

Types of Application Packages/Software/Program

1. Word processing packages e.g. MS WORD
2. Spreadsheet packages e.g. MS EXCEL
3. Database Management System e.g. MS ACCESS
4. Graphics packages e.g. COREL DRAWS
5. Presentation packages e.g. MS POWERPOINT
6. Anti-virus packages e.g. NORTON,AVAST

Word Processing Packages:-

Word processing is simply the use of computer to type text, letters and various documents. It is text processing software that helps in various manipulations of texts in order to produce the desire documents. The software designed for word processing is called WORD PROCESSOR.

Examples of Word Processing Packages ·

1. Microsoft word
2. Word perfect
3. Word star
4. MultiMate

Some Features of Word Processing Packages

Copy, paste, underline, centre, etc.

Spreadsheet Package:-

A spreadsheet is a program or software that is made up of imaginary paper that contains information in rows and columns meant for numerical, statistical and accounting calculations. The horizontal part of the spreadsheet is called ROW and the vertical part is called COLUMN. The intersection of the row and the column is known as CELL.

Examples of Spreadsheet Packages

1. Microsoft Excel
2. Lotus 123
3. Super cal
4. Quattro pro

Some Basic Features of Spreadsheet:-

Copy, Save, Sort, Add sum, Formula bar, Edit, etc.

Uses of Spreadsheet Package :-

Payroll report, Sales analysis, Inventory, Tax estimation, General ledger, Statistical projection

Advantages of Application Packages:-

1. Acquisition of an application package is a better alternative sometimes to the development of an individual.
2. Provides savings in programming cost.
3. Provide savings in system development cost and time.
4. It is transferable from one PC to another with ease .
5. Easy to install with instructional manual that comes with it.
6. Cheap to acquire.

Disadvantages of Application Packages:-

1. Maintenance may be expensive for organisational use.
2. It is very porous in terms of security.
3. Over dependence of its usage produces inefficient programmers.
4. May not be compatible with some computers.

Characteristics of an Application Package:-

1. **Stability:** Package must stay for a certain period of time before it is placed out.
2. **Accuracy:** Package must produce accurate result.
3. **Reliable:** User must be confident in the result the package produced.
4. **Speed:** Faster execution which means the package must produce information on a very high speed.
5. **Portability:** Package must be easy to be transfer from one computer system to another.
6. **Storage capacity:** Package must not occupy too much memory space on the computer.