
SOCIETAL / ETHICAL ISSUES VOCABULARY

ACCEPTABLE USE POLICY (AUP) – A set of rules and guidelines that are set up to regulate Internet use and to protect the user. Typically AUP agreements are used in schools and must be signed by students and parents/guardians.

ANTIVIRUS SOFTWARE – An application designed to search for viruses and protect a computer and files from harm.

COMPUTER VANDALISM – The intentional act of destroying computer files or computer networks. An act of damaging, altering, or destroying a computer, computer peripherals, computer software, or computer service.

COPYRIGHT LAW – Law granting a legal right to a copyright holder or author which requires their permission to make non-archival copies of the work in question. Copyrighted material is protected by copyright law.

CREDITS – To give reference to the creator and source of the information used in a paper or presentation.

EMERGING TECHNOLOGIES – Technologies that are new and in the developmental stages; not in widespread use.

ETHICAL – Conforming to accepted professional standards of conduct; adhering to moral principles.

FAIR USE AND MULTIMEDIA GUIDELINES – The fair use doctrine provides educators and students with the right to use a limited amount of copyrighted materials without specific consent of the author for purposes of criticism, comment, news reporting, teaching, scholarship, or research. The guidelines permit the use of copyrighted works in teaching, if certain factors are considered, including: the purpose and character of the use (commercial vs. educational), the nature of the copyrighted work, the amount of the work copied in relation to the work as a whole, the effect of use on the potential market for or value of the work.

FIREWALL – Technology that prevents users from visiting inappropriate web sites, and protects the network from unauthorized users.

FREEWARE – Software written and then donated to the public, so anyone is free to copy it and share it with their friends. This is not the same as shareware or commercial software, which is supposed to be paid for.

HACKER – A computer user who enjoys tinkering with computers as a way to develop new features or who intentionally accesses a single computer, system, or network without permission to do so. An unauthorized person who secretly gains access to computer files.

INTELLECTUAL PROPERTY – Ideas put into actions, such as writing, music, art, computer code, and inventions.

LOGIC BOMB – A destructive computer program similar to a virus that does not reproduce itself. It acts based on a predetermined event.

NETWORK – A system of connected computers that allows the sharing of files and equipment. There are two types of networks: local area network (LAN) and wide area network (WAN).

ONLINE SAFETY – Precautions taken to protect personal information and images from being misused by others.

PASSWORD – A code for the security protection to allow access to a computer or the computer programs.

PERSONAL DIGITAL ASSISTANT (PDA) – A small hand-held computer-like device designed to store information such as a calendar and an address. Many now offer Internet and e-mail access.

PIRACY – The stealing of software by copying it and giving or selling it to another person without the legal right to do so.

PRIVATE DATA – Information which is confidential and only ethically available to selected individuals, such as social security number, name, address, telephone number, etc.

PUBLIC DATA – Information which is available ethically to any user.

PUBLIC DOMAIN – Software written and then donated to the public. Anyone can use and copy public domain software free of charge, but it is not always the same quality as commercial software.

SECURITY – Protection of computer, computer files, or a computer network from use without permission of the owner or owners.

SERVER – A special computer used to store programs and files on a network. A server then sends programs or files out to other computers one at a time or all at a time.

SHAREWARE – Software that can be tried before you purchase. Once a user decides to keep the software, payment is sent to the developer of the software.

SOCIETAL IMPACT OF TECHNOLOGY – The effect that technology has on local, state, national, or international affairs over a period of time.

SOFTWARE/APPLICATIONS – Programs that allow you to accomplish certain tasks such as write letters, analyze numbers, sort files, manage finances, draw pictures, send e-mail, edit photos, and play games.

SOFTWARE LICENSE – An agreement between the user and the software developer that must be accepted prior to installing the software on a computer.

STANDALONE COMPUTER – A computer that does not rely upon any other computer or server to work.

TROJAN HORSE – A computer program that appears to be something useful or desirable (such as a game or a screen saver), but at the same time does something malicious in the background without the user's knowledge.

UNETHICAL – Not conforming to accepted professional standards of conduct.

VIRUS – A computer program that attaches itself to another computer program and attempts to spread itself to other computers when files are exchanged. Virus symptoms include deleted files, slow computer, and/or system crashing.

WORM – A computer file designed to do damage that goes through a computer and possibly a network. A program that creates copies of itself in each computer's memory and may cause the computer to crash.

