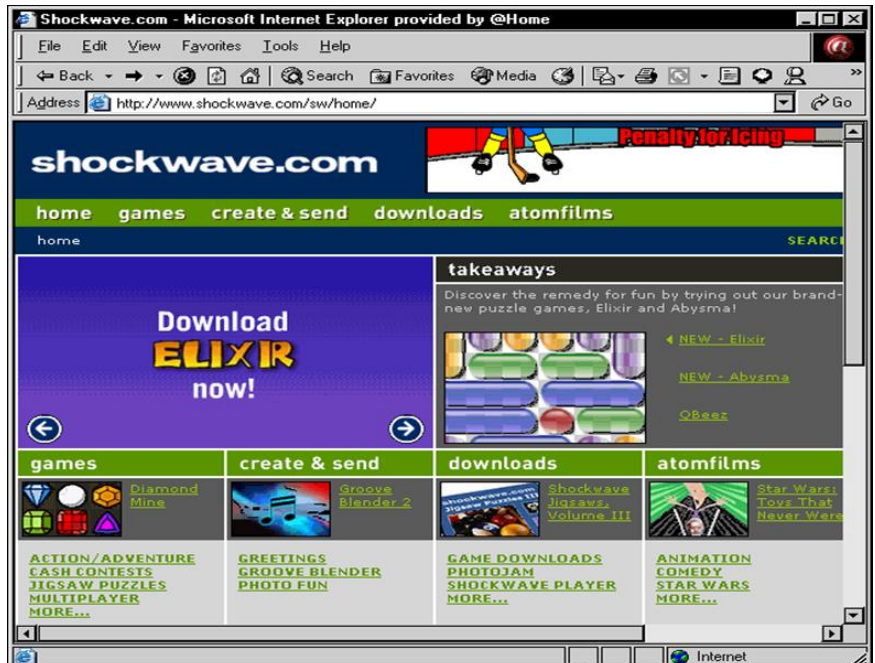
Flash

- Owned by Macromedia, Inc.
- Available for PC and Macintosh
- Also, graphics design program but designed to take graphics to new level, usually type of interactivity with end user



Shockwave

- Owned by Atom Shockwave Corp.
- Available for download for PC and Macintosh
- Allows you to view video, animation, games, and other programs for entertainment purposes from web site



Discreet

- Owned by AutoDesk

- Include products such as 3D Max, Fire, and Combustion
- Provide variety of multimedia capabilities for objects, e.g., animation, rendering, 3D creation, etc.

Director

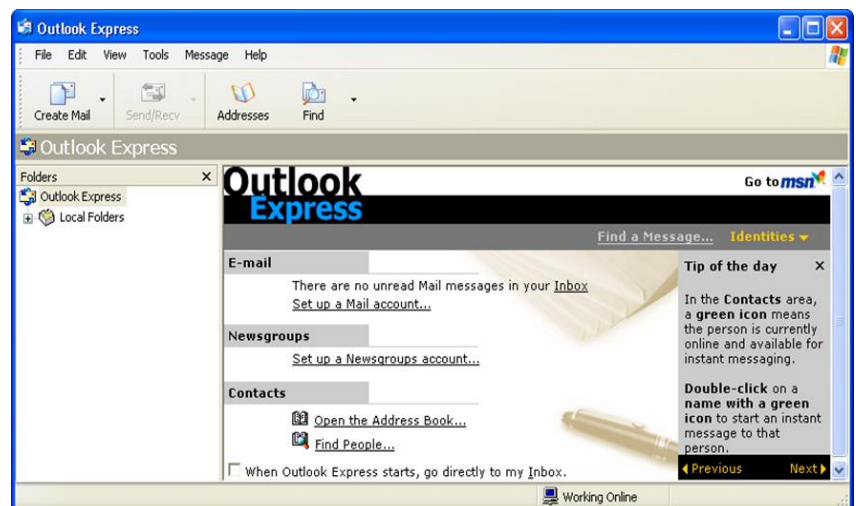
- Owned by Macromedia, Inc.
- Available for PC and Macintosh machines
- Designed to add interactivity to web site, intranet, or programs/files to be put on CD/DVD

Electronic Mail

- Many e-mail programs now developed to look and feel like a desktop/paper organizer
- Process of sending e-mail similar to manual process for addressing, writing, and then mailing letter on paper
- Only need e-mail program, correct e-mail address, and connection to the Internet or mail server.
- Risen in popularity as they become more user friendly and can generally receive responses in a relatively short time
- The two most popular e-mail programs are included with their web browser programs

