Objectives

1. Identify the types and uses of business productivity software.
2. Identify types and uses of personal software.
3. Assess a computer system for software compatibility.
4. Compare various ways of obtaining software.
5. Discuss the importance of cloud computing.
Objective 1: Overview

Making Business Work

1. Identify types of business productivity software
2. Identify the uses of business productivity software

Key Terms
- Word processor
- Cell and spreadsheet
- Field, record, and database
- Document management system
- Office application suites
- PIM (personal information manager)
- Project management software
- WYSIWYG
Office Applications

Suites:
- Microsoft Office
- Apple iWork
- Apache OpenOffice.org
- Google Docs

Applications:
- Word processing
- Spreadsheet
- Database
- Presentation
- Personal information manager (PIM) software
Business Productivity Software
Word Processing

Create, edit, and format documents

- Microsoft Word
- iWork Pages

- Apache OpenOffice.org Writer
- Google Docs Document
Business Productivity Software

Spreadsheet

Create electronic worksheets composed of rows and columns

- Microsoft Excel
- iWork Numbers
- Google Docs Spreadsheets
Business Productivity Software Presentation

Create electronic presentations

- Microsoft PowerPoint
- Apple iWork Keynote
- Apache OpenOffice.org Impress
- Google Docs Presentations
Business Productivity Software

Database

Organize collected information

- Microsoft Access
- Apache OpenOffice.org Base
- Google Docs Form
Business Productivity Software

Personal Information Manager

Manage email, calendar, contacts, and tasks all in one place

- Microsoft Outlook
Business Productivity Software

Other Types of Business Software

PROJECT MANAGEMENT
- Helps to complete projects
- Stay within budget
- Stay on schedule
- Track collaboration

DOCUMENT MANAGEMENT
- Track all documents in a business

FINANCIAL
- Track business finances, accounting

- Microsoft Project
- Basecamp
- Microsoft SharePoint
- KnowledgeTree
- Alfresco
- Intuit QuickBooks
- Sage Peachtree
Microsoft Office is a full suite, but not every user needs the whole package. Use the Internet to research the MS Office versions available. Create a table of findings. Include a list of applications found in each version, cost, number of licenses available, and any information you deem important.
Objective 2: Overview

Making It Personal

1. Identify and discuss the uses of personal software options
2. Identify types of open source software and their advantages and disadvantages

Key Terms:
- Open source
- Portable apps
Personal Software

- Office applications
- Finance and tax preparation
- Entertainment and multimedia
- Video and photo editing
- Educational and reference
- Portable apps
Open Source Software

Source code is published and made available to the public

Anyone can:

- Copy
- Modify
- Redistribute it without paying fees
- Apache OpenOffice.org
Personal Software

- Word processing
- Spreadsheet
- Database
- Presentation
- PIM application
Online Alternative Suites

- Microsoft Office Web Apps
- Google Docs
- Zoho Docs
Personal Software
Finance and Tax Preparation

- Track of your bank accounts
- Monitor investments
- Create budgets
- File income taxes
Personal Software
Entertainment and Multimedia

- Windows Media Player
- Apple iTunes
- Winamp
Personal Software
Video and Photo Editing Software

- Picasa
- Apple iMovie
- Sony Vegas Movie Studio
- Adobe Premiere Elements
Personal Software
Educational and Reference Software

- Trip planning
- Genealogy
- Home and landscape design
- Cooking
- Art
Personal Software

Portable Apps

Programs that you can carry and run from a flash drive
Games

- Video game sales reached $23 billion
- Computer games sales $500 million
- Average age: 32-35 years old
- About 40 percent are female

- System requirements are important
Use the Internet to learn about Apache OpenOffice.org, then answer the following: Is it available in different versions? What applications are included? How does it compare with MS Office? Does Apache OpenOffice.org offer everything that MS Office does? If not, what is missing?
Objective 3: Overview

Will It Run?