TERMS / OPERATIONS / CARE OF COMPUTERS VOCABULARY

APPLICATION SOFTWARE – Programs that allow you to accomplish certain tasks such as write letters, analyze numbers, sort files, manage finances, draw pictures, and play games.

ARTIFICIAL INTELLIGENCE (AI) – The science that attempts to produce computers that display the same type of reasoning and intelligence that humans do.

BAR CODE READER – A wand or scanner that uses a light source to read characters that store pieces of information about a product. Bar code readers are used in grocery stores and retail stores.

BOOTING – The process of loading the operating system software into memory to start up a computer. Also called starting.

BYTE – Eight binary bits which represents one character.

CENTRAL PROCESSING UNIT (CPU) – The main component of a computer which performs all of the processing--also known as a microprocessor or "brain" of the computer.

COMPACT DISK (CD) – is a polycarbonate with one or more metal layers capable of storing digital information. The most prevalent types of these are those used by the music industry to store digital recordings used to store computer data.

COMPRESSION SOFTWARE – Condenses data and allows one to save more in a smaller space.

COMPUTER – An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain. A machine that performs four functions: input, processing, output, and storage (IPOS).

CURSOR – A highlighted or flashing | symbol on a computer monitor that shows where the next letter or character will be inserted.

DATA – Distinct pieces of information usually formatted in a special way. This can exist in a variety of forms -- as numbers or text on pieces of paper, as bits and bytes stored in electronic memory, or as facts stored in a person's mind.

DESKTOP – A metaphor used to portray file systems. Usually consists of pictures, called icons that show cabinets, files, folders, and various types of documents (that is, letters, reports, pictures). You can arrange the icons -- moving them around, putting one on top of another, reshuffling them, and throwing them away.

DESKTOP COMPUTER – A computer that is designed to be used on the desktop. A desktop computer is larger than a laptop or notebook computer.

DIALOG BOX – Small box that appears on command that allows the user to direct the computer to perform certain functions such as date.

DIGITAL CAMERAS – A device that stores images digitally rather than recording them on film. Once a picture has been taken, it can be downloaded to a computer system, and then manipulated with a graphics program and printed.

DIGITAL VERSATILE DISC OR DIGITAL VIDEO DISC (DVD) – a type of optical disk technology similar to the CD-ROM. It can hold a minimum of 4.7gigabytes (GB) of data, enough for a full-length movie. It is commonly used as a medium for digital representation of movies and other multimedia presentations that combine sound with graphics.

DISK DRIVE – A device that reads data from and/or writes data to a floppy disk or hard disk. Most computers have only CD drives now rather than floppy disk drives.

DISKETTE – The storage device used with computers called **floppy disk** and holds 1.44 MB. The floppy disk is covered by a hard plastic jacket with a metal slide moved to read or write information.

DRAWING TOOLS – Tools found in a drawing or painting program used to draw lines, rectangles, ovals, arcs, and polygons.

EMERGING TECHNOLOGIES – Technologies that are in the developmental stages, not in widespread use, or have not been invented yet.

FLASH DRIVE – A small, portable memory card that plugs into a computer's USB port and functions as a portable hard drive. Also called USB drive, thumb drive, or jump drive.

GIGABYTE (GB) – Approximately one billion bytes.

GLOBAL POSITIONING SYSTEM (GPS) – a worldwide MEO satellite navigational system formed by 24 satellites orbiting the earth and their corresponding receivers on the earth. The satellites orbit the earth at approximately 12,000 miles above the surface and make two complete orbits every 24 hours. The satellites continuously transmit digital radio signals that contain data on the satellites location and the exact time to the earth-bound receivers.

HARD DRIVE – The mechanism that reads and writes data on a hard disk. Hard Disk Drives for PCs generally have seek times of about 12 milliseconds or less. Many improve their performance through a technique called *caching*.

HARDWARE – The physical parts of the computer that you can touch and feel.

ICON – A small picture that represents an object or program.

INKJET PRINTER – A printer that sprays tiny drops of ink onto paper.

INPUT – Data or information entered into the computer for processing.

INPUT DEVICE – The parts of a computer which are used to add data into a computer. (Ex: keyboard, mouse, scanner, touch screen, probeware device)

KEYBOARD – An input device with keys--used to enter data. There are five parts: Numeric Keypad, Alpha Pad, Arrow Keys, Function Keys, Control (Command) Keys. Keyboard is the hardware device used to enter letters and numbers into the computer.