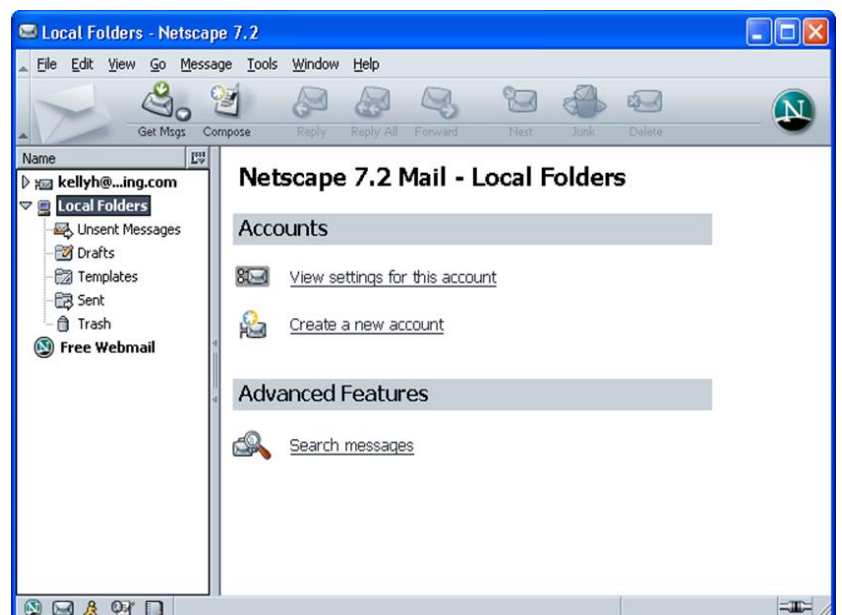
Outlook Express

- Owned by Microsoft
- Comes with Windows and part of Internet Explorer
- Available for PC, Macintosh, and Unix machines
- Handles e-mail and list of contacts



Navigator

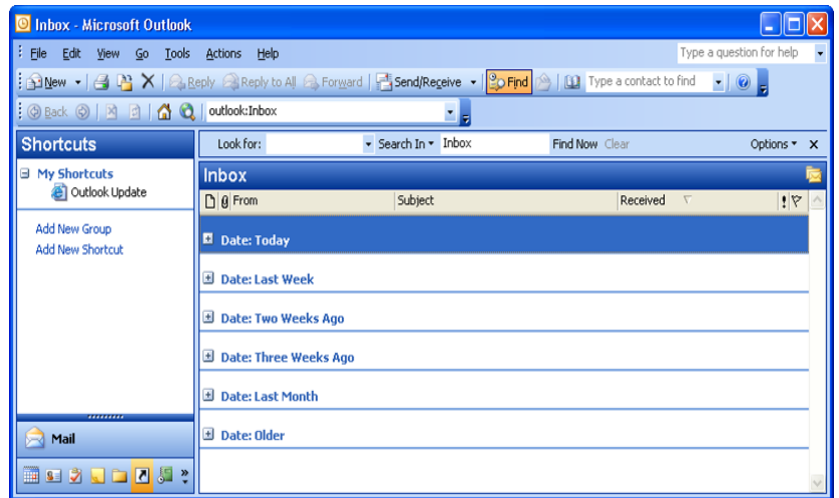
- Owned by Netscape
- Part of Netscape Navigator
- Older version free with Windows, but need to download latest version from Netscape web site



- Available for PC, Macintosh and Unix

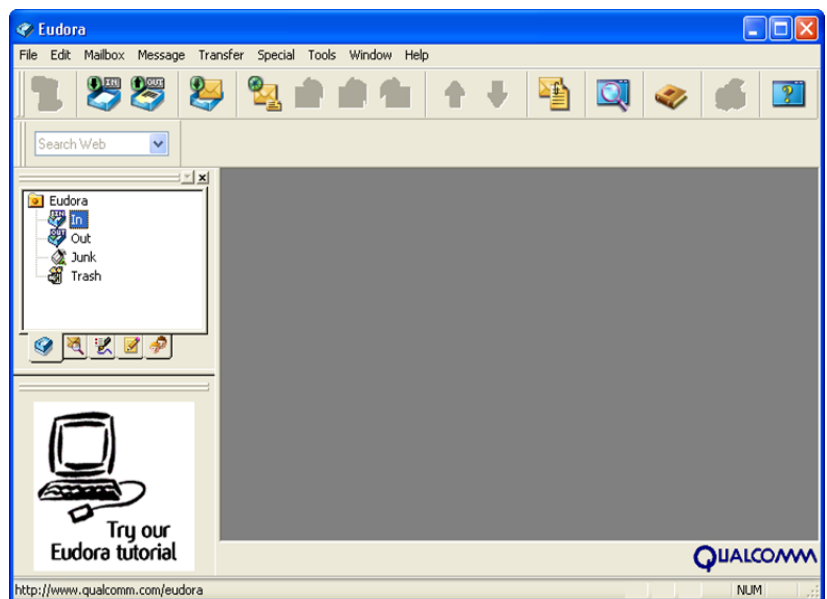
Outlook

- Owned by Microsoft
- Part of the Office suite of programs
- Includes calendar, task area, contact list, journal, and notes
- Popular e-mail program used in offices



