

Software - Theory

Unit R012 - Understanding tools, techniques, methods and processes for technological solutions

Introduction

- The **software** to **present** information will depend on the **data** being **stored** and **processed** to start with.
- When choosing **software** to use you must consider:
 - The **information** being presented
 - **How** it is being presented
 - The **objectives** that were defined during the initiation stage of the project life cycle.

Introduction

- Alongside **spreadsheet** and **database** software, there are 3 other types of software that need to be considered for use too.
- These are:
 - **Word Processing** Software
 - **DTP** Software
 - **Presentation** Software

Word Processing Software

- The **purpose** of word processing software is to **produce, edit** and **format** documents that are mainly **text based**.
- Examples of what this software could be used for are:
 - Letters
 - Reports
 - Mail merging

Advantages of Word Processing Software

Advantages of Word Processing software

Easy to correct mistakes

Documents can be saved and retrieved later

Different versions of the same document can be saved

Features such as borders and text layout can be changed to enhance the appearance of the document

Spelling and grammar checks can be used to improve the document

Document guides are available on how to lay out specific types of document

Data can be imported from other files

Mail merge can be used to create personalised documents.

Disadvantages of Word Processing Software

Disadvantages of Word Processing software

Files can sometimes become corrupted

There may be a limited choice of symbols

A device with the software installed is needed to create these documents.

Desktop Publishing (DTP) Software

- The **purpose** of desktop publishing (DTP) software is to **arrange, text** and **images** into **publications**.
- Examples of what this software could be used for are:
 - Newsletters
 - Flyers
 - Posters
 - Brochures

Advantages of DTP Software

Advantages of Desktop Publishing (DTP) software

Frames can be used to position text and images in the document

Drag and drop can be used to place images and other components into the desired places

Text and graphics can be imported from different sources

Software usually includes a range of templates so a novice user can quickly create a document

Uses WYSIWYG (What you see is what you get) – Simple efficient and easy to use software

Disadvantages of DTP Software

Disadvantages of Desktop Publishing (DTP) software

Different DTP software publishers have compatibility issues.

Can be difficult to create very precise layouts unless the user is experienced.

Presentation Software

- The **purpose** of presentation software is to **create** a **slideshow** to **present information** to an **audience**.
- Examples of what this software could be used for are:
 - Creating presentations to convey information
 - Rolling presentations for use in receptions/waiting rooms

Advantages of Presentation Software

Advantages of Presentation software

Slides can include a range of components (text, images, graphs)

A template can be used so that all slides in the presentation look the same

A slideshow can have links to other resources or files (hyperlink to a web page)

The show can be presented by a speaker or automatically with no human involvement

The message can be delivered to a large audience, in a large space, without the need to print

Automatic timings can be set for each slide or element of a slide

A speaker can decide when to move to the next slide based on audience involvement, allowing questions to be asked.

Disadvantages of Presentation Software

Disadvantages of Presentation software

Too much text on a slide can make the information difficult to read

Effects such as animations and transitions can become distracting

Presentations may become unprofessional if too many features and effects are used.