KILOBYTE (KB) – Approximately 1000 bytes.

LANDSCAPE – The orientation that permits a document to be printed in a horizontal style as opposed to the usual vertical/portrait style.

LASER PRINTER – A printer known for quick and quiet production and high-quality printouts.

MAXIMIZE – Expands a screen to its largest size.

MEGABYTE (MB) – Approximately one million bytes.

MINIMIZE – Shrinks a program to the task bar so that the desktop is clear for another program.

MENU BAR – Type of task bar located at the top of the screen that contains all the information needed to create whatever end product the program will allow.

MOBILE PHONES – An electronic telecommunications device, often referred to as a cellular or cell. They connect to a wireless communications network through radio wave or satellite transmissions. Most provide voice communications, Short Message Service (SMS), Multimedia Message Service (MMS), and newer ones may also provide Internet services such as Web browsing and e-mail.

MONITOR – The TV-like screen which is also referred to as an output device used to show computer images.

MOTHERBOARD – A special circuit board in the system unit that contains the CPU, RAM, and slots available for expansion cards.

MOUSE – A hand held input device used to move the cursor and pointer around the computer screen.

NETWORK – A group of two or more computers linked together.

OPERATING SYSTEM (OS) – System software that manages the hardware and software resources of a computer. System software manages files and folders, controls memory, and boots up the computer.

OPTICAL STORAGE DEVICES – Unlike floppy and hard disks, which use electromagnetism to encode data, these systems use a laser to read and write data. They have very large storage capacity, but they are not as fast as hard disks. In addition, the inexpensive ones are read-only. Read/write varieties are expensive.

ORIENTATION – The vertical and horizontal placement of a document when it is printed.

OUTPUT – The process of displaying, printing, or storing information produced by a computer. The information produced by a computer, as a result of processing, that is sent to devices that display, print, or store it.

OUTPUT DEVICE - Parts used to display data from a computer. (Ex: printer, monitor, speaker)

PASTE – To insert the last information that was cut or copied into a document. Cut and paste can be used to move information within or between documents.

PERSONAL DIGITAL ASSISTANT (PDA) – This device combines computing, telephone/fax, Internet and networking features. A typical one can function as a cellular phone, fax sender, Web browser, and personal organizer.

PERIPHERAL – A device that can be attached to a computer such as a printer, monitor, keyboard, speakers, and scanner.

PIXEL – The tiny dots that create the images you see on a computer monitor.

PORT – The place on a computer where a cable can be attached.

PORTRAIT – The default page setup that prints the document vertically.

PRINTER – An output device used to print on paper. (Ex: Laser, Dot Matrix, Ink Jet)

PRINTOUT – The output from a printer or hard copy.

PROBEWARE – Computer peripherals that measure and report data directly to a computer program where it is stored and used in scientific experimentation.

PROCESSING DEVICES – Devices that manipulate data in accordance with the instructions of the computer or a program. The main component is the central processing unit (CPU) or “brain” of a computer. It is the chip that performs all the information processing. The piece of hardware that contains the CPU is often called the CPU or system unit.

RAM–RANDOM ACCESS MEMORY– A temporary memory to hold your data--(storage place inside your computer where 1s and 0s are kept until power is cut off--also holds the program that you are working on)—It is also referred to as primary storage.

ROM–READ ONLY MEMORY – Computer memory that stores data and instructions that cannot be changed or erased. It holds all the instructions the computer needs to start up.

SCANNER – A peripheral device that captures images from photographic prints, posters, magazine pages, and similar sources for computer editing and display.

SERVER – A computer or device on a network that manages network resources. For example, it is a computer and storage device dedicated to storing files and programs. Any user on the network can store files on this computer.

SOFTWARE – Program material for computers; instructions to the CPU to tell it what to do with the data it receives.

STAND ALONE COMPUTER – Non-networked computers that are not linked to other computers. To utilize resources such as a printer, a modem, a scanner, etc, each computer requires its own devices.

TASK BAR – Usually located at the bottom of the screen which lists what programs are currently open. Clicking on a document on the task bar opens the document window or makes it the “top” window.

TOOL BAR – Usually located at the top of the Windows screen, but may appear on any side, and contains shortcuts to perform. Many programs allow the user to select what icons to include in the tool bar. More than one tool bar can be open at once.