Eudora

- Owned by Qualcomm
- Available for download from web site
- One of first e-mail programs available and still very popular
- Available for PC, Macintosh and Unix

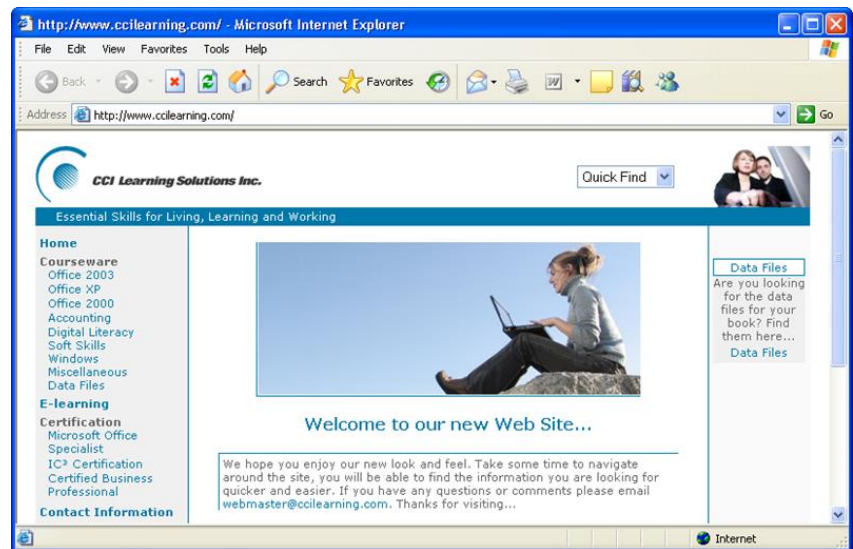


Web Browsers

- Allows you to connect to the Internet and view web sites for different companies, organizations, or individuals
- Browsing on web has become much more popular as more users connect to the Internet
- More companies and individuals have set up web sites on the Internet
- Need to have Internet connection and web browser before you can “surf the Net”
- Use the **Address** or **Location** field to move from site to site

Internet Explorer

- Owned by Microsoft Corporation
- Comes with Windows, and latest versions can be downloaded from Microsoft's web site
- Available for PC



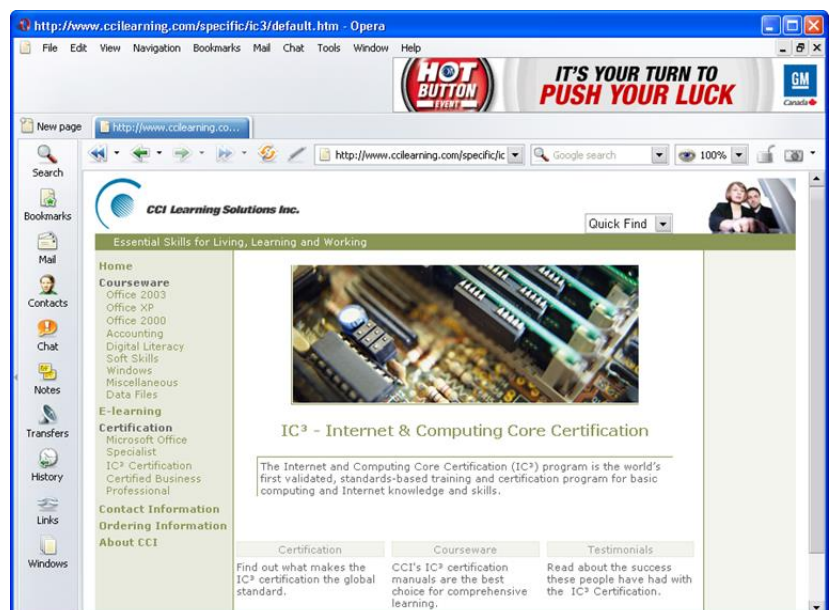
Netscape

- Owned by Netscape
- Available for PC and Macintosh
- Updates can be obtained from their web site



Opera

- Owned by Opera Software
- Available for PC, Macintosh, Unix, and Linux
- Updates can be obtained from their web site

