Visualizing Technology Complete 7th edition Geoghan Solutions Manual

SKU: 9780134816449-SOLUTIONS

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Chapter 2 Answer Key

Multiple Choice

Answer the multiple-choice questions below for more practice with key terms and concepts from this chapter.

1. Which application would be the best choice for creating a resume?

a. Database

b. Personal information manager

c. Spreadsheet

d. Word processor **Correct**

2. Software that has the source code published and made available to the public—enabling anyone to copy, modify, and redistribute it without paying a fee—is called _____ software.

a. freeware

b. open source **Correct**

c. trial version

d. platform-neutral

3. Which database object pulls out records that meet specific criteria?

a. Field

b. Form

c. Query **Correct**

d. Report

4. _____ is an online alternative to office application suites.

a. Google Drive **Correct**

b. OpenOffice

c. TextEdit

d. WordPad

5. _____ software helps you manage email, calendars, and tasks.

a. Document management

b. Personal information management **Correct**

c. Project management

d. Word processing

6. Programs that can run in a browser are known as _____.

a. open source software

b. web apps **Correct**

c. IaaS

d. suites

7. The system requirements for software do not include the _____.

a. amount of free drive space

b. amount of RAM

c. operating system version

d. computer manufacturer **Correct**

8. _____ can be used for a limited period that allows the user to try it out before purchasing a license.

a. Donationware

b. Freeware

c. Retail

d. Shareware **Correct**

9. Which cloud computing service is an online programming environment used to develop, deploy, and manage custom web applications?

a. IaaS

b. PaaS **Correct**

c. SaaS

10. A(n) _____ is a large, planned software update that addresses multiple problems or adds multiple features.

a. bug

b. hotfix

c. patch

d. service pack **Correct**

True or False

Answer the following questions with T for true or F for false for more practice with key terms and concepts from this chapter.

False **1.** In a business environment, Microsoft Access is the most popular spreadsheet application.

True **2.** A cell is the intersection of a row and a column in a spreadsheet.

False **3.** Apache OpenOffice cannot open and work with documents created in Microsoft Office.

True **4.** Documents created with a word processor can also contain images.

False **5.** A project management system enables a company to save, share, search, and audit electronic documents throughout their life cycle.

True **6.** A Gantt chart shows the schedule and progress of a project.

False **7.** If your computer doesn't meet the minimum system requirements for a piece of software, it will probably still run on your system.

False **8.** Trialware is a form of freeware where the developers accept donations, either for themselves or for a nonprofit organization.

False **9.** Web apps are also known as PaaS.

False **10.** It is generally safe to download mobile apps from unknown sources.

Fill in the Blank

Fill in the blanks with key terms from this chapter.

1. A **spreadsheet** is an application that creates electronic worksheets composed of rows and columns.

2. A **record** is a row of data in a database table that describes a particular entry in the database.

3. A **report** is a database object that displays selected information.

4. A **document management system (DMS)** is used to save, share, search, and audit electronic documents throughout their life cycle.

5. **Open source** software has its source code published and made available to the public, enabling anyone to copy, modify, and redistribute it.

6. **System requirements** are the minimum hardware and software specifications required to run a software application.
7. **Shareware** is software offered in trial form or for a limited period that allows the user to try it out before purchasing a license.
8. The license agreement between the software user and the software publisher is the **EULA (end-user license agreement)**.
9. Part of cloud computing, **Infrastructure-as-a-Service (IaaS)** is the use of Internet-based servers.
10. A **bug** is a flaw in software programming.

Content Instruction					
	DESCRIPTION	LOCATION	HOW USED	HOW ASSESSED	GRADE TO MYLAB IT
Chapter 2 Application Software	Printed text or etext from within MyLab IT	Student Resources Folder		NA	Viewed
PowerPoint Presentations: Standard, Audio	PPT presentations based on the chapter objectives	Student Resources Folder	Lecture resource, or for online students or flipped classroom	NA	Viewed
VizClip Videos	A short video on additional topics—two per chapter	Activities Folder • **Viz Clip 1:** System specs • **Viz Clip 2**: Connect to an External Monitor or Projector to Display Presentations	Class discussion, or for online students or flipped classroom	NA	Viewed
Find Out More	**Find Out Mores Boxes** guide students in a short exploration of an additional topic that requires some online research	In text • Open Source Initiative (OSI)	Class discussion or extra assessment	NA	NA
Ethics	**Ethics Boxes** include content related to ethical issues that arise from technology	In text **Sharing Software—**Is it ethical or legal to share software with others?	Class discussion	NA	NA
Career Spotlight	**Career Spotlight Boxes** in each chapter explain how technology relates to potential careers	In text **Software Trainers**—As companies deploy more software programs, trainers are in high demand.	Class discussion	NA	NA
Green Computing	**Green Computing Boxes** cover how	In text	Class discussion	NA	NA

