

# Application Software

## What are categories of application software?

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