



## Software Applications

Western Sullivan Public Library  
Public Computer Center

# Computer Software

To interact with computers, we use a variety of software applications (or programs) to accomplish different tasks. Hundreds of thousands of computer programs exist, but you only need to know a few of them to perform most tasks. Below are some of the most common ones. If you would like to learn more about any of them, some reference books are available at the PCC. Others are available within the library system. A librarian can help you find what you need! This handout may be updated occasionally and is available at the PCC of each branch.

<b>Application</b>	<b>Definition and Use</b>
<i>Adobe Digital Editions</i>	Used for downloading and displaying electronic or digital books.
<i>Adobe Photoshop</i>	Edit and crop photos, apply visual effects, as well as draw or paint digitally.
<i>Adobe Flash</i>	A plug-in program used by websites for games, videos, and more dynamic interactivity.
<i>Adobe Reader</i>	Save, open, view, and print pdf documents, generally in an uneditable format.
<i>Antivirus Software</i>	Scans/removes harmful software. Popular titles include McAfee and Norton.
<i>GIMP</i>	A free image editor. Comparable to Adobe Photoshop.
<i>Microsoft Excel</i>	Open, view, create or work with spreadsheets, pie charts, and numbers.
<i>Microsoft Office</i>	Suite of applications including word processing, spreadsheet, presentation, email, database, and more...
<i>Microsoft Outlook</i>	An email application that also provides calendaring, task tracking, and a contact database.
<i>Microsoft Outlook Express</i>	A streamlined version of Outlook for e-mail.
<i>Microsoft PowerPoint</i>	Create multimedia (text, pictures, video, audio) presentations and slide shows.
<i>Microsoft Publisher</i>	A desktop publishing program used for flyers, newsletters, and more...
<i>Microsoft Word</i>	This is a word processor which you can use to type letters, documents, books, etc.
<i>Microsoft Works</i>	Includes a word processor and a spreadsheet. Like Microsoft Office but much simpler.
<i>Microsoft Windows</i>	An Operating System or OS that provides the software that runs the computer. Other operating systems are Linux or OS/X.
<i>Microsoft Windows Media Player</i>	A media player for listening to music, viewing videos, movie trailers, etc. Other media players include QuickTime and RealPlayer
<i>Notepad</i>	A simple text editor, which lets you type notes and open, view, and print plain text (.txt) files.
<i>OpenOffice</i>	A free set of programs comparable to Microsoft Office.
<i>QuickBooks</i>	Organize and work with business or financial information, including AP/AR, payroll, financial statements, or your personal finances. Used by many small businesses to manage their finances.
<i>Web Browser</i>	Program that lets you browse the World Wide Web. Popular programs include Internet Explorer, Firefox, and Safari.