	technology can affect the environment	**Online And Downloaded Programs vs. Store-Bought Software—**Online applications or purchases have no environmental impact compared with store-bought software.			
Student Preparation and Review					
Viz Intro Chapter Overview videos	A 4-7 min overview video of each chapter	Activities Folder	Assign before class, or for online students or flipped classroom	NA	Viewed
Chapter Summary	A written summary of chapter content	End of Chapter in Text	As review	NA	NA
Viz Check Quizzes	A self-check of 3-4 objectives—two per chapter	Activities Folder	Assign for student review or as quiz to confirm reading was completed	Autograded quiz in MyLab IT	Grade
IT Simulations	Twelve individual simulated scenarios that allow students to demonstrate understanding of the chapter concept in an active learning environment that correspond to chapter content	Activities Folder **Application Software**	Assign as end of chapter assessment	Simulated, autograded activity	Grade
Active Learning Options					
How To Activities	Interactive lessons where the students work hands-on with technologies related to	Written instructions are in text. How To Videos show how to complete the	Assign as practical way to demonstrate understanding of	Sample Solutions provided	NA

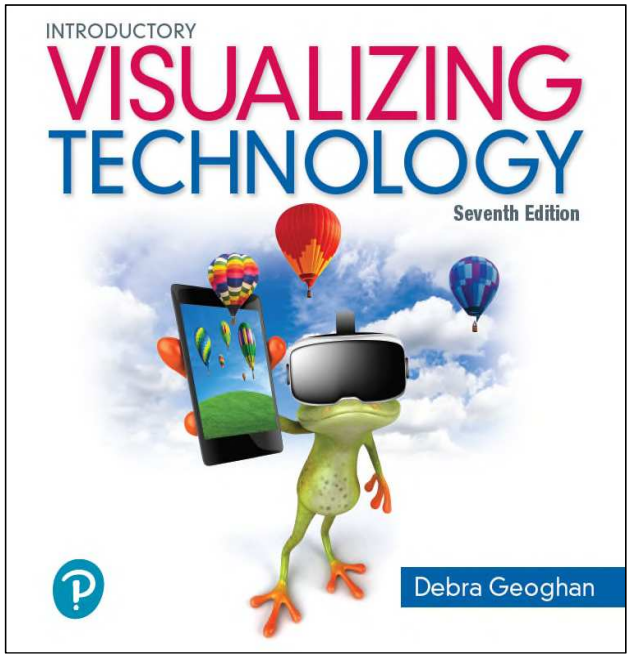
	the chapter content—two per chapter	projects, and are in Activities Folder. **Digital Literacy Skill:** How To Create a Document Using WordPad or TextEdit—In this activity, students learn how to use the word processing applications—WordPad and TextEdit—that are included with the Microsoft Windows and macOS operating systems. **Essential Job Skill:** How To Create a Mobile App with Appy Pie—In this activity, students will use Appy Pie, a drag-and-drop app creation tool, to create a basic business app.	technology being covered		
Microsoft Office 2016 Application Projects	Short MS Office projects using the WEAP applications and related chapter content allow students to demonstrate understanding of chapter concepts through a real-world project—two per chapter	Grader Projects are in the Activities Folder. Instructions are also printed in text for non-MyLab IT use. **PowerPoint 2016:** Introduction to PowerPoint Design **Excel 2016:** Comparing Office Application Suite Costs		Autograded Grader projects in MyLab IT (except Access project in chapters 11 and 12 need hand-grading). Sample solutions and annotated solution files also provided for all projects.	Grade in MyLab IT Or manual instructor grading using provided solutions

