

## Chapter 3

# Application Software

### Lecture Guide

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- **Learning Objectives**

- Identify general purpose applications.
- Describe word processors, spreadsheets, database management systems, and presentation programs and database management systems.
- Identify specialized applications.
- Describe graphics programs, web authoring programs, and other specialized professional applications.
- Describe mobile apps and app stores.
- Identify software suites.
- Describe office suites, cloud suites, specialized suites, and utility suites.

### Chapter Outline

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- **Two kinds of software:**

- System software – works with end users, application software, and computer hardware to handle the majority of technical details.
- Application software (apps) – end user software and is used to accomplish a variety of tasks.

- **Application Software**

- Divided into three categories:
  - General purpose applications
    - widely used in nearly every discipline and occupation
    - includes word processors, spreadsheets, database management systems, and presentation graphics
  - Specialized applications
    - more narrowly focused and used in specific disciplines and occupations
  - Mobile apps
    - add-on features or programs designed for smartphones and tablets
- User Interface
  - Portion of the application that allows you to control and to interact with the program called Graphical User Interface (GUI)
  - Uses Icons and a mouse for easy navigation and input in an application
  - Uses windows to display programs, documents, and/or messages
    - **Menus** present commands typically displayed in a menu bar at the top of the screen
    - **Toolbars** appear below the menu bar contain small buttons that provide shortcuts for quick access to commonly used commands
    - **Dialog boxes** provide additional information and requests user input
    - **Ribbons** replace menus and toolbars by organizing commonly used commands into sets of tabs
    - **Tabs** divide the ribbon into major activity areas

- **Galleries** graphically display alternatives before selections are made
- Common Features
  - Most applications provide a variety of features to make entering, editing, and formatting document easy
    - Spell checkers-looks for misspelled words
    - Alignment-either centers, right-aligns, or left-aligns number and characters
    - Font and font sizes-specifies the size and style of entered number and text
  - Some applications support speech recognition – the ability to accept voice input to select menu options and dictate text.
- **Word Processors**
  - Create text-based documents
  - Most flexible and widely used software tools
  - Used to create memos, letters, manuals, and brochures
  - Most widely used word processing program is Microsoft Word;
  - Other popular programs are Corel WordPerfect and Apple Pages, Open Office Writer, and Google Docs
  - Features
    - Captions-Identify figures
    - AutoCorrect-recognizes typing error and automatically fixes
    - Header or Footer-Page numbers and other document related information
    - Footnote-inserts the footnote superscript number and automatically formats the bottom of the page to contain footnote text
- **Spreadsheets**
  - Organize, analyze, and graph numeric data such as budgets and financial reports
  - Widely used by nearly every profession
  - Most widely used spreadsheet program is Microsoft Excel
  - Other popular programs are Apple Numbers and OpenOffice Calc
  - Spreadsheet programs manipulate numeric data and create workbook files
    - Text Entries-provide meaning to values in worksheet
    - Worksheets-used analyze and forecast
    - Functions are prewritten formulas provided by the spreadsheet program that perform more complex calculations.
    - Cells-can contain labels, numbers and formulas
    - Formulas-provide a way to perform calculations
    - Range is a series of continuous cells
    - Charts - visual representations of data in a worksheet.
    - Workbook-can contain multiple worksheets with a summary sheet usually first
    - Sheet Name-each worksheet has a unique sheet name
    - What-If analysis - the process of observing the effect of changing one or more cells

- **Presentation graphics**
  - Programs that combine a variety of visual objects to create attractive, visually interesting presentations.
  - Excellent tools to communicate a message and to persuade people.
  - People in a variety of settings and situations use presentation graphics programs to make their presentations more interesting and professional.
  - Three of the most widely used presentation graphics programs are Microsoft PowerPoint, OpenOffice Impress, and Apple Keynote.
  - Features
    - Document Theme-makes presentations professional and eye-catching
    - Templates-provide an excellent way to quickly create a presentation
    - Animation-provide additional emphasis to items
  
- **Database Management Systems**
  - A database is a collection of related data
  - A database management system (DBMS) or database manager is a program that sets up, or structures, a database and provides tools to enter, edit, and retrieve data from the database.
  - Most widely used database management systems designed for personal computers are Microsoft Access and OpenOffice Base.
  - Features
    - Primary Key-assigned to a unique field and used to link tables
    - Fields-hold different content, like Last Name, First Name
    - Record-often includes a combination of numeric, text and object data types
    - Table-make up the basic structure of a relational database with columns containing field data
    - Form-makes it easy to enter view data
  
