APPLICATION SOFTWARE

Application software consists of programs designed to perform specific tasks for users. Application software can be used as a productivity/business tool; to assist with graphics and multimedia projects; to support home, personal, and educational activities; and to facilitate communications. Specific application software products, called **software packages**, are available from software vendors. Although application software also is available as shareware, freeware, and public-domain software, these usually have fewer capabilities than retail software packages

Common features

- A User Interface
- Graphical User Interface
- Pointer
- Menus
- Menu Bar
- Pull-Down Menu
- Dialog Box
- Help
- Toolbars
- Buttons

Word Processing

Word processing software, sometimes called a word processor, is an application that allows users to create and manipulate documents containing mostly text and sometimes graphics
 Millions of people use word processing software on their computers and mobile devices every day to develop documents such as letters, memos, reports, mailing labels, newsletters, and webpages.

By the end of this course, you will:

- ➢ Have a basic understanding of the Office Button and Ribbon in Microsoft Office 2007.
- ➢ Know how to start a new document in Microsoft Word, save it, and be able to find it later.
- ➢ Learn various formatting options in Microsoft Word.
- ➢ Use various methods to format text in Microsoft Word.
- ➢ Know how to make a bulleted list.
- ➢ Be able to add images to your document.
- ➢ Know how to print.

Left Clicking and Right Clicking

With the Left Mouse Button You Can:		With the Right Mouse Button You Can:
Single-click to select or highlight text or objects.		**Click** once to view options.
Double-click to open a file or start a program from the Desktop. Double-click to select a word.		**Click** on various features or within programs to view the available options like **Cut, Copy, Paste, Preferences, Delete, Rename**, etc.
Click and drag to move a file to another location or copy it.		**Click** on different icons, files, and programs to view their various options.
Click and drag the cursor to mark a block of text.		**On the Internet**
Click outside the selected or highlighted block of text to unselect it.		To open a new window, **click** on a hypertext link and select the option to open that link in a new window.
Click to manipulate the scroll bar or access menus.		**Click** on a picture to save or copy the image or set it as the Windows desktop wallpaper. Can also access other options such as **Copy, Save, Save Target As, Copy Shortcut, Add to Favorites,** and **View Properties**.
On the Internet		
Click to follow a hypertext link.		
Click to navigate the various toolbars and menus on the browser or displayed on a		

- ➢ Fill out a printed or online form

- ➢ Create a profile on an online social network

- ➢ Register a product warranty

A cookie is a small text file that a web server stores on your computer.
Websites use cookies for a variety of reasons:
- ➢ Allow for personalization; to track user preferences
- ➢ Store user names and/or passwords
- ➢ Assist with online shopping; to keep track of items in a user's shopping cart
- ➢ Track how often users visit a site
- ➢ Target advertisements

Spyware is a program placed on a computer or mobile device without the user's knowledge that secretly collects information about the user and then communicates the information it collects to some outside source while the user is online.

Adware is a program that displays an online advertisement in a banner or pop-up window on webpages, email messages, or other Internet services

Phishing is a scam in which a perpetrator sends an official looking email message that attempts to obtain your personal and/or financial information

Social engineering is defined as gaining unauthorized access to or obtaining confidential information by taking advantage of the trusting human nature of some victims and the naivety of others.

Techniques use by social engineers:

- ➢ Pretending to be an administrator
- ➢ Feigning an emergency situation
- ➢ Impersonating an acquaintance
- ➢ Sift through company dumpsters
- ➢ Watch or film people dialing phone numbers or using ATMs
- ➢ Snoop around computers or mobile devices looking for openly
- ➢ displayed confidential information

Employee monitoring involves the use of computers, mobile devices, or cameras to observe, record, and review an employee's use of a technology, including communications such as email messages, keyboard activity (used to measure productivity), and websites visited.
Many programs exist that easily allow employers to monitor employees. Further, it is legal for employers to use these programs.

Content filtering is the process of restricting access to certain material

Many businesses use content filtering to limit employees' web access

Web filtering software restricts access to specified websites

Information accuracy is a concern.