TOUCHPAD – A pressure sensitive and motion sensitive input device most often used on laptop/notebook computers, used by moving the finger over the touchpad.

TOUCH-SCREEN – An input device, used by touching the computer screen.

TRACKBALL – A hand-held input device similar to a mouse turned upside down and used by rolling with the fingers. Roll bar is the center of the mouse.

USB (UNIVERSAL SERIAL BUS) PORT – an external bus standard that supports data transfer rates of 12 Mbps. A single port can be used to connect up to 127 peripheral devices, such as mice, modems, and keyboards. Also supports *Plug-and-Play* installation and *hot plugging*.

ZIP DISK – A portable storage device with storage capacities ranging from 100 – 750 MB.

KEYBOARD UTILIZATION VOCABULARY

ALT KEY – Key on a keyboard used with other keys for shortcuts and special tasks.

ARROW KEYS - Keys on a keyboard that moves the cursor left or right up or down—also called cursor movement keys.

BACKSPACE KEY – Key on a keyboard that moves the cursor to the left one space at a time and deletes the character to the left of the cursor.

CAPS LOCK KEY – Key on a keyboard that is used to key all capital letters.

DELETE KEY – Erases/deletes the character to the right of the cursor.

DOUBLE SPACE – When keying text, the act of spacing text two lines apart with one blank line between the two lines. This spacing is used for report typing and drafts of word processing documents that need to be edited using proofreader marks.

ERGONOMICS – Refers to how a user sets up his or her computer and other equipment to minimize risk of injury or discomfort.

ESC KEY – Key on a keyboard used to get back to previous work by exiting the program or to “move around” with a program.

FUNCTION KEYS – Shortcut keys that perform special tasks; they are sometimes referred to as the “F” keys because they start with the letter F followed by a number.

HOME ROW KEYS – Keys on a keyboard which contain the letter asdf and jkl; and is used for positioning the hands in typing. Left hand fingers are on asdf while right hand fingers are on jkl;

INSERT KEY – Key on a keyboard or function of word processing software that is used to insert text and at the same time delete previously keyed text. OVR (overtyping) appears at the bottom of the screen. To toggle off OVR, press the Insert key. To go into insert mode, press the Insert key again.

KEYBOARDING SKILL – Use of computer alphabet and numbers by use of touch typing.

LETTER KEYS – Keys on a keyboard which contain the letters of the alphabet A to Z.

LINE SPACING – The span between lines of text – SS Single Spacing, DS Double Spacing, TS Triple Spacing, QS Quadruple Spacing.

NUMBER KEYS – Keys on a keyboard which contain the numbers 0 – 9. The portion of a keyboard, set up like an adding machine or calculator used to enter number and equations quickly into the computer.

POSTURE – The position of the body for keyboarding. Feet should be flat on floor with one foot slightly in front of the other, back against chair, arms slanted with elbows by typist's side, fingers curved, with wrists not resting on keyboard.

RETURN/ENTER KEY – Key on a keyboard that is used to enter information into a computer or to return the cursor to the beginning of a new line. This is called a hard return. Soft return is used with word wrap when the software decides line endings depending on previously set margins.

SCROLL BAR – Usually located at the bottom or on the right side of the screen. It is used to move an entire document so various portions can be viewed.

SHIFT KEY – Key on a keyboard that is used to capitalize letters when pressed with that letter key. Shift key should be depressed with the opposite hand that is typing the letter key.

SPACE BAR – Key on a keyboard that spaces the cursor forward to the right one space at a time and produces a blank space when pressed. The thumb depresses the space bar.

STRIKE – To tap or press the keys of a keyboard with a finger or thumb.

SYMBOL KEY – Key on a keyboard that contains a symbol such as @, #, \$, %, &, and *. The shift must be depressed to type symbols above number keys.

TAB KEY – Key on a keyboard that is used to move the cursor directly to a tab stop to indent a paragraph or type in columns.

TEXT – The actual structure of words in a piece of writing or printing – the words on a page.

WORD WRAP – The automatic movement of a word to the next line when it is begun near the end of a line of text on which it is too long to fit; it eliminates the need for touching return at the end of the line. This occurs when you get to the end of a line and continue typing; the text goes to the next line.