- **Specialized Applications**
  - Specialized applications are used within specific professions. These include:
    - Graphics programs
    - Web authoring programs
  
- **Graphics**
  - Widely used by professionals in the graphic arts profession. These include desktop publishing programs, image editing programs, illustration programs, and image galleries.
  - Desktop publishing or page layout programs
    - Used to mix text and graphics to create publications of professional quality
    - Focuses on page design and layout
    - Used to create newsletters, brochures, newspapers, and textbooks.
    - Popular programs are Adobe InDesign, Microsoft Publisher, and QuarkXPress
    - Typically graphic artists import text and graphics from other sources into Desktop publishing programs
  - Image editors, known as photo editors

- Specialized graphics programs for editing or modifying digital photographs
- Used to touch up photographs to remove scratches and other imperfections
- Used with bitmap or raster images
- Popular programs are Adobe Photoshop, Corel Paint Shop Pro, GIMP, (GNU Image Manipulation Program), and Windows Photo Gallery.
- Illustration programs, also known as drawing programs
  - Used to create and/or edit vector images created by connecting lines and curves
  - These objects can be defined by mathematical equations and can rapidly and easily be resized, colored, textured, and manipulated
  - Used for graphic design, page layout, and creating sharp artistic images
  - Popular programs are Adobe Illustrator, CorelDraw, and Inkscape,
- Image galleries
  - Libraries of electronic images
  - Used for a wide variety of applications
  - Most applications provide access to a limited selection of free clip art.
  - Two types of electronic images:
    - Stock photographs
    - Clip art
- **Web Authoring Programs**
  - Web Authoring - The process of creating a Web site
  - Individuals can create online diaries or commentaries, called blogs
  - Creating a site (web authoring) begins with site design followed by creation of a document file that displays the website's content.
  - Web site design
    - Determine the site's overall content
    - Break the content down into a series of related pieces of information.
    - Graphical site map – the overall site design
    - Figure 3-14 is an excellent illustration of a graphical map and the structure of a Web site
    - Multimedia elements are added to individual pages to enhance interest and interactivity.
    - Animations – moving graphics which can be simple moving text or complicated interactive features – are commonly found on Web pages
    - Flash movies – a specialized program to aid in the creation of animation – can be inserted as a part of the Web page
    - Web pages are typically HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets) documents.
    - Some web authoring programs are WYSIWYG editors
      - What you see is what you get
      - You can build a Web page without interacting directly with HTML code
    - Widely used programs are Adobe Dreamweaver and Microsoft Expression Web

- **Mobile Apps**
  - Mobile apps or mobile applications or apps - are add-on features for a variety of mobile devices including smartphones and tablets.
  - Traditional apps included:
    - To-do lists, address books, alarms, message lists
  - Apps
    - Over 500,000 apps for the Apple iPhone alone
    - Widely used mobile apps include are for listening to music, viewing video, social networking, and scanning QR codes
    - The YouTube app offers access to free online videos
    - The Netflix app provides access to streaming videos
    - The Facebook app provides many of the same features of the Facebook website
    - The Instagram app provides a more specialized an artistic flair by sharing photos
    - QR codes, also known as quick response codes, are graphics that link mobile devices to a variety of videos and websites
    - You will also see QR codes in magazines, newspapers, and even in books
    - The ShopSavvy app is more specialized focusing on shopping by scanning products with QR codes and providing online and local stores that sell that product
    - Many apps are written for a particular type of mobile device and will not work on other types.
  - App Stores
    - Websites that provide access to specific mobile apps that can be downloaded for a nominal fee or free or charge
      - Three of the best-known stores are Apple's App Store, Google Play, and Windows Phone Marketplace.
- **Software Suites**
  - Software suite is a collection of separate application programs bundled together and made available as a group.
  - Applications function exactly the same as if purchased individually, but they are significantly less expensive to purchase when grouped in a suite. There are four types:
    - **Office suite** - also known as office software suites or simply office suites contain general purpose application programs, including a word processor, spreadsheet, database manager, and a presentation application.
      - Most widely known is Microsoft Office; others are Apple iWork, Lotus SmartSuite and OpenOffice
    - **Cloud Computing** - also known as cloud suites or online office suites
      - stored at a server on the Internet and available anywhere you can access the Internet
      - Documents created using online applications can be stored online, making it easy to share and collaborate on documents with others.
      - Downside is that users are dependent upon the server providing the application to be available whenever the application is needed.

