

Solutions for Visualizing Technology Complete 7th Edition by Geoghan

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COMPLETE
VISUALIZING
TECHNOLOGY
Seventh Edition



Solutions

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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 | | | | | |
| <i>How To</i> 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 |

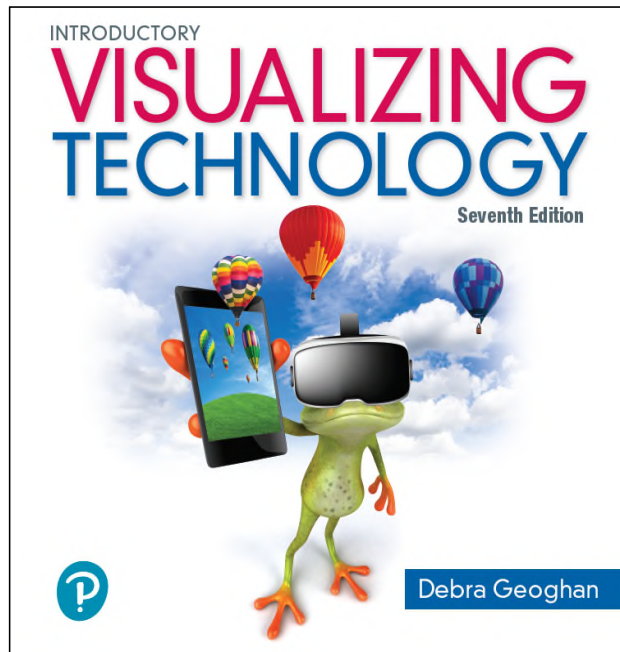
| | | | | | |
|--|---|--|--------------------------|---|---|
| | the chapter content—two per chapter | <p>projects, and are in Activities Folder.</p> <p>Digital Literacy Skill: How To Create a Document Using WordPad or TextEdit—In this activity, students learn how to use the word processing applications—WordPad and TextEdit—that are included with the Microsoft Windows and macOS operating systems.</p> <p>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.</p> | 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 | <p>Grader Projects are in the Activities Folder. Instructions are also printed in text for non-MyLab IT use.</p> <p>PowerPoint 2016: Introduction to PowerPoint Design</p> <p>Excel 2016: Comparing Office Application Suite Costs</p> | | 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

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

Learning Objective 2.1

- Identify Types and Uses of Business Productivity Software

Identify Types and Uses of Business Productivity Software



Making Business Work—Office Application Suites

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



Pages



Numbers



Keynote

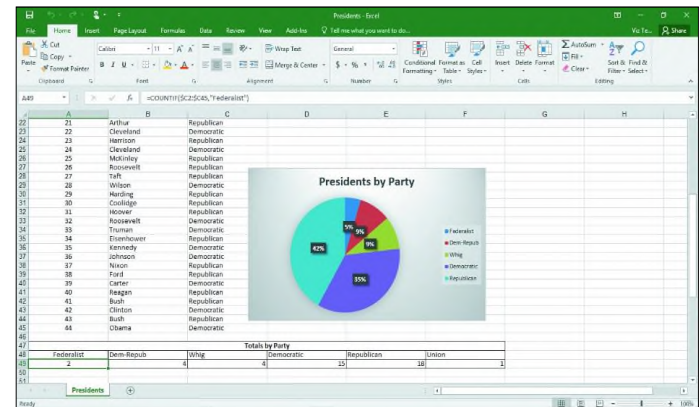
Making Business Work—Word Processing

- 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



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



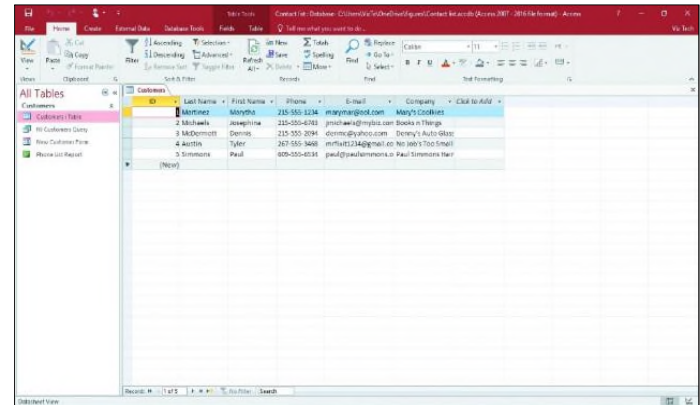
Making Business Work—Presentation Software

