**UNIT 10**

**APPLICATION PROGRAMS**

An Application Program is a software program that performs a specific function, such as accounting, word processing or drafting. There are some categories of application program to choose from spreadsheet, Database Management, Computer Aided Design (CAD), Communications, Graphic presentations, desktop Publishing, Integrated Programs, Window and Windows – based Programs. Within each category, there are several software programs which have gained industry-wide acceptance.

Word processing: is the most common application for a personal computer. Most word processing software programs allow us to create, edit, and save documents, along with changing the position of the text in a document, inserting new information in the middle of the text, or removing words and sections no longer needed. With a typewriter, you would have to re-type the entire document after a few major changes. Given a computer, a document can be stored electronically and retrieved at any time for modification.

Examples of word processing programs include: Word Perfect; MS-Word; Multimate; Wordstar; Displaywrite; Word for Windows; Word Perfect for Windows.

Accounting and spreadsheets: One of the primary functions of the first mainframe computers was to store and calculate volumes of financial data for banks and large businesses. Nowadays, a personal computer is capable of handing the accounting and finances of almost any small to medium-sized business. Many different programs are available for plotting financial trends and performing everyday bookkeeping functions. One of the most popular financial tools is called a spreadsheet. An electronic spreadsheet is a software program, which performs mathematical calculations and ‘want – if’ analysis. Besides replacing your pencil and calculator for solving financial and statistical problems, spreadsheets can display line graphics, bar chats, and scatter plot diagrams. Often accounting and spreadsheet programs are designed to work together, in efforts to provide the financial solution.

Examples of accounting programs include: ACCPAC Simply Accounting, ACCPAC plus, Business Vision Turbo, New Views Accounting, Great Plains, Dac Easy, Peach Tree, Abacus II.

Examples of spreadsheet programs include: Lotus 1-2-3, MS-Exel, Quatro Pro, Supercale.

Database Management. A database is a simply collection of related information. Some common examples are a phone book, an inventory list, a personal file. A Database Management Software program assists in manipulating and organizing the information in a database. A database application is any task ordinarily handled by a filing cabinet, multiply file folders, or some other information storage system. In a manual system, for example, each drawer in filing cabinet is reserved for a specific purpose, such as maintaining profile sheets on customers. Each profile is written on a standard form and a clerk places the file folder in the drawer. This manual process is identical to a computerized database, where the database software performs the function of the filing clerk. Rather that placing the customer profiles in the filing cabinet drawer, a computerized database stores each profile electronically on a disk.

Some examples of a database management programs: Dbase, R:BASE, Paradox, FoxPro, Q&A, Oracle.

Computer Aided Design. Computers are the perfect tools for creating drawing or architectural plans. Because the drawings can be saved, it is easy to incorporate modifications, design improvements and corrections. Computers are often used on the final process of converting a computer drawing into a physical product. One such example is the manufacturing of electronic circuit boards. First, the electronic circuit drafting program produces the schematic design, then a second program tests the design by simulating the circuit’s operation, and finally a third program constructs the circuit board from the design layout.

Computer Aided Design programs are: AutoCAD, TANGO, PCAD, Generic CAD.

Communications: Computers can communicate with each other via regular telephone lines and modems. Communication software programs enable different types of computers to exchange data using a common language. The IMB PC can actually emulate various types of equipment, around the world, with the help of software. Communication programs are: Smartcom, Kermit, Crosstalk, PC Talk, Pro Comm, PC Anywhere, CloseUp.

Graphic Presentations: There are actually some people, who prefer to look at 14 columns of numbers across several pages for analyzing a business’ performance. These people are called accountants. However, most people are visual learners of diagrams, graphs and charts for representing numerical trends. There are a variety of programs for displaying information graphically: –Lotus 1-2-3, Exel, Quatro Pro, Chartmaster, Chart, Harvard Graphics, Micrografix Powerpoint, DrawPerfect.

Desktop Publishing is the process of taking a document and inserting graphics and applying enhanced formatting options. These programs take text from the more common word processor and produce print-shop quality output. Desktop publishing programs are used to create newsletters, brochures, reports, book and other publications.

Desktop publishing programs include: Aldus PageMaker, Ventura Publisher, AMI Professional. Integrated Programs: they unite one or more of the primary computer applications, whether word processing, spreadsheet or database into a single package. These programs allow people to experiment with the major computer applications, while only investing in a single product. The post popular integrated programs are: –MS-Works, Q&A, Eight in one, Symphony, Framework.

Microsoft Windows. Windows is a program, which enhances many aspects of using a microcomputer. It provides a graphical user interface (GUI and pronounced «Gooey») for programs running under the Windows environment. In other word, Windows allows a person to use a mouse and choose special symbols to point at and select desired functions, rather than having to remember commands. As well Windows’ products allow a WYSIWYG (‘what you see is, what you get’) screen display, especially important for word processing and desktop publishing programs.

**1. Translate these into your own language:**

1. software program
2. application program
3. industry-wide acceptance
4. along with changing the position
5. no longer needed
6. to re-type the entire document
7. calculate volumes of financial data
8. bookkeeping functions
9. to assist in manipulating and organizing the information
10. perfect tools
11. program tests the design
12. emulate various types
13. select desired functions

**2. Find English equivalents to the following words and expressions in the text:**

1. выполнять специфическую функцию
2. самая распространенная прикладная программа
3. создавать, редактировать, сохранять документы
4. вставлять новую информацию
5. удалять слова, которые больше не нужны
6. получить в любое время
7. быть способным, быть в состоянии что-либо выполнять
8. ручной процесс
9. пласт
10. используется, чтобы создать
11. позволяет людям экспериментировать
12. выбрать

**3. Finish the sentences according to the text:**

1. An application program is a software ..... .
2. Word processing software programs allow us ..... .
3. An electronic spreadsheet is a ..... .
4. A data base application is any task ..... .
5. Computers are perfect tools for ..... .
6. Communication programs enable different types of computers ......
7. There are people who prefer to look at 14 columns of numbers across several pages for ..... .
8. These programs take text from the more common word processor and ..... .
9. Windows allows a person ..... .

**4. What kind of programs do you choose to perform the following tasks:**

1. to create, edit and save documents;
2. to make a phone book, inventory list, a personal file;
3. to store and calculate volumes of financial data for banks;
4. to use a mouse and choose special symbols to point at and select desired functions;
5. to create drawings or architectural plans;
6. to communicate with other persons via regular telephone to exchange data using a common language;
7. to unite one or more of the primary computer applications.

**5. Give appropriate definitions and examples of the following application programs:**

1. word-processing
2. accounting and spreadsheets
3. database management
4. computer aided design
5. communications
6. graphic presentations
7. desktop publishing
8. Microsoft Windows

**6. Answer the questions:**

1. What is an application program?
2. What does word processing software program allow to do?
3. What was one of the primary functions of the first mainframe computers?
4. What is a personal computer capable doing now?
5. What is spreadsheet?
6. What is database?
7. What are the perfect tools for creating drawings?
8. What are desktop publishing programs used to?
9. What is windows?