- Most popular include Google Docs, Zoho, and Microsoft Office Web Apps
- **Specialized suite** - focus on specific applications. These include graphics suites, financial planning suites, like Moneytree Software's TOTAL Planning Suite, and many others.
- **Utility suite** - these suites include a variety of programs designed to make computing easier and safer.
  - Two of the best known are Norton System Works and Norton Internet Security Suite.
- **Careers in IT**
  - **Software engineers** analyze users' needs and create application software. Software engineers typically have experience in programming but focus on the design and development of programs using the principles of mathematics and engineering.
    - A bachelor's or an advanced specialized associate's degree in computer science or information systems and extensive knowledge of computers and technology is required by most employers.
    - Employers typically look for software engineers with good communication and analytical skills.
- **A Look to the Future**
  - Next-Generation User Interfaces
  - How will you be interacting with computers in the future?
  - Will you continue using the mouse and keyboard for your desktop, or will touch screen and voice recognition replace them completely?
  - Since tablets and smartphones are using touch-screen interfaces, many people believe that all home and business computers will eventually use them too.
  - Voice recognition is another form of input that is already available, but much improvement is needed
  - The field of interactivity generating the most buzz involves the use of the entire body. Both cameras and software are becoming sophisticated enough to observe and interpret our movements and gestures.

## Teaching Tips

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- **Application software features**
  - It is good to point out that there are two basic types of software: System and Application.
    - Point out that system software is needed in order to make the computer work. Without it, you wouldn't have a functioning computer.
    - Have the students describe the features of a Graphical User Interface (GUI) application.
    - You can point out the toolbars and show the position of buttons and menu options among applications.
    - The features of a ribbon GUI are the Ribbon, Tabs, and Galleries. Describe each one.
- **Word Processors**
  - Describe the different type of documents that can be created with a word processor – newsletters, memos, mailing labels, term papers, etc.
  - Explain how spell check works and why students should be aware that a word spelled correctly but used in the wrong way won't be identified by the checker
  - Case: Use a word processor to create a flyer. See Figures 3-3 and 3-4 for more information.
- **Spreadsheets**
  - The case can be a good tool for a lab exercise to emphasize different spreadsheet features.
  - By using Microsoft Excel, you can illustrate the difference between a formula and a function.
  - Ask the students to list the ways they can use a spreadsheet – household budget, research statistics, membership dues, etc.
  - Case: Use a spreadsheet to create a financial plan for the Downtown Internet Café. See Figures 3-5 and 3-6 for additional information.
- **Databases**
  - Databases are probably the least used application by students. Ask them to discuss when creating a database would be helpful.
  - What is a relational database and why is it important? Ask students to find out more on the web about relational databases.
  - Discuss Database objects such as forms and tables
  - Review fields, records, and the primary key
  - Case: Create a database for recording employee information. See Figure 3-8 for more information.
- **Presentation graphics**
  - The case is a good tool for a lab exercise emphasizing the features of presentation graphics.
  - The case helps illustrate the concepts of a design template, presentation styles, and using the master slide.
  - If you wish to make the case more challenging, you can have the students design a presentation from scratch and include their own animations and transitions. You can also go into using timings and running an unattended presentation.
  - See Figure 3-7 for more information.