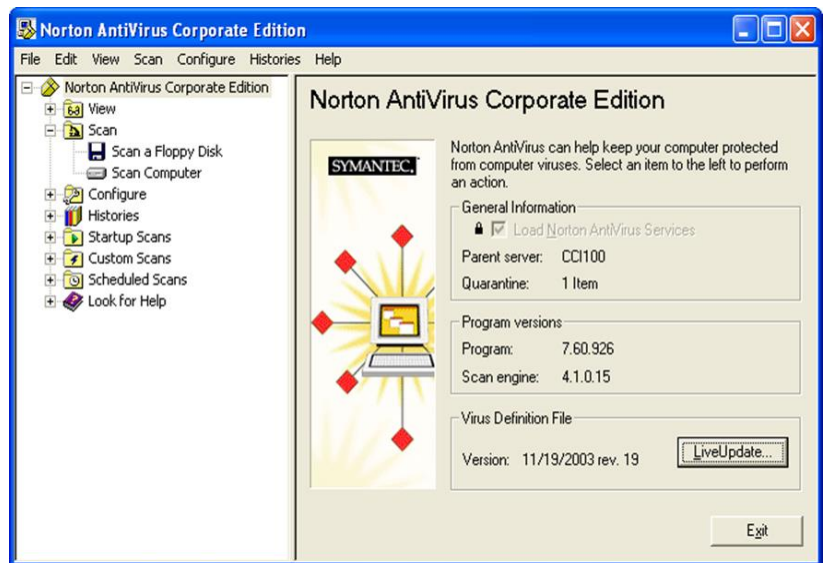


Utility Tools

- Programs that help maintain computer system
- Some popular types of utilities include:
 - **Anti-Virus Protection** protects system from unwanted viruses ruining files or computer
 - **Disk Compression** cleans out older files, reorganizes files for easy retrieval, and frees up space
 - **Disk Cleanup** eliminates temporary files created by computer or software programs
 - **File Compression** reduces size of file or several files
- Recommend you schedule these tools to maintain system on regular basis

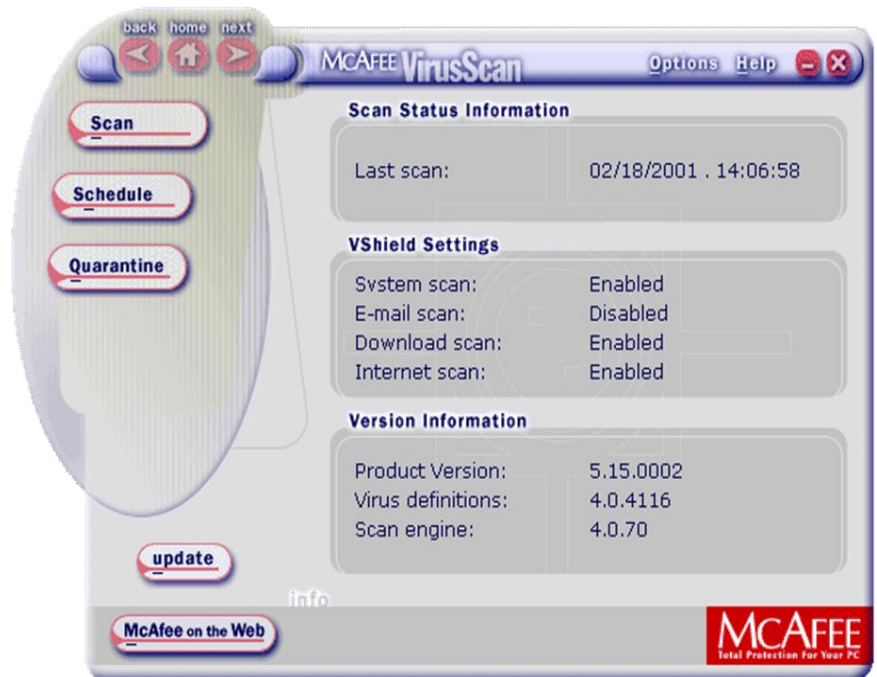
Norton AntiVirus

- Owned by Symantec
- Available for PC and Macintosh
- Purchase for single user or network



McAfee VirusScan

- Owned by McAfee Enterprises
- Available for PC and Macintosh
- Very popular anti-virus program



- System tools run utilities on your computer to maintain integrity of system
- Depending on maintenance needed, tools may be enough or may need third party product to extend number and type of utilities provided with Windows

Norton Utilities

- Owned by Symantec
- Available for PC
- Very popular for diagnosing potential or existing problems on system