- 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



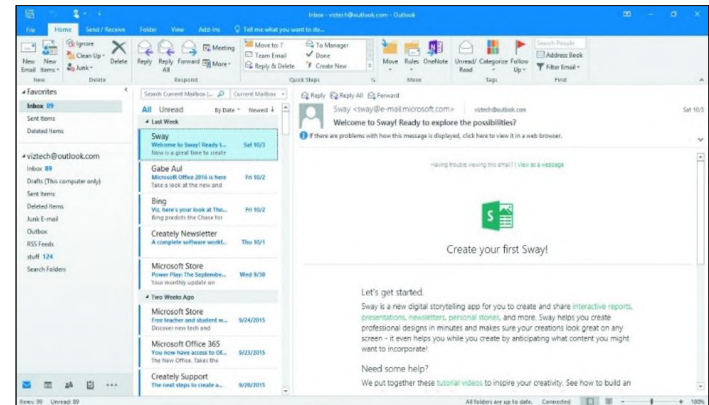
Making Business Work—Database Application

- 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



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



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

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

Learning Objective 2.2

- Identify Types and Uses of Personal Software

Identify Types and Uses of Personal Software



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

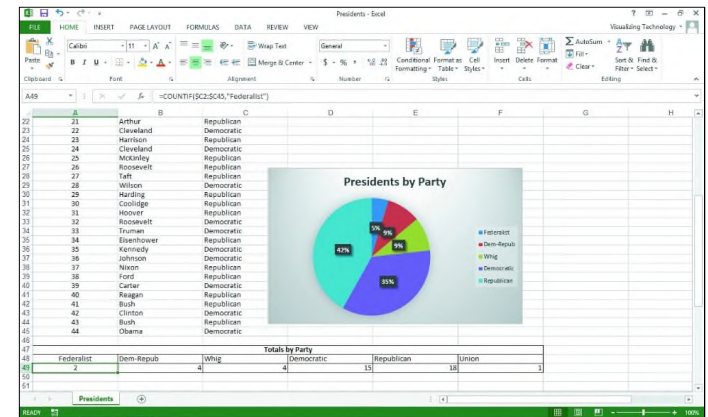
Making it Personal (2 of 2)

