

## Common Application Software

The most common application software used in schools, universities and businesses are word processors and spreadsheets. Both these applications allow you to make changes easily to your work saving you time and improving your presentation of work.

### Lesson Outcomes

By the end of the lesson, you should be able to:

- List common word processing packages;
- Explain the purpose of word processing packages;
- List common spreadsheet software packages;
- Explain the purpose of spreadsheet packages.

### Curriculum Links

This task supports the assessment of:

#### **LO 1: Hardware and System Software**

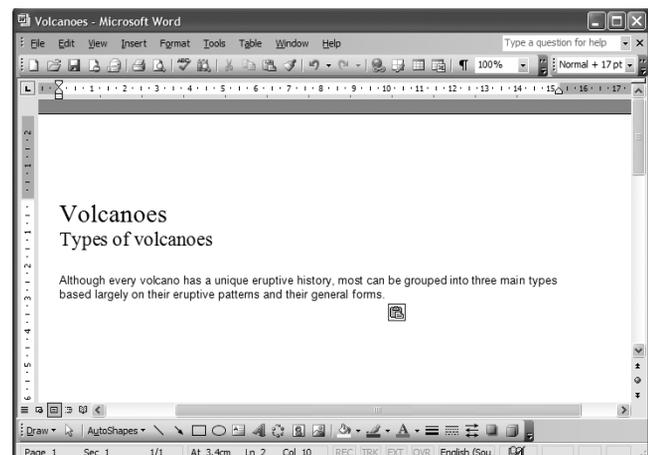
- Identify and distinguish between computer types and associated software.
- Distinguish between system software and application software (including user-developed and development software).

### Lesson Notes

The most commonly used application software programs are word processors and spreadsheets. Schools, universities, businesses and homes that have computers, use these applications on a daily basis and it is hard to imagine life without them.

Word processors are used to create, edit, format, check and print documents. While editing the document you can check for spelling mistakes by using the dictionary function or substitute a word by using the thesaurus function. In addition, graphics and photographs can be inserted into the text.

One of the biggest advantages of using a word processor is that corrections are easily made to a document. Using a typewriter, one had to rely on correction fluid (Tippex) to correct a typing mistake. If you needed to add new text or change the margins, you would have had to retype the whole page. All these types of changes are easily made using a word processor by inserting, deleting or reformatting where necessary. Most word processors have the following in common: they use most of the screen for the text being worked on; they provide you with a menu of options for editing, modifying and formatting your document; graphic tool bars which use icons for frequently used functions; a scroll bar that lets you scroll both horizontally and vertically; and a cursor to show you your place in the current document.

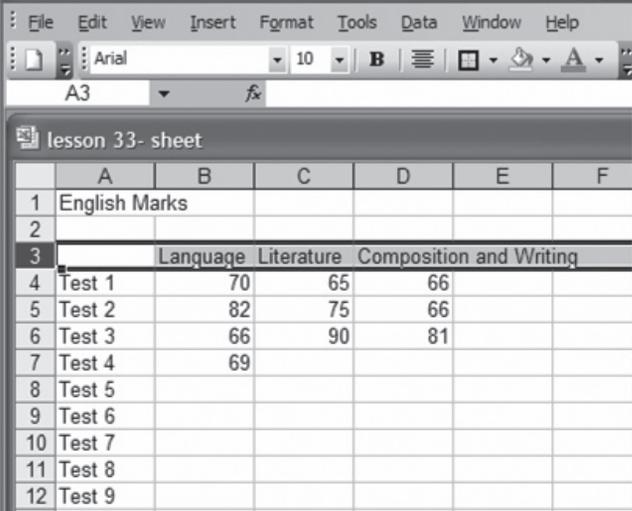


# Software

# 7

## Lesson Notes continued...

Spreadsheets were designed to perform complicated numerical calculations quickly and accurately and so any task that involves calculations can be handled by a spreadsheet. They also provide tools that highlight the relationship between numerical data, for example, the relationship between profit and loss. A spreadsheet consists of a grid of cells which can hold text, numbers or numerical formulae. Spreadsheets allow users to create and use formulae that perform calculations on cells containing numbers. Every time a number involved in a formula changes, the resulting value of the formula also changes automatically without the need of further calculations. Another benefit of using a spreadsheet is that you can manipulate figures to produce graphs by using the CHART option.



The screenshot shows a spreadsheet window titled 'lesson 33- sheet'. The spreadsheet has columns A through F and rows 1 through 12. Row 1 is labeled 'English Marks'. Row 3 is a header row with columns B, C, and D labeled 'Language', 'Literature', and 'Composition and Writing' respectively. Rows 4 through 12 contain test results.

	A	B	C	D	E	F
1	English Marks					
2						
3		Language	Literature	Composition and Writing		
4	Test 1	70	65	66		
5	Test 2	82	75	66		
6	Test 3	66	90	81		
7	Test 4	69				
8	Test 5					
9	Test 6					
10	Test 7					
11	Test 8					
12	Test 9					

Microsoft's Excel, Quattro Pro and Lotus 123.

### Task

1. Do some research and find at least two different spreadsheet packages. List the differences and similarities between these packages.
2. During this lesson you learnt that most processing packages share similar characteristics. Look at the word processing package you are using at school and draw up a table of the characteristics mentioned.