- **Specialized Applications Programs**
  - Graphics programs used
  - Web authoring tools and programs
- **Graphics**
  - Emphasize that there are four types of graphics applications.
  - Desktop publishing
    - Focus on page design and layout and provide greater flexibility than a word processor.
  - Image editors
    - Many students are familiar with Image editor applications because they have been using them since elementary school. What they sometimes don't understand is the difference in the types of graphics files.
    - You can show the students what raster images are and how they can be manipulated.
  - Illustration programs
    - Also known as drawing programs
    - Use geometric shapes
    - See Figure 3-10 – 3-11
  - Image galleries
    - The students are very familiar with clip art, what you can show them is how to add one of their pictures to the gallery or to a document.
    - See Figure 3-12
- **Web Authoring Programs**
  - Ask the students to locate several blogs on the Web and discuss them
  - If possible, students might be able to create their own blogs
  - You can use one of these applications- Adobe Dreamweaver, Microsoft Expression Web, in a lab to help illustrate web authoring techniques and then switch to the code page to show the students how the HTML code is being generated as they design their pages and site.
- **Mobile Apps**
  - There are over 500,000 apps for the Apple iPhone alone
  - QR codes are found in magazine, books, and automatically link mobile devices to a variety of different content including games, text, videos, and web sites.
    - Some examples students may be familiar with are: YouTube app, Facebook app and Instagram
  - Many apps are written for a specific mobile device and will not work on others.
  - App Stores
    - Have students visit one of the app stores: Apple's App Store, Google Play, or Windows Phone Marketplace.
- **Software Suites**
  - Applications function exactly the same as if purchased individually, but they are significantly less expensive to purchase when grouped in a suite.
    - **Productivity suite**
      - Most widely known is Microsoft Office; others are Apple iWork, Lotus SmartSuite and OpenOffice
    - **Cloud Computing** - also known as cloud suites or online office suites

- stored at a server on the Internet and available anywhere you can access the Internet
- Most popular include Google Docs, and Zoho, and Microsoft Office Web Apps
- **Specialized suite** - focus on specific applications. These include graphics suites, financial planning suites, and many others.
- **Utility suite**
  - Two of the best known are Norton System Works and Norton Internet Security Suite.

## Key Terms

Key Term	Definition
animation	Special effects that add action to text and graphics on a slide.
app	Also known as application software. End-user software and is used to accomplish a variety of tasks. (See also application software)
application software	End-user software and is used to accomplish a variety of tasks. (See also app)
app store	Typically Web sites providing access to specific apps for a fee or free.
bitmap	Use thousands of dots or pixels to represent images. (See also raster image)
blog	Personal web site that can be created by individuals.
button	Used in toolbars to provide shortcuts for quick access to commonly used commands.
clip art	Graphic illustrations representing a wide range of topics.
cloud suite	Online office suites stored at a server on the Internet and are available anywhere you can access the Internet.
contextual tab	Feature of Microsoft Office that appears automatically when needed.
database	A collection of related data.
database management system (DBMS)	A program that sets up, or structures, a database, and provides tools to enter, edit, and retrieve data from the database. (See also database manager)
database manager	A program that sets up, or structures, a database, and provides tools to enter, edit, and retrieve data from the database. (See also database management system)
desktop publishing program	Allow you to mix text and graphics to create publications of professional quality. (See also page layout program)
dialog box	A pop-up box that provides additional information and requests user input.
document	Files that are created by a word processing program.
drawing program	Used to create and to edit vector images. (See also illustration program)
filter	A tool to display only those records meeting specified conditions.
Flash	A type of Web animation that is usually full-screen, highly dynamic, and interactive.
gallery	Feature of Microsoft Office that simplifies the process of making selections from a list of alternatives by replacing dialog boxes with visual presentations of results.
general purpose application	Software that is widely used in nearly every discipline and occupation.
graphical site map	Representation of the overall Web site design

graphical user interface (GUI)	Display graphical elements called icons to represent familiar objects and a mouse.
group	Software programs that have ribbons use Tabs to divide major activity areas into groups.
HTML editor	Programs that provide support for Web site design and HTML coding. (See also Web authoring program and Web authoring program )
icons	Graphical elements (or picture) that represents a program or device.
illustration program	Used to create and to edit vector images. (See also drawing program)
image editor	Specialized graphics programs for editing or modifying digital photographs. (See also photo editors)
image gallery	Libraries of electronic images.
menu	A list of the various options, commands, and/or tools available to the user in an application.
menu bar	A rectangular band located on the top part of the screen in an application that contains the menu options.
mobile app	Also known as mobile applications, are add-on features that perform a variety of tasks not associated with typical cell phone use. (See also mobile application)
mobile application	Also known as mobile apps, are add-on features that perform a variety of tasks not associated with typical cell phone use. (see also mobile app)
numbered list	A sequence of topics that is preceded by a numerical element.
office software suite	Professional-grade productivity application programs that are typically used in a business situation.
office suite	Office software suite – productivity application programs.
online office suite	Applications stored online that are available anywhere you can access the Internet.
page layout program	Allow you to mix text and graphics to create publications of professional quality. (See also desktop publishing program)
photo editor	Specialized graphics programs for editing or modifying digital photographs. (See also image editors)
pixel	Thousands of dots used to represent images.
pointer	A graphical element on the computer screen that is controlled by a mouse and is used to select items on the screen.
presentation graphics	Applications that combine a variety of visual objects to create attractive, visually interesting presentations.
productivity suite	A collection of professional-grade application programs, including a word processor, spreadsheet, database manager, and more.
QR Code	Graphics that typically appear as black and white boxes that automatically link mobile devices to a variety of different

