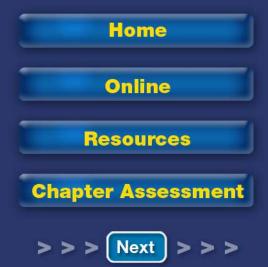
GLENCOE Introduction to Business In partnership with **STANDARD** BusinessWeek &POOR'S Glencoe: **Building the Future** of Business

Computer Basics

Section 19.2

Computer Software



Computer Software

Reading Guide

Read to Learn

List some types of software.

Computer Software

Reading Guide

The Main Idea

Without software, a computer is just a collection of parts. Software tells a computer what to do. Programs such as word-processing and spreadsheet applications allow the creation of documents for business and personal use.

Computer Software

Reading Guide

Key Concept

Software Programs



Computer Software

Reading Guide



Key Terms

software

a computer program that contains a set of instructions that tells a computer what to do

operating system

software that controls the operation of a computer and directs the processing of programs

Computer Software

Reading Guide



Key Terms

word processing

the writing, editing, and production of documents, such as letters and reports, through the use of a computer program

Computer Software

Reading Guide



Key Terms

spreadsheet

a computerized worksheet used for entering and charting data

database management a program used to store data organized especially for rapid search and retrieval

Computer Software

Reading Guide



Key Terms

presentation program

software for creating slide shows for presentations

desktop publishing software used to produce publications such as reports, newsletters, and magazines

Computer Software

Software Programs

Software is also referred to as a program or an application.

Key Term

software

a computer program that contains a set of instructions that tells a computer what to do.

Computer Software

Operating Systems

The most widely used operating system is Microsoft Windows[®].

Apple® uses its own operating system, called OS X®.

Key Term



software that controls the operation of a computer and directs the processing of programs

Computer Software

Office Suites

A **suite** is a collection of integrated application programs or software applications that works as a single program.

In a suite, each program can incorporate data from others.

Computer Software

Office Suites

Examples of office suites include:

Microsoft Office

Lotus® SmartSuite®

Corel® WordPerfect Office®

Sun Microsystems[™] StarOffice

Computer Software

Office Suites

Application programs handle different tasks.

Each type of application program performs a specific function.

Computer Software

Office Suites

Word-processing software, such as Microsoft Word[®], is used to create, edit, and print documents.

Key Term



the writing, editing, and production of documents, such as letters and reports, through the use of a computer program

Computer Software

Office Suites

Sales figures, quantities, prices, and production costs can be listed and compared with a spreadsheet.

Key Term



spreadsheet

a computerized worksheet used for entering and charting data

Computer Software

Office Suites

Database management allows for the updating, changing, or rearranging of lists.





database management

a program used to store data organized especially for rapid search and retrieval

Computer Software

Office Suites

Data from wordprocessing documents and spreadsheets can be put into graphs, charts, or figures using a presentation program.

Key Term



software for creating slide shows for presentations

Computer Software

Office Suites

Adobe® InDesign® and QuarkXPress® are examples of desktop publishing software packages.

Key Term



software used to produce publications such as reports, newsletters, and magazines

Computer Software

Office Suites

Other types of software that businesses depend on include:

Accounting software

Communication software

Speech recognition software

Computer Software

Groupware

Groupware provides tools for groups of users on a computer network to plan, develop, and complete a project.

Computer Software

Graphic Organizer

Three Types of Groupware

Communication Tools

Used for sending messages, files, data, or documents between people.

Conferencing Tools

Used for sharing information in an interactive way.

Collaborative Management

Used for facilitating and managing group activities

Home

Online

Resources

Chapter Assessment

Computer Software

Graphic Organizer

Three Types of Groupware

Communication Tools

Conferencing Tools

Collaborative Management

Examples

- E-mail
- Faxing
- Voice mail
- Web publishing

Examples

- Internet forums
- Chat rooms
- Videoconferencing

Examples

- Electronic calendars
- Project management software

Home

Online

Resources

Chapter Assessment

Computer Software



Collaborative Software

Lotus Notes® is a popular groupware program. It integrates work on a single project by several computer users at separate workstations. By planning an entire project for workers, the software makes it possible to complete the project more efficiently.

Home

Online

Resources

Chapter Assessment

Computer Software

Web Site Development Programs

Web site development programs allow users to choose from several templates or designs, or to customize their site according to their needs.

Web Site Development Programs

Examples of Web site development programs include:

Macromedia Dreamweaver®

Microsoft FrontPage®

Computer Software

Section 19.2



1. What is software?

a computer program that tells a computer what to do

Computer Software

Section 19.2



2. Name three types of software programs and their purposes.

Answers will vary, depending on the software programs selected.

Computer Software

Section 19.2



3. What kind of software is useful for managing team projects?

Groupware is useful for managing team projects.

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End of Chapter 19 Computer Basics

Section 19.2

Computer Software

