



Computer Applications II

LAP 4-Software: Productivity Applications

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
- ◆PT1I Know the characteristics and uses of communications and networking systems
- ◆PT2c Make informed choices among technology systems, resources, and services
- ◆PT3d Use technology tools and resources for managing and communicating personal/professional information, e.g., finances, schedules, addresses, purchases, and correspondence.
- ◆PT4a Access information efficiently and effectively
- ◆PT5d Manage and direct one's own learning.
- ◆PT5j Demonstrate and advocate for legal and ethical behaviors among peers, family, and community regarding the use of technology and information.

Objectives

- ◆ Define application software
- ◆ Outline tasks performed by word processing software
- ◆ Describe the impact of electronic spreadsheet software on numeric processing
- ◆ Define the features and functions of database programs
- ◆ Describe specialized software, including project management, presentation, personal information managers, and money management
- ◆ Describe the impact graphics and drawing software have had on creativity
- ◆ Identify the various file formats for graphics programs
- ◆ Define page layout software and its impact on the typesetting process
- ◆ Define the features of multimedia
- ◆ Define MIDI software
- ◆ Distinguish among commercial software, freeware, and shareware
- ◆ Describe the future projections in software development

Resource

Title: Computer Technology-Changes, Challenges, and Choices
 Author(S): C. Norman Hollingsworth and Mary Carole Hollingsworth
 Chapter 4: Software: Productivity Applications

Time Frame 5 hours

Introduction

The operating system is always working behind the scenes with the application software, therefore they must be compatible. Since rigid policies on opened software exist, it is important to make informed software purchases. Chapter 4 discusses several such issues that are important considerations when working with and buying software. The illustrations in this chapter 4 will familiarize you with the working screen in the various types of 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:** Pages 82-105
- _____ **Complete:** Multiple Choice questions 1-15 on pages 106-108.
- _____ **Complete:** True False questions 1-15 page 108
- _____ **Complete:** Technology in Context Questions 1, 2, 3, 4, 5 on pages 108

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

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Please ask instructor for additional instructions