WinZip

- Owned by WinZip Corporation
- File compression software program

Suites

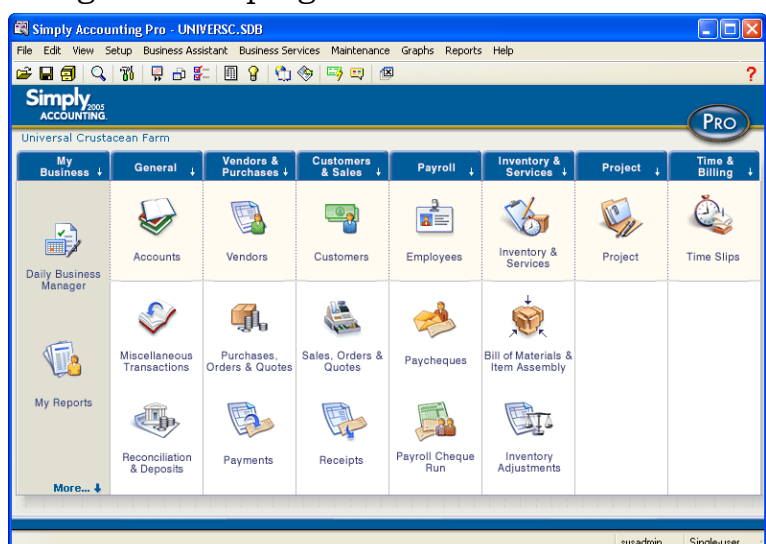
- Group of programs packaged together for purchase
- Considered more cost effective versus purchasing programs individually
 - **Microsoft Office** owned by Microsoft and one of the most popular suite programs used by offices; available for PC and Macintosh
 - **WordPerfect Office** owned by Corel Corporation and is available for PC only
 - **Lotus SmartSuite** owned by IBM Corporation and is available for PC
 - **Microsoft Works** owned by Microsoft and popular integrated set of software for small business or home users; sometimes pre-packed with new computers and provides excellent option for simple documents

Accounting

- Designed to handle accounting and finances for small to medium-sized business
- Replace manual tasks performed by accounting staff by automating many tasks online
- Still required to have accounting fundamentals to fully understand all features available in accounting software program

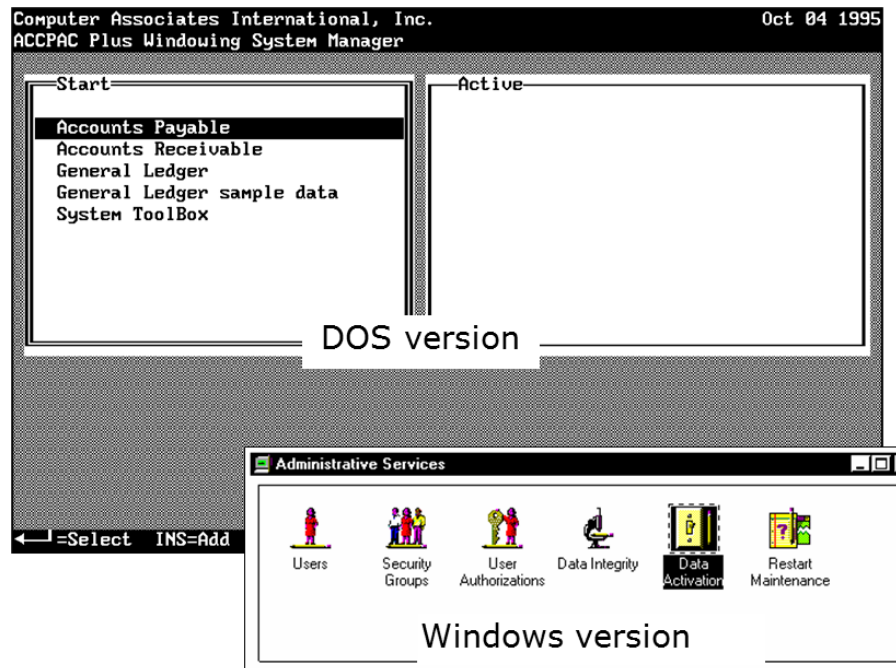
Simply Accounting

- Owned by ACCPAC International
- One of the most popular programs for small to medium-sized businesses
- Available for PC only