Chapter Assessment					
Chapter quiz	Objective quiz covering all chapter learning objectives	Activities Folder and printed at end of chapter Multiple Choice, T/F, and Fill in the blank	Use as chapter assessment	AutoGraded	Grade
Test bank quizzes	Cover all objectives from the chapter with ~70 questions per chapter	Instructor Resources folder	One prebuilt quiz available, and instructor can create their own versions	Autograded, objective-based quiz	Grade
Running Project	Short project at the end of each article and summary at the end of the chapter	In text	Use as objective and chapter assessment	Instructor	NA
End-of-Chapter Objective Questions	Multiple choice, True of False, and Fill in the blank	In text	Use as objective and chapter assessment	Instructor	NA
End-of-Chapter Exercises					
Do It Yourself, Critical Thinking, Ethical Dilemma, On the Web,		In text	Use as objective assessments	Instructor	NA
Objective 1 Identify Types and Uses of Business Productivity Software					
Objective 2 Identify Types and Uses of Personal Software					
Objective 3 Assess a Computer System for Software Compatibility					
Objective 4 Compare Various Ways of Obtaining Software					
Objective 5 Discuss the Importance of Cloud Computing					
Objective 6 Install, Uninstall, and Update Software					
Currency Topics					

Tech Bytes Weekly	A weekly blog/newsletter feed that includes curated articles related to current topics in the news, with ready-to-use discussion questions.	Activities Folder	Instructor and students need to subscribe to the blog, and will receive weekly notice when new articles are available – typically Mondays.	Class discussion	Viewed
Soft Skills and Team Work					
End of Chapter Collaboration	A collaborative project for small-group activities related to topics in the chapter	In text	Develop collaboration skills in class	Instructor determines	Instructor Graded
Instructor Resources					
Instructor Resources Link in MyLab IT or Pearsonhighered.com/viztech	Includes solution files, PPT presentations, and various versions of the testbank (BB, Canvas, etc.)	In MyLab IT or on Pearson Higher Ed site	Various resources to assist with teaching and assessing	For instructor use as needed	NA

Introductory Visualizing Technology

Seventh Edition



Chapter 2

Application Software

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Learning Objectives

2.1 Identify Types and Uses of Business Productivity Software

2.2 Identify Types and Uses of Personal Software

2.3 Assess a Computer System for Software Compatibility

2.4 Compare Various Ways of Obtaining Software

2.5 Discuss the Importance of Cloud Computing

2.6 Install, Uninstall, and Update Software

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Learning Objective 2.1

- Identify Types and Uses of Business Productivity Software

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Identify Types and Uses of Business Productivity Software

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Making Business Work—Office Application Suites

- Include several applications designed to work together
- Enable collaboration
- Save files in multiple formats

Pages

Numbers

Keynote

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Making Business Work—Word Processing

- Creates, edits, and formats documents
  - Formats text
  - Spelling and grammar checkers
  - Graphics – insert and format images
  - Text organizational tools – tables and lists
  - Page layout – headers, footers, page numbers, and margins

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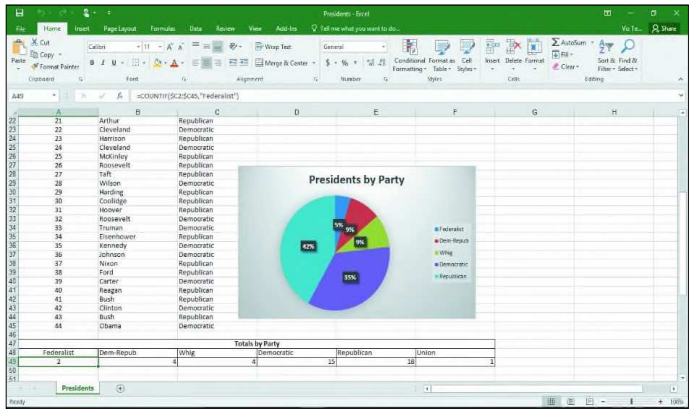
Making Business Work—Spreadsheet Application

- Creates electronic worksheets composed of rows and columns
  - The intersection of a row and column is a cell
  - A statistical analysis tool
  - Creates charts or graphs
  - Sorts, filters, and rearranges data
  - Can be customized



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Making Business Work—Presentation Software

- Creates electronic presentations that enable the displaying of facts, figures, and ideas on slides
  - Creates, edits, and rearranges slides that contain:
    - Text
    - Video and animation
    - Slide transitions
    - Graphics
    - Audio
  - Design templates

