

Application Software

What are categories of application software?

Productivity/ Business	Graphic Design/ Multimedia	Home/Personal/ Educational	Communications	
<ul style="list-style-type: none">• Word Processing	<ul style="list-style-type: none">• Computer-Aided Design	<ul style="list-style-type: none">• Integrated Software	<ul style="list-style-type: none">• E-Mail	
<ul style="list-style-type: none">• Spreadsheet		<ul style="list-style-type: none">• Desktop Publishing (Professional)	<ul style="list-style-type: none">• Personal Finance	<ul style="list-style-type: none">• Web Browser
<ul style="list-style-type: none">• Presentation Graphics	<ul style="list-style-type: none">• Paint/Image Editing (Professional)		<ul style="list-style-type: none">• Legal	<ul style="list-style-type: none">• Chat Rooms
<ul style="list-style-type: none">• Database	<ul style="list-style-type: none">• Video and Audio Editing		<ul style="list-style-type: none">• Tax Preparation	<ul style="list-style-type: none">• Newsgroups
<ul style="list-style-type: none">• Personal Information Management	<ul style="list-style-type: none">• Multimedia Authoring	<ul style="list-style-type: none">• Desktop Publishing (Personal)	<ul style="list-style-type: none">• Instant Messaging	
<ul style="list-style-type: none">• Software Suite	<ul style="list-style-type: none">• Web Page Authoring	<ul style="list-style-type: none">• Paint/Image Editing (Personal)	<ul style="list-style-type: none">• Groupware	
<ul style="list-style-type: none">• Project Management		<ul style="list-style-type: none">• Home Design/Landscaping	<ul style="list-style-type: none">• Videoconferencing	
<ul style="list-style-type: none">• Accounting		<ul style="list-style-type: none">• Educational		
		<ul style="list-style-type: none">• Reference		
	<ul style="list-style-type: none">• Entertainment			

Check yourself

Personal qualities	Professional qualities or knowledge
Imaginative, well-organised, creative, responsible, persistent	Well-educated, able to work to tight deadlines, teamwork skills, telephone skills, competent



Brainstorming

1. What personal qualities are more important for a successful career?
2. What professional skills should we develop while studying?
 - advantages and disadvantages of studying at...
 - the best way is doing or practising
3. What is the recipe for success?
4. What points should be considered while choosing a career?