



## WORKSHEET 9

**School:** Ba Sangam College  
**Subject:** Computer Studies

**Year / Level:** 11  
**Name of Student:** \_\_\_\_\_

<b>Strand</b>	2 – Application Packages
<b>Sub strand</b>	2.1 Using Application Software
<b>Content Learning Outcome</b>	Identify and analyze software

### Presentation Graphics

- ❖ Program can display numeric data in a visual format for analysis and presentation purposes.
- ❖ These programs are often used by marketing or sales people as well as many others.
- ❖ Most commonly used presentation graphics programs are Microsoft PowerPoint, Corel Presentation and Lotus Freelance Graphics.

Features that are common to most presentation graphics include the following:

Most programs include features that help you organize the content of your presentation such **design layout** and **schemes** that includes *preformatted text* for many different types of presentations from selling a product to reporting on progress.

Professionally designed **templates** or models are provided. They include selected combination of text layouts with features such as title placement and size. Additionally, various bullet styles, background colors, patterns, borders and other enhancements are provided.

**Animations** include special visual and sound effects. These effects include blinking text and transitions between topics. You can insert audio and video clips that play automatically or when selected. You can even record your own voice to provide a narration to accompany a slide show.

### Integrated Packages and Software Suites

- ❖ Is a single program, which combines two or more application program.
- ❖ An integrated package provides the functionality of a word processor, spreadsheet, database and more.
- ❖ An integrated package usually shares a common user interface and you can switch from one application to another and cut or copy data from one

to another.

### Advantage

- ❖ Is that the cost of an integrated package is much less than the cost of purchasing a word processor, spreadsheet and database.
- ❖ The most widely used integrated package is Microsoft Works

### Disadvantage

- ❖ The capabilities of each function (such as word processing) are not as extensive as in the specialized programs (such as Microsoft Word).

### Software suite

- ❖ Is a collection of separate application programs bundle together and sold as a group
- ❖ The most popular software suite is Microsoft Office, which comes in different version.

### Advanced Application

- ❖ Advanced applications include graphics programs, audio and video, multimedia, Web authoring and artificial intelligence and virtual reality.

### Graphics programs

- ❖ Advanced graphics programs are used by professionals in graphic arts.
- ❖ Three types are desktop publishers, image editors, and illustration programs.

### Desktop publishing programs

- ❖ Allow one to mix text and graphics to create publications of professional quality.
- ❖ While word processors focus on creating text and have the ability combine text and graphics, desktop publishers focus on page design and layout and provide greater flexibility.
- ❖ Desktop publishing programs are widely used by graphic artists to create brochures, newsletters, newspapers and textbooks.
- ❖ Popular desktop publishing programs include Adobe Frame-Maker, Adobe PageMaker, Corel Ventura, and QuarkXPress.

### Image editors

- ❖ Also known as **paint programs**, are used to create and to modify bitmap images files.
  - ❖ In a **bitmap file**, the image is made up of thousands of dots or pixels to represent images.
  - ❖ Popular professional image editor programs include Adobe Photoshop, Corel Photo-Paint, and Paint Shop Pro.

- ❖ Also known as **draw programs**, are used to modify **vector images**.
- ❖ In a vector file, the image is composed of a collection of objects such as lines, rectangles and ovals.
- ❖ A vector file contains all the shapes, colors, and starting and ending points necessary to recreate the image.

*Illustration programs*

**ACTIVITY**

**1. Explain what a presentation graphic is (2 marks)**

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**2. Explain one of the most common features in presentation graphics (2marks)**

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**3. Discuss integrated packages and give one advantage and one disadvantage (3 marks)**

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**4. What is software suite? (1mark)**

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**5. Discuss the following terms (4marks)**

- **Graphics program**

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- **Desktop publishing program**

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- **Paint program**

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- **Illustration program**

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