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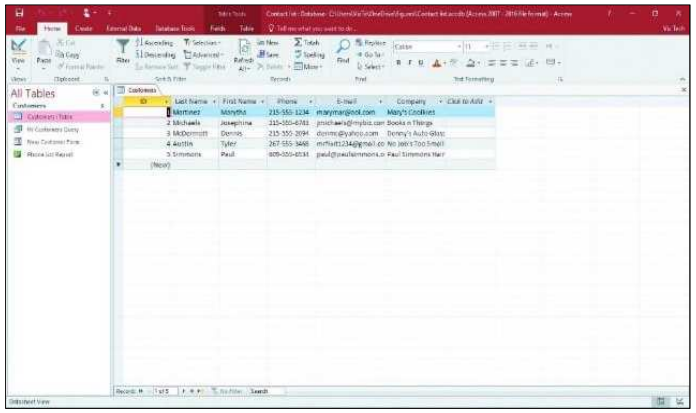
Making Business Work—Database Application

- Creates and manages a collection of related records organized into one or more tables
  - Creates and edits tables consisting of records and fields
  - Produces forms for easy data entry
  - Generates reports to display selected information
  - Creates queries to pull out records that meet specific criteria



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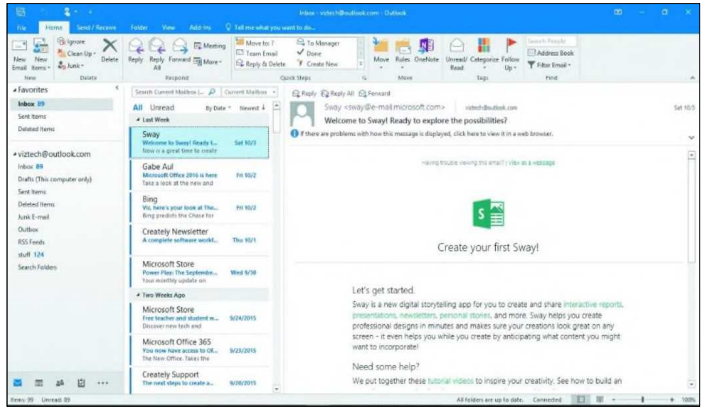
Making Business Work—Personal Information Manager

- A personal information manager (PIM) manages your email, calendar, contacts, and tasks, all in one place
  - Shares calendars
  - Facilitates scheduling meetings



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Making Business Work—Other Types of Business Software (1 of 2)

- Financial Software
  - Helps keep track of expenses and taxes
  - Tracks invoicing, payroll, and inventory
  - Generates reports and graphs

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Making Business Work—Other Types of Business Software (2 of 2)

- Document Management Software
  - Keeps track of all documents in a business
  - Ensures that the right people have access to correct versions of files
- Project Management Software
  - Helps to complete projects while keeping within budget, staying on schedule, and collaborating with others

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Learning Objective 2.2

- Identify Types and Uses of Personal Software

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Identify Types and Uses of Personal Software

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Making it Personal (1 of 2)

- Individuals can choose between commercial and open source software
  - Commercial Software
    - Expensive
    - Sold as suites or individual applications
  - Open Source Software
    - No fee
    - Source code is published and made available to the public
    - Anyone can copy, modify, and redistribute it without paying fees

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Making it Personal (2 of 2)

- Personal Software
  - Word processing
  - Spreadsheet application
  - Database application
  - Presentation software
  - Personal information management (PIM) application

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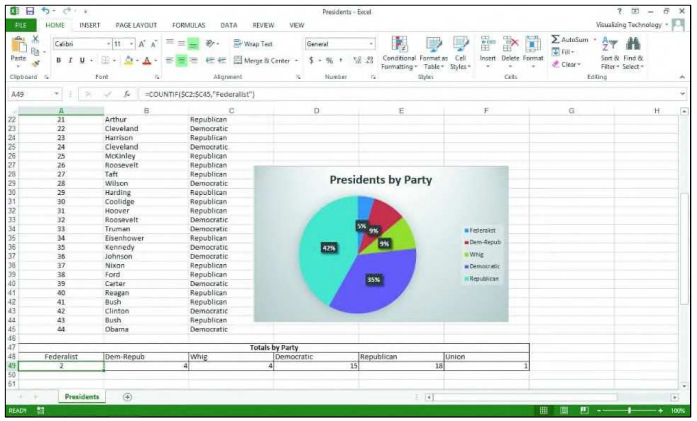
Online Alternative Suites