	content including games, text, videos, and Web sites
QR Code Reader	allow mobile devices to use their digital cameras to scan QR codes
quick response code	Graphics that typically appear as black and white boxes that automatically link mobile devices to a variety of different content including games, text, videos, and Web sites
raster	Use thousands of dots or pixels to represent images.(See also bitmap image)
ribbon	Software programs with a Ribbon gui use a ribbon to replace menus and toolbars by organizing commonly used functions into a set of tabs.
Ribbon GUI	Designed to make it easier to find and use all the features of an application. Uses a system of ribbons, tabs, and galleries.
software engineer	analyze users' needs and create application software
software suite	A collection of separate application programs bundled together and sold as a group.
specialized application	Applications that are more narrowly focused on specific disciplines and occupations.
specialized suite	Suites that focus on specific applications, such as financial planning, accounting, etc.
spreadsheet	The basic element of a spreadsheet application that consists of a rectangular grid of rows and columns. (See also worksheet, and sheet)
stock photograph	Photographs on a variety of subject material from professional models to natural landscapes.
system software	Works with end users, application software, and computer hardware to handle the majority of technical details.
tab	Tabs divide ribbons into major activity areas organized into groups. Contextual tabs automatically appear when needed.
toolbar	Contains small outlined areas called buttons that provide shortcuts for quick access to commonly used commands.
user interface	The portion of an application that interfaces with the user.
utility suite	Suites that include a variety of programs designed to make computing easier and safer.
vector illustration	Geometric shapes or objects used to represent images. (See also vector image)
vector image	Geometric shapes or objects used to represent images. (See also vector illustration)
web authoring	Creating a Web site
web authoring program	Programs that provide support for Web site design and HTML coding. (See also HTML editor and Web page editor)
web page editor	Programs that provide support for Web site design and HTML coding. (See also Web authoring programs and HTML editor)

window	A rectangular area that can contain a document, program, or message.
word processor	Creates text-based files, called documents. Used to create letters, memos, manuals, and brochures.
WYSIWYG (what you see is what you get) editor	(What you see is what you get) which means you can build a page without interacting directly with HTML code.

## Answers to End-of-Chapter Materials Chapter 3

Num	Multiple Choice Answers (Book)	Matching Answers (Book)	Multiple Choice Answers ( <a href="http://www.mhhe.com/ce2015">www.mhhe.com/ce2015</a> Only)	Matching Answers ( <a href="http://www.mhhe.com/ce2015">www.mhhe.com/ce2015</a> Only)
1	C	A	C	H
2	D	D	C	A
3	D	J	A	G
4	C	G	A	I
5	B	C	D	E
6	D	E	D	F
7	B	F	B	B
8	A	H	B	J
9	A	B	A	C
10	A	I	B	D

### Open Ended Questions:

- 1. Explain the difference between general purpose and specialized applications. Also discuss the common features of application programs, including those with traditional and ribbon graphical user interfaces.**

General purpose applications are widely used in nearly every discipline and occupation. They include word processors, spreadsheets, database management systems, and presentation graphics. Specialized applications are more narrowly focused on specific disciplines and occupations.

Common features of traditional application programs

- A user interface is the portion of the application that allows you to control and to interact with the program. Almost all applications use a graphical user interface. (GUI) that displays graphical elements called icons to represent familiar objects and a mouse.
- Mouse controls a pointer on the screen that is used to select items such as icons.
- Uses windows to display programs, documents, and/or messages

- Has a drop-down menu with a list of options or commands associated with the selected menu
- Commands typically displayed in a menu bar at the top of the screen
- Toolbars contain small buttons that provide shortcuts to the options and commands listed in the menu.
- Dialog boxes provide additional information and requests user input

#### Common features of ribbon GUI interface

- Ribbons replace menus and toolbars by organizing commonly used commands into a set of tabs.
- Tabs are used to divide the ribbon into major activity areas. Each tab is then organized into groups that contain related items. Some tabs, called contextual tabs, only appear when they are needed and anticipate the next operations to be performed by the user.
- Galleries simplify the process of making a selection from a list of alternatives.