WORD PROCESSING/DESKTOP PUBLISHING VOCABULARY

ALIGNMENT – This function—usually on tool bar—is used to put text at left, center, right, or fully aligned/justified. Justified means to line up text with both margins. Flush left means the margin is smooth on the left of the page and the right margin is ragged. Flush right means the margin is smooth on the right of the page and the left margin is ragged.

ANIMATED CLIP ART – A moving clip art graphic.

BOLD – A style of text that makes a letter or word darker and thicker to stand out in a document.

BUTTONS – Items located along the various tool bars. These are shortcuts to routine functions performed by the computer, such as the button disk for save or the button printer for printing.

CENTERING – To place text horizontally or vertically in the middle of the page.

CLIP ART – A series of picture files that is stored on a disk that can be “clipped” and pasted into a document. Clip art includes items such as cartoons, maps, symbols, and flags.

COMPUTER GRAPHICS – The creation, display, and storage of pictures with a computer. Pictures may be “cropped” or cut. Pictures may be resized by using corners so they will remain proportionate. These are images/pictures created, edited, and/or published using a computer.

COPY – To highlight a section or whole document and leave it unaffected but make a duplicate and put it in another place—such as a chorus which is used several times. To make an exact copy of information in your document in order to duplicate it in a new location.

DESKTOP PUBLISHING – A computerized layout program that integrates graphics and text to produce a professional looking document such as an invitation, school newspaper, brochure, or a newsletter. Using features of word processing/DTP software to format and produce documents such as letters, reports, flyers, and newsletters with graphics.

DRAFT – The beginning and planning stages of a document or report. After all editing is finished the document is sometimes called the final draft.

DRAG – Selected material or graphic can be moved from one part of a document to another.

EDIT – To make changes or corrections in a document or presentation.

FILE – A collection of data or information that has a name. Almost all information stored in a computer must be in this format. There are many different types: data, text, program, directory, etc.

FILE EXTENSION – One or several letters at the end of a filename. These usually follow a period after a filename (.dot) and indicate the type of information stored in the file.

Examples:

.doc (Word Document)

.xls (Excel Document)

.ppt (PowerPoint Document)

FIND AND REPLACE – This feature will find all words in a document and replace it with another word. For example, “old” can be replaced with “antique.”

FONT – A specific design for a set of letters or characters. Font is the shape and style of text. The point is the size of the letters or characters.

FORMAT – To set the margins, tabs, font or line spacing in a layout of a document.

GIF (GRAPHICAL INTERCHANGE FORMAT) – A file format for pictures, photographs, and drawings that are compressed so that they can be sent across the network quickly.

GRAMMAR CHECKER – A feature in a word processing program that checks for possible grammar mistakes and gives suggestions or corrections.

HIGHLIGHT OR SELECT – To choose part of a document by clicking and dragging over it with the mouse to highlight the text.

ILLUSTRATION – Clip art, graphics, or drawings on a computer.

INDENT – To set the first line of a paragraph in from the margin in a word processing document.

JPEG (JOINT PHOTOGRAPHIC EXPERTS GROUP) – A standard for shrinking graphics so they can be sent faster and take up less space on your hard drive.

LAYOUT – The physical placement of text and graphics in a document. A print preview will show how layout looks.

LINE SPACING – The span between lines of text.

LOAD/OPEN – To enter a program or file into a computer’s memory. In order to open/load a file, the file must have been previously saved.

MOVE – To rearrange text in a document. Select/highlight text, cut, place cursor where text should be pasted, and paste.

OUTLINER – A software program that will assist the user in producing an outline.

PAGE SET UP – The term in reference to the way a document is formatted to print.

PASTE – To insert the last information that was cut or copied into a document. Cut and paste can be used to move information within or between documents.

PRINT – To produce a copy of the document onto paper sometimes called hard copy.

RETRIEVE – To find and bring back information that has previously been stored on a disk or hard drive. To load or open a saved file from a disk or hard drive.

RESOLUTION – The quality of a picture on the screen (high or low).

SAVE – A software feature used to store data on a hard drive or other storage device for later use.

SAVE AS – To save a document with a new name.

SELECT – Highlight a portion of a document, in black, that enables the user to perform a variety of tasks such as changing font, point size, bold, italics, or underline. To choose part of a document by clicking and dragging over it with the mouse to highlight the text.

SPELL CHECKER – Feature of a word processing program that uses a dictionary to check and correct misspellings in documents. All words are not in dictionary, especially proper names. The software will suggest correct spellings of a misspelled word. If the word is spelled correctly, press ignore.