- Free websites that offer easy-to-use interfaces with word processing, spreadsheet, presentation, and communication applications
  - Access through a browser
  - No installation necessary
  - Access and edit files from anywhere
  - Collaborate and share files



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Making it Personal—Finance and Tax Preparation

- Track a bank account
- Monitor an investment
- Create and balance a budget
- File an income tax

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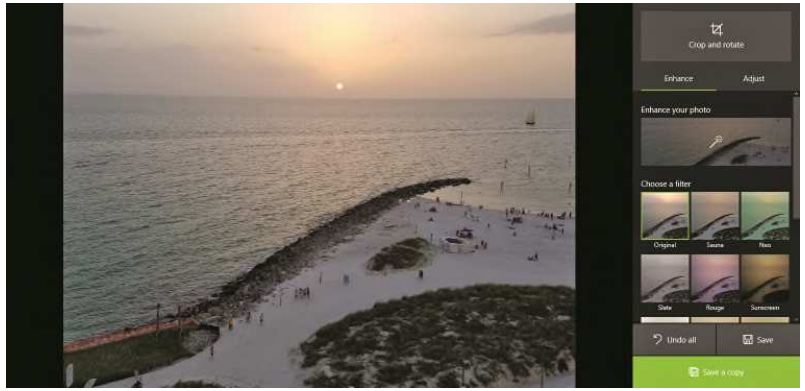
Making it Personal—Entertainment and Multimedia (1 of 2)

- Video and Photo Editing Software
  - Edit, crop, and straighten an image
  - Adjust contrast and color
  - Apply a special effect
- Media Management
  - Keeps track of and plays music, TV shows, and videos on a computer



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Making it Personal—Entertainment and Multimedia (2 of 2)

- Video game players
  - Average age 32 – 35 years old
  - 20% are over 50
  - 40% are female

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Making it Personal

- Educational and Reference
  - Software to study, plan, and design anything of interest to you
    - Trip planning
    - Genealogy
    - Home and landscape design
- Web Apps
  - Programs can run in a browser
  - No need to install

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Learning Objective 2.3

- Assess a Computer System for Software Compatibility

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Assess a Computer System for Software Compatibility

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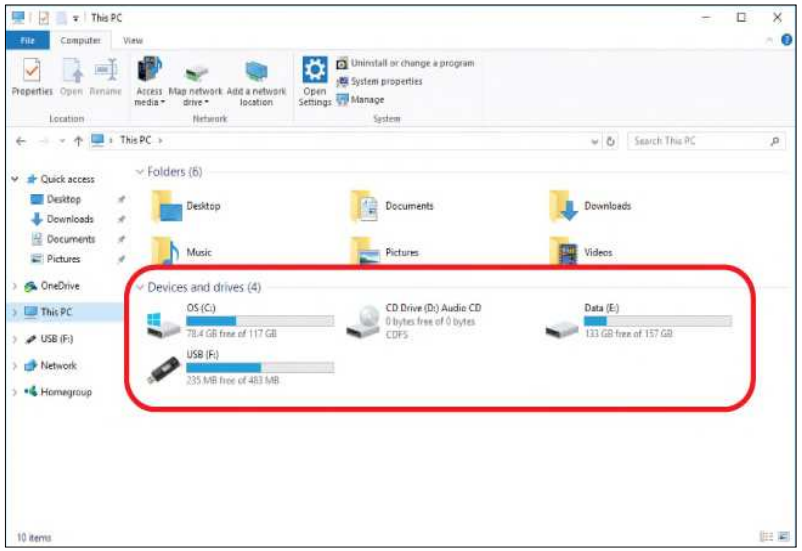
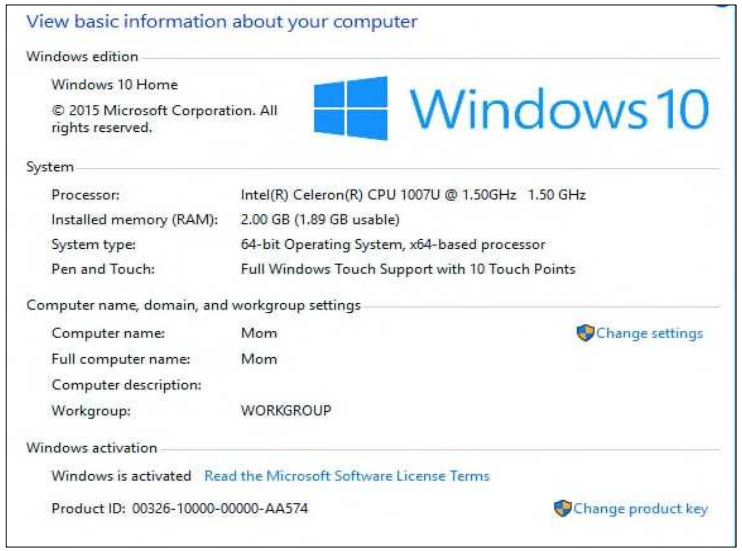
Will It Run? Your System Specs (1 of 2)