## **2. Discuss general purpose applications including word processors, spreadsheets, database management systems, and presentation graphics.**

- Word processors create text-based documents and are one of the most flexible and widely used software tools. All types of people and organizations use word processors to create memos, letters, and faxes. Organizations create newsletters, manuals, and brochures to provide information to their customers. Students and researchers use word processors to create reports. Word processors can even be used to create personalized Web pages.
- Spreadsheets organize, analyze, and graph numeric data such as budgets and financial reports. Once used exclusively by accountants, spreadsheets are widely used by nearly every profession. Marketing professionals analyze sales trends. Financial analysts evaluate and graph stock market trends. Students and teachers record grades and calculate grade point averages.
- A database is a collection of related data. It is the electronic equivalent of a file cabinet. A database management system (DBMS) or database manager is a program that sets up, or structures, a database. It also provides tools to enter, edit, and retrieve data from the database. All kinds of individuals use databases, from hospital administrators recording patient information to police officers checking criminal histories. Colleges and universities use databases to keep records on their students, instructors, and courses. Organizations of all types maintain employee databases.
- Presentation graphics are programs that combine a variety of visual objects to create attractive, visually interesting presentations. They are excellent tools to communicate a message and to persuade people.

**3. Discuss specialized applications including graphics programs, Web authoring programs, and other professional specialized applications.**

Graphics are widely used by professionals in the graphic arts profession. They use desktop publishing programs, image editing programs, illustration programs, and image galleries.

- Desktop publishing programs, or page layout programs, allow you to mix text and graphics to create publications of professional quality. While word processors focus on creating text and have the ability to combine text and graphics, desktop publishers focus on page design and layout and provide greater flexibility.
- Image editors, also known as photo editors, are specialized graphics programs for editing or modifying digital photographs.
- Illustration programs, also known as drawing programs, are used to create and edit vector images. While bitmap images use pixels to represent images, vector images, also known as vector illustrations, use geometric shapes or objects.
- Image galleries are libraries of electronic images. These images are used for a wide variety of applications from illustrating textbooks to providing visual interest to presentations.
- Creating a site is called Web authoring. It begins with site design followed by creation of a document file that displays the Web site's content. Web authoring programs, are typically used to create sophisticated commercial sites. Also known as Web page editors and HTML editors, these programs provide support for Web site design and HTML coding.
- There are numerous other specialized applications including accounting, personal finance, and project management applications. Accounting applications help companies record and report their financial operations. Personal financial applications help individuals track their personal finances and investments. Project management software is widely used in business to help coordinate and plan complicated projects.

**4. Describe mobile apps including popular apps and app stores.**

- Mobile apps or mobile applications are add-on features for a variety of mobile devices including smartphones and tablets. Some of the most widely used apps are social networking, messaging, Web browsing, e-mail, photo sharing, and games.
- One of the fastest growing apps is QR code readers. These readers allow mobile devices to use their digital cameras to scan QR codes. QR codes, also known as Quick Response codes, are graphics that typically appear as black and white boxes that automatically link mobile devices to a variety of different content including games, text, videos, and Web sites.
- An app store is typically a Web site that provides access to specific mobile apps that can be downloaded either for a nominal fee or free of charge.

**5. Describe software suites including office suites, cloud suites, specialized suites, and utility suites.**

A software suite is a collection of separate application programs bundled together and made available as a group. While the applications function exactly the same whether purchased in a suite or separately, it is significantly less expensive to buy a suite of applications than to buy each application separately. Four types of suites are office suites, cloud suites, specialized suites, and utility suites.

- Office suites, also known as office software suites and productivity suites, contain general purpose application programs that are typically used in a business situation. Productivity suites commonly include a word processor, spreadsheet, database manager, and a presentation application. The best known is Microsoft Office.
- Cloud suites or online office suites are stored at a server on the Internet and are available anywhere you can access the Internet. Documents created using online applications also can be stored online, making it easy to share and collaborate on documents with others.
- Specialized suites focus on specific applications. These include graphics suites, financial planning suites, and many others.
- Utility suites include a variety of programs designed to make computing easier and safer. Two of the best known are Norton System Works and Norton Internet Security Suite.