

# Fluency in Computer Technology

## LAP 3 – Application Software



Name \_\_\_\_\_

Period \_\_\_\_\_

Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_

### DoDEA Standards

- ◆ PT1e Demonstrate a sound understanding of the nature and operation of technology systems, both hardware and software
- ◆ PT2c Make informed choices among technology systems, resources, and services.

### Objectives

- ◆ Identify the widely used products and explain key features of productivity/business software applications, graphic design/multimedia software applications, home/personal/educational software applications, and communication software applications.
- ◆ Understand how system software interacts with applications software.

**Resource**      Discovering Computers 2002                      Chapter 3: Application Software

**Time Frame**    5 hours (suggested)

### Introduction

This chapter introduces you to application software.

### Assignments

**Where appropriate and possible, written answers must be in complete sentences and keyed. Turn in completed activities as directed by instructor.**

\_\_\_\_\_ Read *Discovering Computers* (textbook) pages 3.1 – 3.39

Complete only one of the two “Issues” below.

\_\_\_\_\_ “Issue: Words, Words, And More Words” on page 3.8. Respond to all the questions.

\_\_\_\_\_ “Issue: Privacy At Work” on page 3.32. Respond to all the questions.

\_\_\_\_\_ E-Revolution, page 3.39 “E-Finance Applied”. Complete either number 1 or number 2.

\_\_\_\_\_ Learn It Online, page 3.43. Complete numbers: 1 “Web Guide” (report on only one software program), 2 “Scavenger Hunt” , 3 “Who Wants To Be A Computer Genius?”, 4 “Career Corner” and 6 “Search Sleuth”.

\_\_\_\_\_ Checkpoint, pages 3.44 – 3.45. Complete: “Label The Figure”, “Matching”, “Multiple Choice”, and “Short Answer”.

\_\_\_\_\_ In The Lab, page 3.46. Complete 4: “Productivity Software Products” (can you find one of each type listed on page 3.7).

\_\_\_\_\_ Web Work, page 3.47. Complete 1 “What Is Microsoft?”, 2 “Word Processing” (print and answer the 11 questions), and 3 “Working With Spreadsheets” (print and answer the 10 questions).

\_\_\_\_\_ Complete the Self Assessment below.

\_\_\_\_\_ Take Chapter 3 Test.

**Self Assessment - "I/I can . . . "**

\_\_\_\_\_ **identify the use of widely used software application products and explain their key features.**

\_\_\_\_\_ **explain how system software interacts with application software.**