Specific hardware and software information about a computer system





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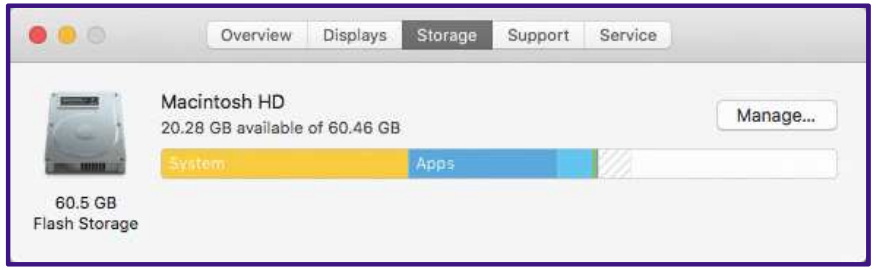
Will It Run? Your System Specs (2 of 2)

Specific hardware and software information about a computer system



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Will It Run? System Requirements

- Minimum hardware and software specifications the computer must meet to run the program
- System requirements for software described on the package or software webpage
- Software purchased in a store may require DVD drive for installation
- Software purchased online can be downloaded

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Learning Objective 2.4

- Compare Various Ways of Obtaining Software

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Compare Various Ways of Obtaining Software

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Where to Get It—Licensing (1 of 2)

- Proprietary License
  - Grants a license
  - Ownership remains with the software publisher
  - Found on most commercial software
  - Most restrictive in terms of distribution and installation

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Where to Get It—Licensing (2 of 2)

- Open Source License
  - Grants ownership
  - Source code must be freely available
  - Can be modified and redistributed

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Where to Get It—Free or Fee (1 of 2)

- Retail: User pays fee to use software for unlimited time
  - Microsoft Office, Adobe Photoshop, or TurboTax
- Subscription: Requires a monthly or yearly fee
  - Microsoft Office or Adobe Creative Cloud
- Freeware: Can be used at no cost for unlimited time
  - Apple iTunes or 7-Zip

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Where to Get It—Free or Fee (2 of 2)

- Shareware: Allows you to try before you buy
  - Microsoft or Adobe
- Donationware: Developers accept donations
  - FileZilla
- Freemium: Basic mobile apps