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



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

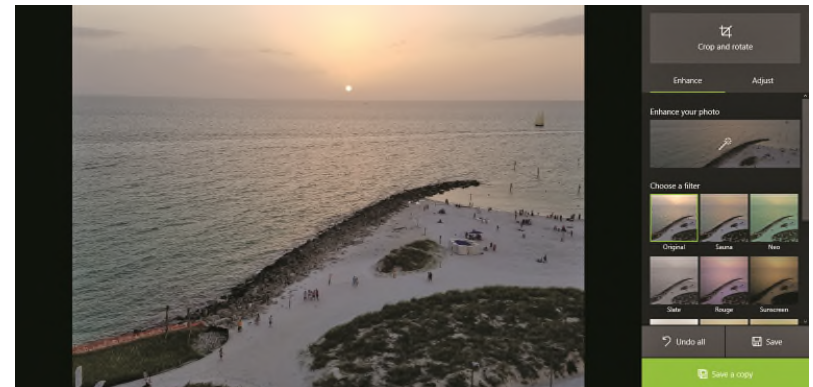


Making it Personal—Finance and Tax Preparation

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

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



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



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

Learning Objective 2.3

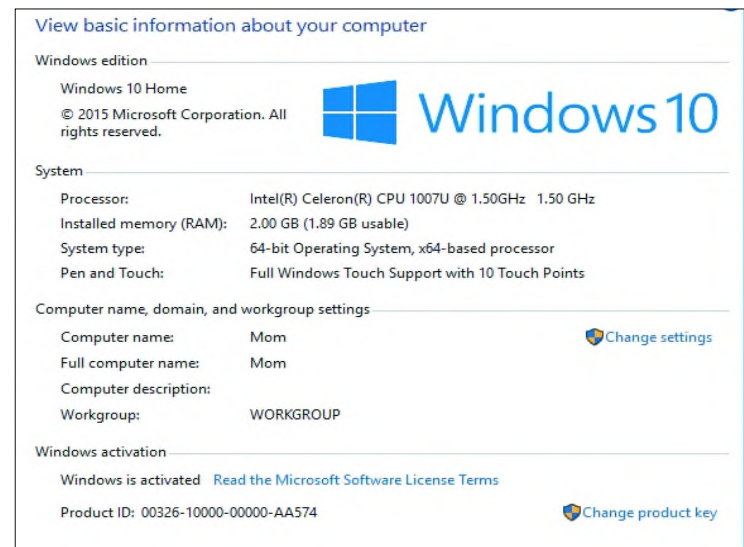
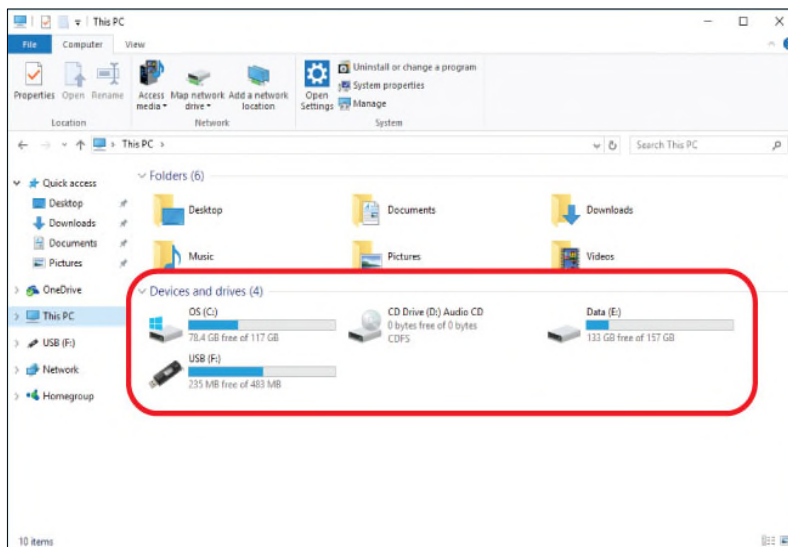
- Assess a Computer System for Software Compatibility

Assess a Computer System for Software Compatibility



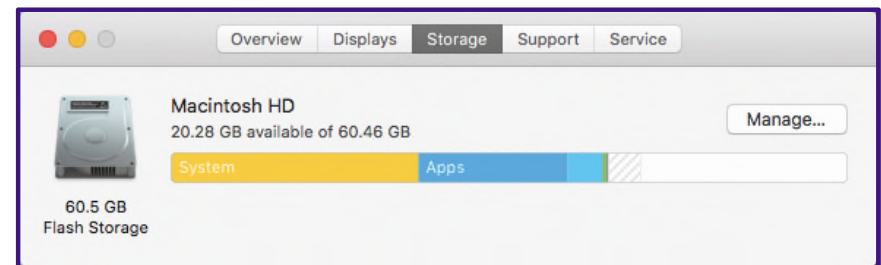
Will It Run? Your System Specs (1 of 2)

Specific hardware and software information about a computer system



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

Specific hardware and software information about a computer system



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

Learning Objective 2.4

- Compare Various Ways of Obtaining Software

Compare Various Ways of Obtaining Software



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

Where to Get It—Licensing (2 of 2)

