in downloaded form from the Internet or as a CD. Documentation may be instructional, but features and functions are usually grouped by category for reference purposes. For example, in word processing documentation, all features related to printing are grouped together so that you can easily look them up.

more **info!**

Unusual Software

For information on new and unusual software applications and where to obtain them, go to:
www.appsscout.com/about_appsscout/

Types of Application Software

There are many types of application software; productivity software is the type used in business and in many educational situations.

Application software can be classified in many ways—for entertainment, personal, education/reference, productivity, and specialized uses. (• *See* *Panel 3.25*.)

In the rest of this chapter we discuss types of **productivity software—such as word processing programs, spreadsheets, and database managers—whose purpose is to make users more productive at particular tasks.** Some productivity software comes in the form of an *office suite*, which bundles several applications together into a single large package. Microsoft Office 2013, for example, includes (among other things) Word, Excel, PowerPoint, and Access—word processing, spreadsheet, presentation, and database programs, respectively. (Office is available for both the PC and the Mac platforms.) Corel Corporation offers similar programs, such as the WordPerfect word processing program. Other productivity software, such as Lotus Notes, is sold as *groupware*—online software that allows several people to collaborate on the same project and share some resources. Google offers a free suite of applications called Google Apps (from *www.google.com/apps*).

Most of these types of programs must be *installed* on your computer before you can use them. For example, if you buy Microsoft Office, you need to install it on your computer before you can run any of the included programs such as Word or Excel. You can install software by downloading it from the Internet or a networked computer or taking it from a CD, DVD, or an external hard drive.

panel 3.25

Some types of application software

APPLICATION SOFTWARE

Entertainment software	Personal software	Education/ reference software	Productivity software	Specialty software
• Games, etc. • MP3 • Videoplayer	• Cookbooks • Medical • Home decoration • Gardening • Home repair • Tax preparation, etc.	• Encyclopedias • Phone books • Almanacs • Library searches, etc. • Children's learning programs • Course management • Computer-aided instruction	• Word processing • Spreadsheets • Database managers • Personal information managers • Web browser ⎫ • Email, ⎬ Ch. 2 etc. ⎭	• Presentation graphics • Financial • Desktop publishing • Drawing & painting (image editing) • Video/audio editing • Animation • Multimedia authoring • Web page design • Project management • Computer-aided design PDF, etc.