SUBSCRIPT – Number is below the line such as H₂O.

SUPERSCRIPT – Number is above the line such as CO².

TABLE – Columns and rows of cells that can be filled with text that are used to organize information.

THESAURUS – A feature in word processors used to replace a word in a document with one that is more suitable and adds variety to your writing.

TYPE STYLES – Features in a word processing program that allow for changes in the appearance of text such as bold, italics, and underlining.

WORD PROCESSING – A process using a computer to input and edit text; a computer application that resembles typewriting but allows instant correction of errors, moving text to different locations, and other editing functions. Using keyboarding skills to produce documents such as letters, reports, manuals, and newsletters.

WYSIWYG (WHAT YOU SEE IS WHAT YOU GET) – an acronym meaning that what appears on the screen is what will be printed (pronounced “wizzy wig”).

DATABASE VOCABULARY

AND – A connector/operator term used in searching databases which indicates that for two statements/rules/criteria only records satisfying both statements should be selected.

ASCENDING ORDER – Organizing or sorting information in order from smallest to largest, A-Z or 0-9.

CONNECTORS/OPERATORS – A term used in searching databases which indicates which records satisfying one statement/rule/criterion or both should be selected. The two most common are “and” and “or.”

DATA – A general term for pieces of information that a computer processes.

DATABASE – A software application that helps manage large collections of information organized for search and retrieval. A simple database might be a single file containing many records, with the same set of fields. Data can be sorted and searched by one or more criteria.

DESCENDING ORDER – Organizing or sorting information in order from largest to smallest, Z-A or 9-0.

ENTRY – Data that is keyed in a field. An example of an entry would be a phone number that is typed in a “phone number” field.

FIELD – An item of information in a record of a file in a database. A field may be a name, address, city, etc. A field is a place in a database record where a category of information can be entered or located.

FILE – A set of related records in a database.

OPERATORS – Used in searching database records such as greater than or equal to, greater than, equal, less than or equal to, less than, etc.

OR – Connector/operator used in searching databases which indicates that for two statements/rules/criteria all records satisfying either one statement/rule/criterion or both statements/rules/criteria should be selected.

RECORD – A collection of related fields and entries in a database.

RELATIONSHIP – The comparison of two pieces of information using logical operators: less than (<), greater than (>), equals (=), less than or equal to (<=), greater than or equal to (>=). Other comparison terms to look for are “at most,” meaning less than or equal to, and “at least,” which translates as equal to or greater than.

SELECT/SEARCH/FILTER – The process of finding all records of a database that meets or satisfies a certain rule, statement, or criterion. A search may be based on a single statement, rule, or criterion, or a combination of statements, rules, and criteria joined by AND, OR, and AND/OR. This process is also called a query or match in some database software programs.

SORT – A process of arranging the records in a database in a specific order, either alphabetically from A to Z (ascending order) or reverse alphabetically from Z to A (descending order) or numerically from 0 to 9 (ascending) or reverse numerically from 9 to 0 (descending).

SPREADSHEET VOCABULARY

ACTIVE CELL – The thick-bordered cell where you can enter numbers or formulas in a spreadsheet.

AXIS – A feature of a chart, on which you can plot numbers. The horizontal line is called the X-axis and the vertical line is called the Y-axis.

BAR GRAPH – One type of graph developed from spreadsheet data that uses parallel bars to compare data and changes in data over time.

CALCULATE – The working of mathematical expressions. Formulas that are usually used in spreadsheets allow the computer to automatically perform calculations.

CELL – The intersection of a row and a column on a spreadsheet in which data can be entered. Cells are designated by their column letters and row number. An example of a cell address is B4. When ##### appears in a cell, there is not enough room to display a number in the cell. Adjusting the cell width will make the column large enough to read contents of the cell.

CHART/GRAPH – Provides a pictorial representation of data making it easy to see significant trends of the data in the spreadsheet. Before a chart can be created, the rows and columns to be included in the graph must be selected/highlighted.

CIRCLE GRAPH – One type of graph showing the relationship of two or more sets of data using a circle. A circle graph is used to show the relationship between parts to a whole.

COLUMN – The vertical divisions of a spreadsheet that are named with an alphabetical letter.

ENTRY BAR – The field where information is entered into a spreadsheet and is located below the toolbar.

