

CHAPTER 3. APPLICATION SOFTWARE

Word Processing Software

An application that provides tools for creating text-based documents

Word Processing Features

- Language tools
- Tables
- Mail merge
- Graphics and sound
- Templates
- Internet features

Examples of Language Tools

- Spell checkers
- Grammar checkers
- Thesaurus

Spreadsheet Software

An application for entering, calculating, manipulating and analyzing sets of numbers

Tools Included in the Spreadsheet Interface

Document window

Cell

The intersection of a column and a row

You enter data into individual cells

Cell Address

Spreadsheets use row and column identifiers as the basis for cell addresses

May contain a Label, Value, Date or Formula

Cell reference

Tells a formula to look up the contents of a referenced cell

Range

Contiguous cells referenced in a formula

Database

A collection of related data or facts

Database Management System (DBMS)

A software tool that lets you store, access and process data or facts into useful information

Important Database Terms

- Fields
- Records
- Tables

Two Kinds of Databases

- Flat-file
- Relational

Flat-file Database

A database file that has a single data table

Relational Database

A database made up of a set of tables

A common field in two tables creates a relationship between the tables

Desktop Publishing Software

Produces complex, multicolor, printer-ready documents

Better choice than word processing software for professional document design

Examples of Desktop Publishing Software

Adobe PageMaker

QuarkXPress

Adobe FrameMaker

Microsoft Publisher

Presentation Programs

Provide powerful design tools to outline, create, edit, arrange and display complex slide presentations

Examples of Presentation Program Special Features

Outlining

Annotations

Animation

Sound and video

Several Ways to Project Slides

On the PC screen

On a large-format monitor

On a television screen

From a digital projector