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Learning Objective 2.5

- Discuss the Importance of Cloud Computing

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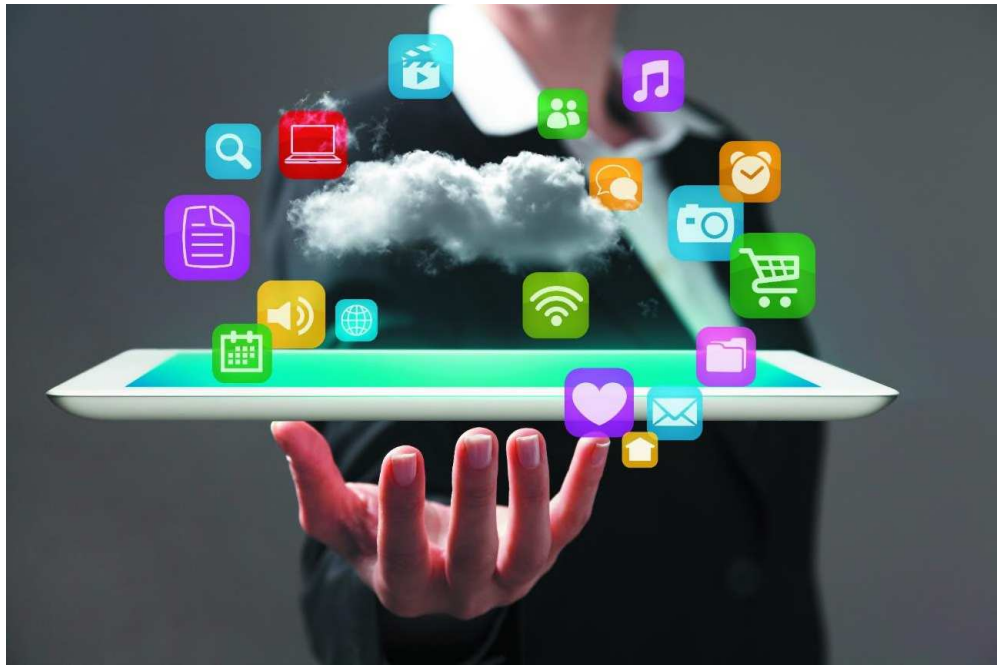
Discuss the Importance of Cloud Computing



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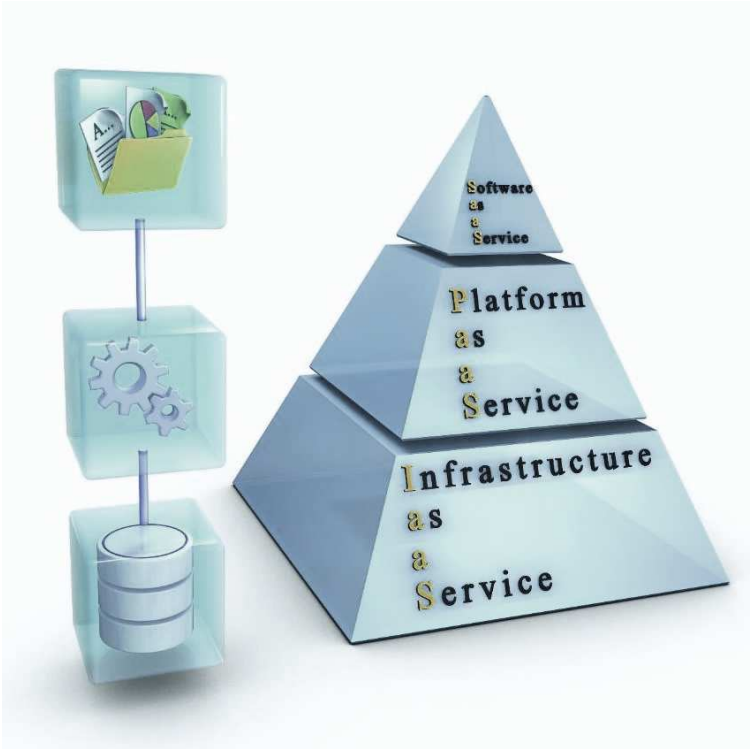
Cloud Computing

- Takes processing and storage off desktop and puts it in the cloud
- Companies are known as Cloud Service Providers (CSP)



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Discuss the Importance of Cloud Computing (1 of 3)

- Infrastructure-as-a-Service (IaaS)
  - The use of servers in the cloud
    - Reduces the cost for hardware, software, and personnel

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Discuss the Importance of Cloud Computing (2 of 3)

- Platform-as-a-Service (PaaS)
  - Provides an environment to develop, test, and deploy custom web apps
    - Facilitates collaboration between developers

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Discuss the Importance of Cloud Computing (3 of 3)

- Software-as-a-Service (SaaS)
  - The delivery of applications over the Internet
    - Most visible to users (access to email and Facebook)

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Learning Objective 2.6

- Install, Uninstall, and Update Software

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Install, Uninstall, and Update Software (1 of 2)

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Install, Uninstall, and Update Software (2 of 2)

- Install
  - Copies files to a computer that may alter settings and create new files
- Uninstall
  - Properly removes files, folders, and settings associated with a program
- Update
  - Edits software already installed to add features, fix a bug, improve compatibility, or increase the levels of a game

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Questions

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