1. Discuss how to use the Control Panel to find system specifications
2. Discuss the Windows Experience Index and how it can help to determine the software your system can run

Key Terms
- System requirements
- Windows Experience Index
Software Compatibility

**System specifications:** specific hardware and software information about system

**System requirements:** the *minimum* hardware and software specifications required to run a software application
Software Compatibility

- System Control Panel
  - Version
  - Type of processor
  - Amount of RAM
- Windows Experience Index
  - Rating system
Research a game that you would like to run on your computer. What are the system requirements for that game? Does your computer meet the minimum requirements to run the game? In what ways does it exceed them?
Objective 4: Overview

Where to Get It

1. Discover various ways to obtain software
2. Differentiate between proprietary software and open source software licenses
3. Differentiate among retail, freeware, shareware, and donationware software

Key Terms
- Donationware
- EULA (End-user license agreement)
- Freeware
- Retail software
- Shareware
Obtaining Software

- Retail website
- Publisher website
- Software download websites
Software License

<table>
<thead>
<tr>
<th>Proprietary</th>
<th>Open Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants a license</td>
<td>Grants ownership</td>
</tr>
<tr>
<td>Ownership remains</td>
<td>Source code must be freely available</td>
</tr>
<tr>
<td>with the software publisher</td>
<td>Right to modify and redistribute</td>
</tr>
<tr>
<td>Found on most commercial</td>
<td></td>
</tr>
<tr>
<td>software</td>
<td></td>
</tr>
<tr>
<td>Most restrictive in</td>
<td></td>
</tr>
<tr>
<td>terms of distribution and</td>
<td></td>
</tr>
<tr>
<td>installation</td>
<td></td>
</tr>
</tbody>
</table>
Software License

- **Retail**: user pays fee to use software for unlimited time
  - Microsoft Office, Adobe Photoshop

- **Freeware**: can be used at no cost for unlimited period of time
  - Apple iTunes, 7-Zip, Evernote

- **Shareware**: offered in trial or limited period; allows you to try before you buy
  - Microsoft, Adobe, Apple

- **Donationware**: developers accept donations
  - Apache OpenOffice.org
Software Download Websites

- Publishers websites
- cnet.com, tucows.com, and zdnet.com
- sourceforge.net
- Apple Mac App Store
Use the Internet to find out what the terms “shrink-wrap license” and “click-wrap license” mean. What are they? How are they alike? Are they legal and binding?
Objective 5: Overview

Your Head in the Cloud

1. Define cloud computing and discuss its importance
2. Differentiate among Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS), and Software-as-a-Service (SaaS)

Key Terms
- Cloud computing
- Infrastructure-as-a-Service (IaaS)
- Platform-as-a-Service (PaaS)
- Software-as-a-Service (SaaS)
Cloud Computing

- Infrastructure-as-a-Service (IaaS)
- Platform-as-a-Service (PaaS)
- Software-as-a-Service (SaaS)
Cloud Computing
Infrastructure-as-a-Service (IaaS)

Company uses the cloud instead of purchasing and maintaining the hardware

- Saves hardware costs personnel
- Pay for only what you use
Cloud Computing
Platform-as-a-Service (PaaS)

Programming environment to develop, test, and deploy custom Web applications

- App Engine
- Force.com
- Microsoft Windows Azure Services Platform
Cloud Computing
Software-as-a-Service (SaaS)

The delivery of applications over the Internet, or Web apps

- Email
- Word processing
- Photo editing
- Facebook and Twitter
- Online file storage/sharing
- Collaboration
Advantages of SAAS

- Available anytime from any computer anywhere with Internet access
- Eliminates the need to apply updates to local software installations
  - Saves time
  - Saves money
# Cost Advantages

<table>
<thead>
<tr>
<th>COST COMPARISON FOR A SMALL BUSINESS</th>
<th>MS OFFICE HOME AND BUSINESS 2010</th>
<th>GOOGLE APPS FOR BUSINESS</th>
<th>MS OFFICE 365 SMALL BUSINESS PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Cost</td>
<td>$199.95 per license</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Price Per User Per Year</td>
<td>—</td>
<td>$50</td>
<td>$6/month = $72</td>
</tr>
<tr>
<td>Annual Cost for 10 Users</td>
<td>$1,999.50 for first year- or $666.50 per year over *3 years, plus support costs</td>
<td>$500</td>
<td>$720</td>
</tr>
<tr>
<td>Support/updates</td>
<td>Local updates must be done on site by users or IT. Microsoft community support</td>
<td>24/7 phone and email support; self-services online support</td>
<td>Microsoft community support</td>
</tr>
<tr>
<td>*New MS Office releases about every 3 years.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Does your school use cloud computing (also known as above-campus computing)? If so, which services do you access from the cloud (for example, email, apps)? Give two examples of your personal use of cloud computing.