

Application Software

What are categories of application software?

Productivity/ Business	Graphic Design/ Multimedia	Home/Personal/ Educational	Communications
• Word Processing	• Computer-Aided Design • Desktop Publishing (Professional) • Paint/Image Editing (Professional) • Video and Audio Editing • Multimedia Authoring • Web Page Authoring	• Integrated Software	• E-Mail
• Spreadsheet		• Personal Finance	• Web Browser
• Presentation Graphics		• Legal	• Chat Rooms
• Database		• Tax Preparation	• Newsgroups
• Personal Information Management		• Desktop Publishing (Personal)	• Instant Messaging
• Software Suite		• Paint/Image Editing (Personal)	• Groupware
• Project Management		• Home Design/Landscaping	• Videoconferencing
• Accounting		• Educational	
		• Reference	
		• 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?