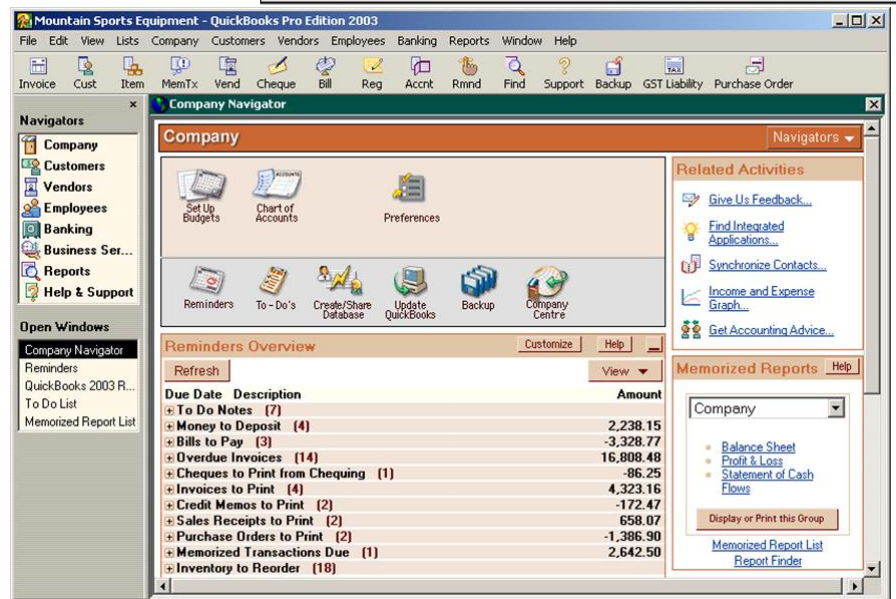
ACCPAC

- Owned by ACCPAC International
- Traditionally used by medium to large businesses
- Available only for Windows, but updates can be obtained for DOS version



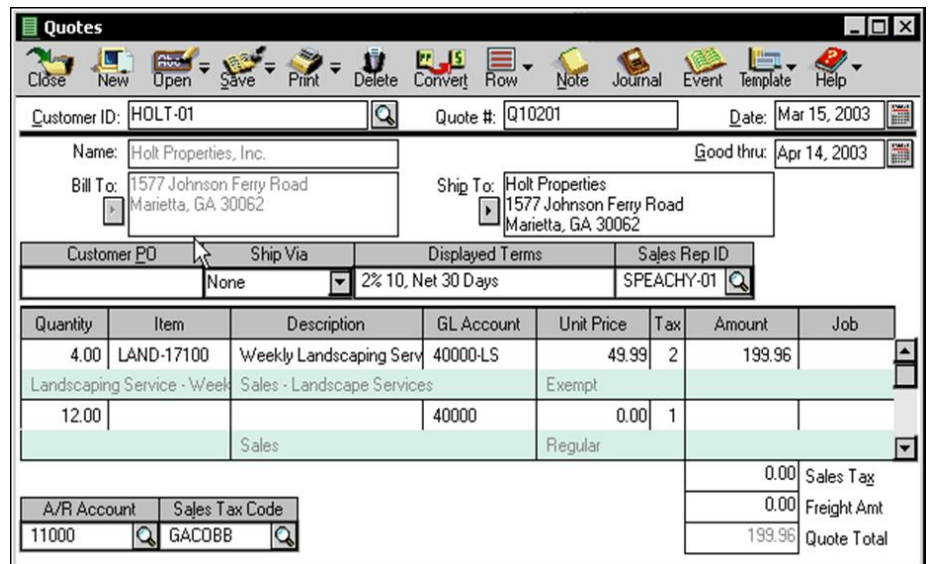
QuickBooks

- Owned by Intuit
- Available for PC
- Popular with small to medium-sized businesses
- Available in Canadian and U.S. versions



Peachtree

- Owned by Peachtree Software
- Version for small to medium or medium-large companies in U.S.

