Chapter 4
Programs and Apps

Objectives Overview

- Identify the general categories of programs and apps
- Describe how an operating system interacts with applications and hardware
- Differentiate among the ways you can acquire programs and apps
- Identify key features of productivity applications
- Identify the key features of graphics and multimedia applications

See Page 152 for Detailed Objectives

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Objectives Overview

- Identify the uses of personal interest applications
- Identify the purpose of software used in communications
- Identify the key features of security tools
- Identify the key features of file and disk management tools

See Page 152 for Detailed Objectives

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Programs and Apps

- A program, or software, consists of a series of related instructions, organized for a common purpose, that tells the computer what tasks to perform and how to perform them
- An application, or app, sometimes called application software, consists of programs designed to make users more productive and/or assist them with personal tasks
- An operating system is a set of programs that coordinates all the activities among computer or mobile device hardware
  - System software
Table 4-1 Programs and Apps by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Special Program and App</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance and Personal</td>
<td>Accounting, Personal Finance</td>
</tr>
<tr>
<td>Graphics and Media</td>
<td>Image Editing, Video Editing</td>
</tr>
<tr>
<td>Personal Wellness</td>
<td>Fitness, Nutrition</td>
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<td>Communication</td>
<td>Instant Messaging, Email</td>
</tr>
<tr>
<td>Security</td>
<td>Antivirus, Firewall</td>
</tr>
<tr>
<td>File and System Management</td>
<td>Disk Management, System Restore</td>
</tr>
</tbody>
</table>

Step 1: To delete a program in Windows, select the program in the list and click the Remove button.

Step 2: To remove a program in Mac OS X, select the program in the list and click the Uninstall button.

End result: The program is removed from the computer's operating system, and its associated files are deleted from the computer.
Programs and Apps

- Software is available in a variety of forms:
  - Retail
  - Custom
  - Web app
  - Mobile app
  - Mobile web app
  - Open source
  - Shareware
  - Freeware
  - Public domain

- Productivity applications can assist you in becoming more effective and efficient while performing daily activities at work, school, and home.
Productivity Applications

• With productivity applications, users often:

  - Create a project
  - Edit a project
  - Format a project
  - Save a project
  - Distribute a project

Productivity Applications

• Word processing software allows users to create and manipulate documents

• Clip art is a collection of drawings, photos, and other images
Productivity Applications

- **Presentation software** allows users to create visual aids for presentations to communicate ideas, messages, and other information to a group.

- **Spreadsheet software** allows users to organize data in rows and columns and perform calculations.
Productivity Applications

• A **database** is a collection of data organized in a manner that allows access, retrieval, and use of that data
  – **Database software** allows users to create, access, and manage a database

![Database Image]

Productivity Applications

• **Note taking software** is an application that enables users to enter typed text, handwritten comments, drawings, or sketches anywhere on a page

![Note taking Image]
Productivity Applications

• **Calendar and contact management software** is an application that helps you organize your calendar, keep track of contacts, and share this information with other devices or users.

![Calendar Software](image)

Productivity Applications

• **A software suite** is a collection of individual programs available together as a unit.

• **Project management software** is an application that allows a user to plan, schedule, track, and analyze the events, resources, and costs of a project.

![Project Management Software](image)
Productivity Applications

- **Accounting software** is an application that helps businesses of all sizes record and report their financial transactions.

- **Personal finance software** is a simplified accounting application that helps home users and small/home office users balance their checkbooks, pay bills, track personal income and expenses, verify account balances, transfer funds, track investments, and evaluate financial plans.
Productivity Applications

- **Legal software** is an application that assists in the preparation of legal documents and provides legal information to individuals, families, and small businesses.

![Legal software screenshot](image1)

- **Tax preparation software** is an application that can guide individuals, families, or small businesses through the process of filing federal taxes.

![Tax preparation software screenshot](image2)
Productivity Applications

• **Document management software** is an application that provides a means for sharing, distributing, and searching through documents by converting them into a format that can be viewed by any user.

Productivity Applications

• A variety of desktop, mobile, and web apps provide a service intended to make business or personal tasks easier to accomplish.

Reference applications  Travel applications  Retail applications
Productivity Applications

• A large organization, commonly referred to as an enterprise, requires special computing solutions because of its size and geographic distribution.

Graphics and Media Software

- Computer-aided design (CAD) software
- Desktop publishing software
- Paint/Image editing software
Graphics and Media Software

- **Photo editing software**
- **Clip Art / Image Gallery**
- **Video and audio editing software**

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**Graphics and Media Software**

- **Multimedia authoring software** allows users to combine text, graphics, audio, video, and animation in an interactive application.
- **Website authoring software** helps users of all skill levels create webpages that include graphics, video, audio, animation, and special effects with interactive content.
Graphics and Media Software

- A **media player** is a program that allows you to view images and animations, listen to audio, and watch video files on your computer or mobile device.
- **Disc burning software** writes text, graphics, audio, and video files on a recordable or rewritable disc.

Personal Interest Applications

- **Lifestyle applications**
- **Medical applications**
- **Entertainment applications**
- **Convenience applications**
- **Education applications**
Communications Applications

- Blogging
- Browsing
- Chat Room
- Discussion Forum
- Email
- FTP
- Instant Messaging
- Videoconference
- VoIP
- Web Feeds
- Wireless Messaging

Security Tools

- A personal firewall is a security tool that detects and protects a personal computer and its data from unauthorized intrusions
Security Tools

• An **antivirus program** protects a computer against viruses by identifying and removing any computer viruses found in memory, on storage media, or on incoming files.

Security Tools

• Spyware is a program placed on a computer or mobile device without the user’s knowledge that secretly collects information about the user and then communicates the information it collects to some outside source while the user is online.

• Adware is a program that displays an online advertisement in a banner or pop-up window on webpages, email messages, or other Internet services.
Security Tools

A **spyware remover** is a program that detects and deletes spyware and similar programs.

An **adware remover** is a program that detects and deletes adware.

Security Tools

- Internet filters
- Anti-spam programs
- Web filters
- Phishing filters
- Pop-up blockers
File and Disk Management Tools

• A **file manager** is a tool that performs functions related to file management

File and Disk Management Tools

• A **search tool** is a program, usually included with an operating system, that attempts to locate a file on your computer or mobile device based on criteria you specify
File and Disk Management Tools

• An image viewer is a tool that allows users to display, copy, and print the contents of a graphics file, such as a photo
• An uninstaller is a tool that removes a program, as well as any associated entries in the system files

A disk cleanup tool searches for and removes unnecessary files
File and Disk Management Tools

- A **disk defragmenter** is a tool that reorganizes the files and unused space on a computer’s hard disk so that the operating system accesses data more quickly and programs run faster
  - **Defragmenting**

File and Disk Management Tools

- A **screen saver** is a tool that causes a display device’s screen to show a moving image or blank screen if no keyboard or mouse activity occurs for a specified time
- A **file compression tool** shrinks the size of a file(s)
- A **PC maintenance tool** is a program that identifies and fixes operating system problems, detects and repairs disk problems, and includes the capability of improving a computer’s performance
File and Disk Management Tools

- A **backup tool** allows users to copy, or back up, selected files or the contents of an entire storage medium to another storage location.

![Backup Tool Image]

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Summary

- Programs and apps available for computers and mobile devices
- Role of the operating system and the various ways software is distributed
- Features of a variety of applications
  - Communications applications
  - Security tools and file and disk management tools