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

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

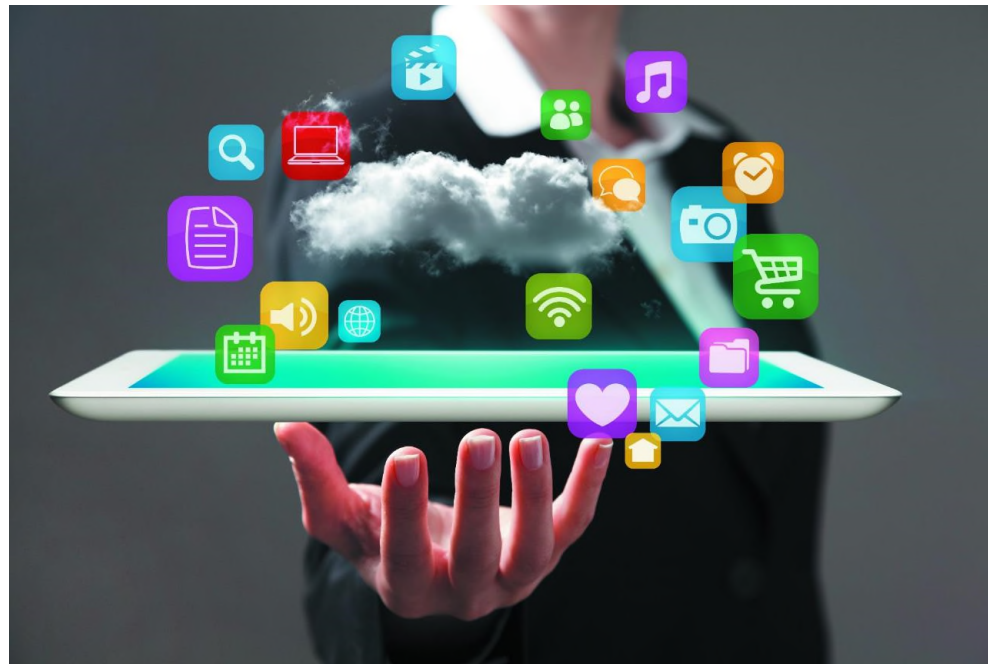
Where to Get It—Free or Fee (2 of 2)

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

Learning Objective 2.5

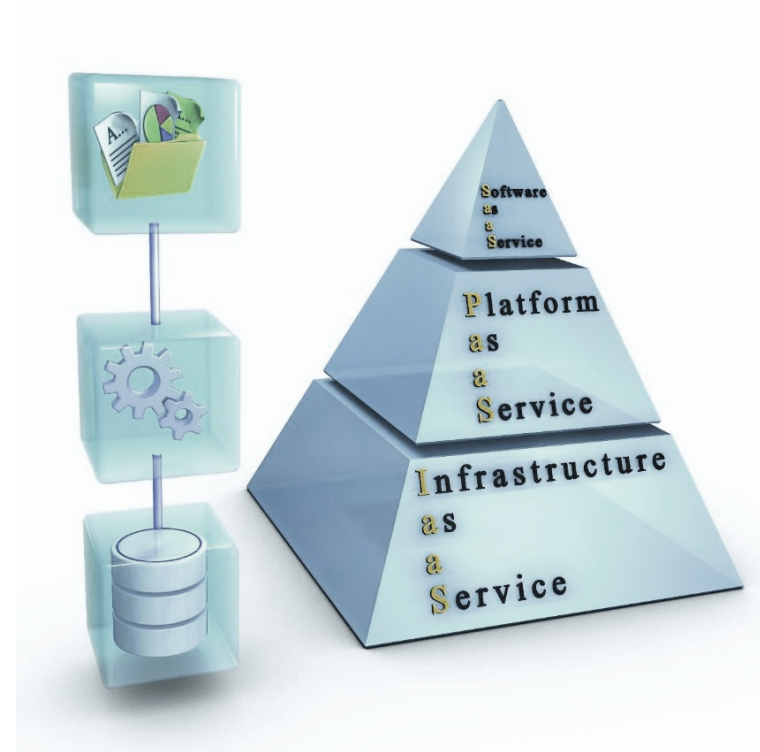
- Discuss the Importance of Cloud Computing

Discuss the Importance of Cloud Computing



Cloud Computing

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



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



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



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)



Learning Objective 2.6

- Install, Uninstall, and Update Software

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



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

Questions



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