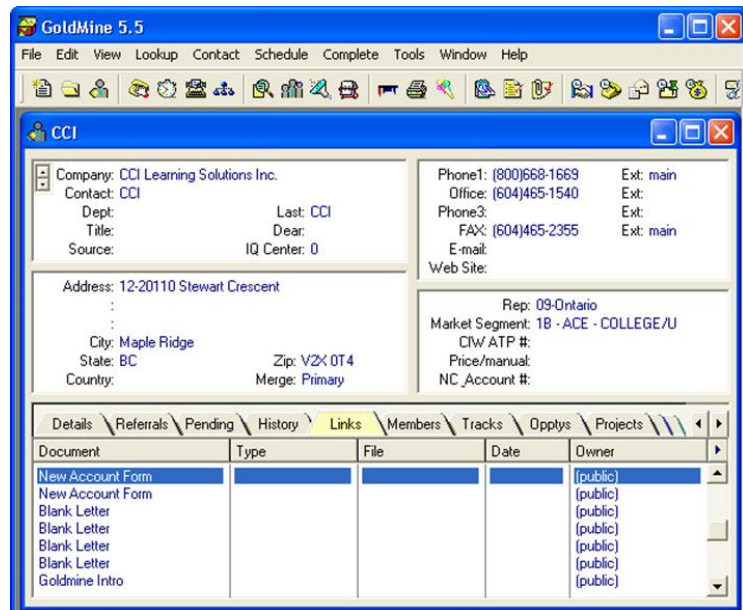


Specialized

- Refers to any program that targets specific task or market

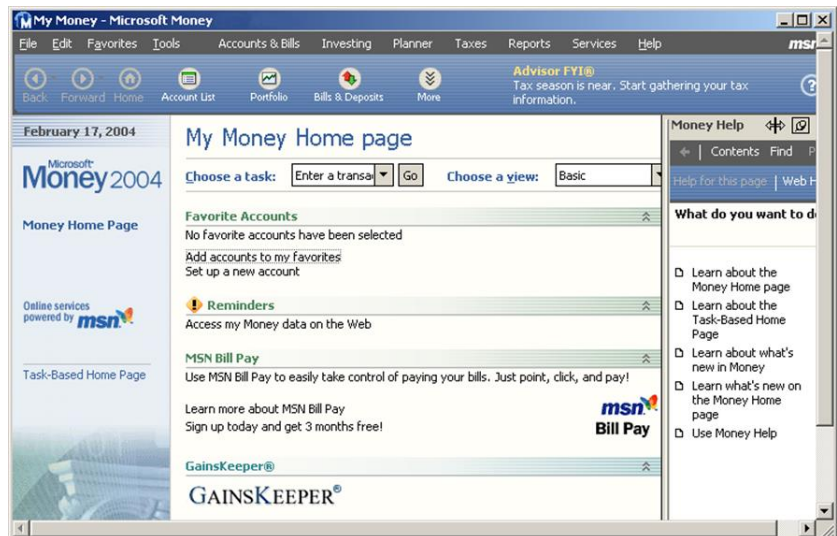
GoldMine

- Owned by GoldMine Software Corporation
- Available for PC
- *Contact management* software to enter information about customers, orders, or use automated processes for working with customers



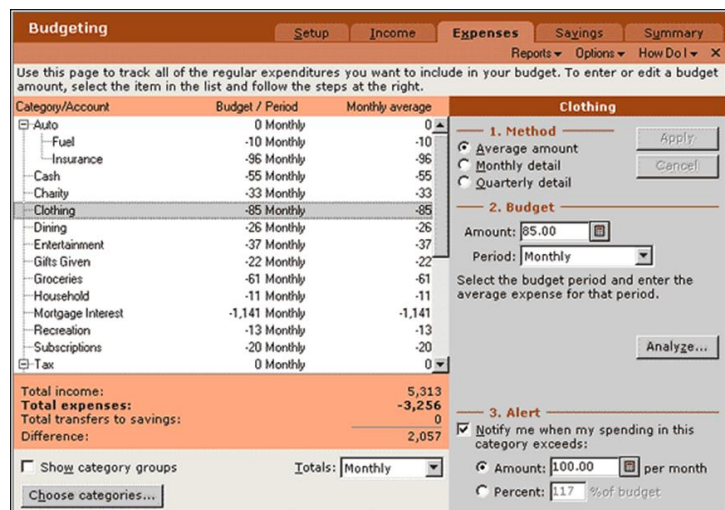
Money

- Owned by Microsoft
- Very popular for personal financial management
- Allows users to keep track of their own personal finances as well as help manage finances



Quicken

- Owned by Intuit Corporation
- Personal financial management program
- Helps users manage and organize personal finances



Customized

- Programs written for specific company to perform specific tasks, with company needs as main focus

Types of Programs	Examples of Tasks
Schools	registration, attendance, report cards
Restaurants	processing food orders, bills, inventory/stock
retail stores	point of sale, bar code readers
banking/credit card institutions	debit transactions, credit card transactions
shopping sites on the Internet	ebay, Yahoo
Manufacturing	automobile production, specifications for lumber size
Transportation	airline reservation which can be accessed from a travel agency, online, or at the airline counter
scientific, medical, or engineering	inspections, environmental changes, patient progress

What have I learned

Directions: Answer the questions given and use a separate sheet for your answers.

1. Why is there a need to choose an application program?
2. If the company is involved in business having prepared a payroll, what type of application program that a company to use? and explain its function.
3. Which application program above you prefer to use? Why?

What I Can Do



Activity 1

Directions: Scrambled Letters. Identify the application program by arranging the letters to form a correct word(s). Write your answers on a separate sheet.

