



APPLICATION SOFTWARE

<p>WORD PROCESSING</p>	<p>Word processing is usually what leads people to using a computer for their work. Word processors will normally have the following capabilities built into them:</p> <ul style="list-style-type: none"> ✓ Spell Checking ✓ Standard layouts for normal documents ✓ Have some characters appear in Bold print, Italics or Underlined. ✓ Centre line, make text line up on the left side of the paper or the right side of the paper. ✓ Save the document so it can be used again ✓ Print document. <p>Two of the most common word processing programs are WordPerfect and Microsoft Word.</p>
<p>SPREADSHEETS</p>	<p>The spreadsheet packages are designed to use numbers and formulas to do calculation with. Examples of spreadsheets include:</p> <ul style="list-style-type: none"> ✓ Budgets ✓ Payrolls ✓ Grade Calculations ✓ Address Lists <p>The most commonly used spreadsheet programs are Microsoft Excel and Lotus 123.</p>
<p>DATA BASES</p>	<p>Database programs are designed for these types of applications:</p> <ul style="list-style-type: none"> ✓ Membership lists ✓ Student lists ✓ Grade reports ✓ Instructor schedules <p>All of these have to be maintained so you can find what you need quickly and accurately.</p> <p>Some of the most commonly used database programs are Microsoft Access and dBASE.</p>
<p>GRAPHIC PRESENTATIONS</p>	<p>The presentation programs can make giving presentations and using overheads easier. Other uses include:</p> <ul style="list-style-type: none"> ✓ Slide Shows ✓ Repeating Computer Presentations on a computer monitor ✓ Using Sound and animation in slide shows <p>The most recognized graphic presentation programs are Microsoft PowerPoint and Harvard Graphics.</p>
<p>WEB BROWSERS</p>	<p>Web Browsers provide an easy to surf the Internet.</p> <ul style="list-style-type: none"> ✓ Use search engines to find people, places and things world-wide. ✓ Create your own web page to tell the world about you and your job. ✓ Advertise your company and special activities. <p>To date, no other planet has placed web pages on the web – but nothing should surprise you!</p> <p>The two most popular web browsers are Netscape and Microsoft Internet Explorer.</p>