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Introduction to Business

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Chapter 19 Computer Basics

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Section 19.2

Computer Software

Reading Guide



Read to Learn

- List some types of software.

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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.

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Computer Software

Reading Guide



Key Concept

- Software Programs

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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

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Key Terms

word processing

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

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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

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Key Terms

presentation program software for creating slide shows for presentations

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

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.

Operating Systems

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

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



Key Term

operating system

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

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.

Office Suites

Examples of office suites include:

Microsoft Office

Lotus[®] SmartSuite[®]

Corel[®] WordPerfect Office[®]

Sun Microsystems[™] StarOffice

Office Suites

Application programs handle different tasks.

Each type of application program performs a specific function.

Office Suites

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



Key Term

word processing

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

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

Office Suites

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



Key Term

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

Office Suites

Data from word-processing documents and spreadsheets can be put into graphs, charts, or figures using a **presentation program**.



Key Term

presentation program
software for creating slide shows for presentations

Office Suites

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



Key Term

desktop publishing

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

Office Suites

Other types of software that businesses depend on include:

Accounting software

Communication software

Speech recognition software

Groupware

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

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

Graphic Organizer

Three Types of Groupware

**Communication
Tools**

Examples

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

**Conferencing
Tools**

Examples

- Internet forums
- Chat rooms
- Videoconferencing

**Collaborative
Management**

Examples

- Electronic calendars
- Project management 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.

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[®]

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1. What is software?

a computer program that tells a computer what to do

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

Answers will vary, depending on the software programs selected.

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

Groupware is useful for managing team projects.

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