1. ROADEU -
2. NICKQUE -
3. BICKQUOOKS -
4. SHALF -
5. PHOPSHOOT -
6. MINDGEOL -
7. NOYEM -
8. TORONN -
9. CASTPEEN -
10. CERTEFPWORD -

Activity 2

Directions: Word Puzzle. Look for the name of application program in the box by encircling the letters to form a word(s). Show the encircled letters on the box and write your answers on a separate sheet

F	T	E	C	D	F	R	Y	U	C	V	S	G	B	P	H	J	K	L	K
T	H	Y	J	K	L	Y	U	D	I	S	C	R	E	E	T	V	B	N	Q
N	A	V	I	G	A	T	O	R	H	Y	J	K	Y	A	U	Y	H	J	L
B	F	R	H	J	T	R	N	E	H	J	B	V	M	C	O	N	M	Y	H
G	H	J	B	R	F	V	K	A	N	T	Y	N	H	H	B	I	N	M	A
N	O	L	A	D	R	I	E	M	I	N	E	F	E	T	G	T	U	Y	B
P	D	E	R	V	R	S	C	W	I	N	Z	I	P	R	V	B	F	G	Y
G	T	E	W	O	D	I	R	E	C	T	O	R	U	E	T	G	T	B	U
O	K	I	T	E	B	O	H	A	Y	C	V	N	G	E	G	T	Z	X	B
G	U	N	T	G	T	Y	B	V	N	H	M	H	Y	T	G	C	T	B	K
R	U	T	O	N	N	A	T	E	N	M	A	H	A	L	I	N	M	O	N
L	A	N	L	G	J	O	F	R	E	E	H	A	N	D	F	I	S	H	Y
S	A	N	A	O	L	L	A	H	A	T	A	K	O	N	Y	O	M	Y	T
T	U	G	O	F	O	H	O	K	A	G	E	R	T	R	A	P	I	T	U
P	I	T	O	W	A	K	E	I	L	L	U	S	T	R	A	T	O	R	P
T	A	Y	O	D	E	R	C	F	G	D	E	C	V	F	W	N	M	J	P

Activity 3

Directions: Be able to classify under what classification of application program according to the statement below. Write your answers on a separate sheet.

1. Class record of students -
2. Show the slides on the screen for reporting -
3. Typing the application letter for a job -
4. Surf information on the internet -
5. Removing viruses on the computer -

Assessment



Direction: Read the questions carefully. Encircle the letter of the correct answer. Write your answer on a separate sheet.

1. It Can manage large amounts of data values via sort, find, filter, analysis tools
A. Presentation B. Web Browser C. Spreadsheet D. Utility tools
2. Which one does not show fact in Quidkbooks?
A. Popular with small to medium-sized businesses
B. Owned by Microsoft
C. Owned by Intuit
D. Available in Canadian and U.S. versions
3. Web design program with elements for creating graphics to be published on Internet or intranet
A. Visio B. Dreamweaver C. Excel D. ACCPAC
4. Very popular for graphics design as well as building “story” for publication to print or Internet
A. Freehand B. Money C. Visio D. Word
5. It is owned by Corel Corporation available for PC and part of the WordPerfect Office Education or Professional Editions.
A. Paradox B. Quattro Pro C. Excel D. Access
6. Create, edit, and save documents, change position of text, insert new information, or remove words and sections no longer needed.
A. Presentation B. Spreadsheet C. Database D. Word Processing
7. Gina wants to maintain her computer system by removing viruses. What application program does she needs?
A. Presentation B. Utility tool C. Suites D. Specialized
8. It Handles e-mail and list of contacts.
A. Quattro Pro B. Outlook Express C. Lotus 123 D. Excel
9. It is File compression software program.
A. Eudora B. Winzip C. McAfee D. Internet Explorer
10. Larry is experiencing slow in the performance of his computer due to excessive unnecessary files, what classification of utility application program he will use?
A. antivirus B. file compression C. Disk compression
D. Disk cleanup



Answer Key

What I have learned

1. Program chosen should meet majority of requirements
2. Spreadsheet -financial tools to perform mathematical calculations
3. The answer is based on the students' selection of application program he or she likes most.

What I can do

Activity 1

- | | |
|---------------|-----------------|
| 1. EUDORA | 6. GOLDMINE |
| 2. QUICKEN | 7. MONEY |
| 3. QUICKBOOKS | 8. NORTON |
| 4. FLASH | 9. NETSCAPE |
| 5. PHOTOSHOP | 10. WORDPERFECT |

Activity 2

- | | |
|----------------|----------------|
| 1. NAVIGATOR | 6. WINZIP |
| 2. VISIO | 7. FREEHAND |
| 3. DISCREET | 8. ILLUSTRATOR |
| 4. DIRECTOR | 9. OUTLOOK |
| 5. DREAMWEAVER | 10. PEACHTREE |

Activity 3

1. Spreadsheet
2. Presentation
3. Word Processing
4. Web browser
5. Utility tools

Assessment

- | | |
|------|-------|
| 1. C | 6. D |
| 2. B | 7. B |
| 3. B | 8. B |
| 4. A | 9. B |
| 5. A | 10. D |

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Reference:

IC7 Module –Basic Fundamentals