CHAPTER 1: INTRODUCTION TO COMPUTER APPLICATIONS

Computer Application/Application software

An **application program** (**app** or **application** for short) is a computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.

Recall is as the non-physical parts of the computer. A computer uses to get the job done. They are the instructions given to the computer.Software needs to be accessed before it can be used. There are many terms used for process of accessing software including **running**, **executing**, **starting up**, **opening**, and others.

Types of Software

The three basic types of software are:

- **Commercial** - prepackaged and is available from software stores and through the Internet.
- **Shareware** - developed by individual and small companies that cannot afford to market their software worldwide or by a company that wants to release a demonstration version of their commercial product.
- **Open source software** - created by generous programmers and released into the public domain for public use.

Software can be used as follows:

- Switch on the computer.
- Open the application software
- Input data
- Processing
- Store/Output
- Close file
- Close the application
- Turn off the computer.

Classification of Computer software

Computer software is classified as follows:

•*System Software* - Software that handle the running of your computer's hardware.
•*Application Software* - Software that has been developed to solve a particular problem, or perform specific task for the user. System Software controls the location and usage of hardware resources and enables the application software to run.

System software

This is the type of software that enables the computer to manage its resource. It is further divided into;

- **Firmware** - system software fixed into hardware components e.g. BIOS.
- **Network** - type of computer software that enable computers to communicate over a network
- **Utility**– used to manage computer files, diagnose and repair computer problems e.g. antivirus, compilers, diagnostic tools etc
- **Operating systems** – provides the interface between the user, the hardware and the application software

Application software – This is the type of software that solve specific problems or perform specific tasks. It is divided into;

- Off – the – shelf application software – programs developed by software engineers and made available in the market for sale. Normally sold in bundles called program suites e.g. the Microsoft Office programs suite.
- In – house –developed packages –also referred to as tailor –made – application software. Designed or tailored t solve problems specific to an organisation.

Example of operating system: Ms DOS, PC DOS, UNIX, Linux, Windows etc.

Stating the applications in a computers

Here we will learn how to **Open** and **Close** an application. An application, sometimes called a program, performs a certain task. There are literally hundreds of applications and it would be impossible for us to know them all. The good news is that applications Open (start) and Close (end) in the same manner.

An application is defined as a computer program designed to help people perform a certain type of work (or recreation!). Examples of applications include word processing programs, spreadsheets, media players, and even games.

<u>Open an Application via the Desktop</u>

Let's review a few concepts we covered on a previous lessons. The **Desktop** is the image you see when your computer powers on. Located on your **Desktop** are Icons and these **Icons** are graphic images that when clicked will **Open** or "start" a program. Placed on your **Desktop** is an **Icon** to a commonly played card game called Solitaire. We will use this application to practice **Opening** and **Closing** an application.

Click on the **Solitaire Icon** to open the application.

<u>Close an Application</u>

After clicking on the Solitaire Icon, the application will Open or start. A screen similar to below will appear.

On the screen in the upper right corner is a red X : . Click on the to close the application. Closing the application will stop or end the program, putting it away.

Open an Application via the Start Menu

Earlier we opened the Solitaire application by clicking the Solitaire Icon on the Desktop. Now, let's use the **Start** button to open the Solitaire application. The **Start** button is located in the lower left corner of the Desktop and looks like this:
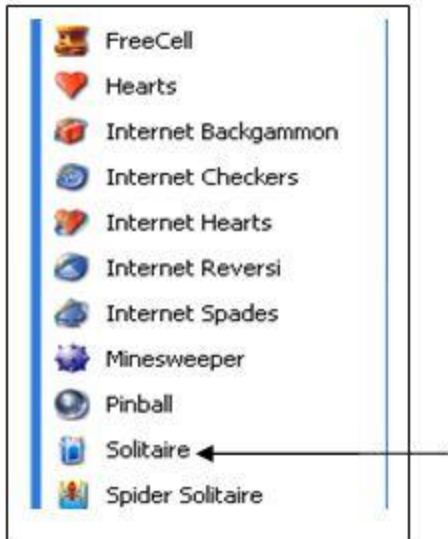

Click on the **Start** Button located on your Desktop. The **Start Menu** will appear. The Start Menu allows for accessing your applications, getting help, or changing options on your computer. **Slowly** move your mouse to the **All Programs**.

The **All Programs** menu will expand showing you the programs in your computer. The All Programs menu may vary from computer to computer as each computer could have different programs loaded. In the list of programs, look for the menu option that says Games and looks like:

Notice there is a **triangle** beside the word Games. The triangle is referred to as an arrow and indicates there are more menu options. If you move your mouse to the arrow the other options will appear. Move your mouse to the arrow and the **Games Menu** appears. The list of games may be different from computer to computer.

Slowly move your mouse **over** to the list of games and **down** (not diagonally - straight over and then straight down!) to Solitaire. Once your mouse is on Solitaire click your mouse to open the application. Solitaire should open as you saw earlier. Once again, you can close the application with the X in the upper right hand corner.

Important!

It's a good idea to close any open applications before you shut down your computer!

Interesting bit

Many of the games on the computer will help strengthen your mouse skills, so it is like mouse practice!

Computer - Applications

Business

A computer has high speed of calculation, diligence, accuracy, reliability, or versatility which has made it an integrated part in all business organizations.

Computer is used in business organizations for −

- Payroll calculations
- Budgeting
- Sales analysis
- Financial forecasting
- Managing employee database
- Maintenance of stocks, etc.