FORMULA – An arithmetic equation that can be entered into a spreadsheet cell consisting of numbers and symbols for mathematical operations. A formula always begins with an equal sign (=).

FUNCTION – A built-in formula that enables the user to perform complex calculations. Examples are SUM, AVG, MAX, and MIN.

LABEL – A term given to the words entered in a spreadsheet usually naming a column.

LINE GRAPH – A graph used to display trends and compare data over a period of time.

ORDER OF OPERATIONS – The order in which a mathematical expression is evaluated. Expressions are evaluated from left to right in the following order: parenthesis, exponents, multiplication and division, addition and subtraction.

PIE CHART – Circle graph divided into pieces that look like portions of a pie. This chart is used to show relationship between parts to a whole.

PROBEWARE – Scientific software used for collecting data such as temperature. Probeware is computer assisted data collection tools.

RANGE – A block of cells in a spreadsheet written as C2:C10. The colon means “through.”

RELATIONSHIP – The comparison of two pieces of information using logical operators such as less than (<), greater than (>), equal to (=), greater than or equal to (>=), less than or equal to (<=), or not equal to (<>).

ROW – The horizontal divisions of a spreadsheet that are named with a number.

SPREADSHEET – An application software program used in financial forecasting/predicting that can quickly handle calculations and perform evaluation. Spreadsheets are used by bankers and accountants. A spreadsheet is organized in columns and rows and can be used to do calculations, analyze, and present data using the chart feature.

TABLE – Columns and rows of cells that can be filled with text that are used to organize information.

GRAPH – A picture that shows the relationship of one or more sets of numbers to each other. Some graph types are bar, line, pie, and scatter.

VALUE – One type of data that can be entered into a spreadsheet cell. It consists of numbers that can be added, subtracted, multiplied, or divided.

SYMBOLS – Divide (/), multiply (*), add (+), subtract (-), range (:), formulas begin with =.

TELECOMMUNICATIONS/INTERNET VOCABULARY

BANDWIDTH – The amount of data that can be transmitted in a fixed amount of time.

BOOKMARK – A feature in some web browsers that places a shortcut of a web site's address in an easily retrievable list (called Favorites in Internet Explorer). Clicking on the bookmark will take the user directly to the desired web page.

BROWSER – Application software that allows user to access and browse the World Wide Web.

BULLETIN BOARD SERVICE (BBS) – A place on the Internet where public messages can be left and one message can reach all others.

COOKIES – Small text files that some web sites automatically store on a computer's hard drive when a user visits the site.

CYBERSPACE – The name given to electronic computer communications.

DOMAIN – The part of an Internet address that identifies where a person's account is located. For example, the address `jdoe@charter.net` has the domain of `charter.net`.

DOWNLOAD – Receiving or transferring a file from another computer to your computer.

E-MAIL – Private messages called electronic mail that are sent and received over a computer network. An email address is composed of a username and domain name such as `jsmith@charter.net`. The user name is `jsmith` and the domain name is `charter.net`. E-mail is convenient and much faster than regular or "snail" mail.

EMOTICONS – Clever use of standard punctuation marks (sometimes used in email) that express human emotions. Example: `:>`, `:>`

FILE TRANSFER PROTOCOL (FTP) - the protocol for exchanging files over the Internet.

FIREWALL – A combination of computer software and hardware which allows one to deny Internet access to parts of the computer server or network system. Firewall is the technology that prevents users from visiting inappropriate websites and protects the network from unauthorized users.

HYPERLINK – A highlighted text or image on the screen which will take one to another place in the document or a different document with the click of a mouse. This allows the user to go to another web page or return to the home page.

HYPertext TRANSFER PROTOCOL (HTTP) – The protocol a browser uses to send requests to a web server; created especially for the transfer of hypertext documents over the Internet.

KEYWORD – A word or reference point used to describe content on a web page that search engines use to properly index the page.

LAN (LOCAL AREA NETWORK) – A group of computers, connected by cables, set up to communicate with one another.

LOG OFF – The act of signing off and disconnecting electronically from a computer system or service.

LOG ON – The act of connecting electronically with a computer system or service usually by entering your user name and a password.

MODEM – A device that permits a computer to transmit and receive data over telephone or cable lines.

NETIQUETTE – The etiquette guidelines for using the Internet for online communication in e-mail, chat rooms, discussion boards, and instant messaging.

NETWORK – A system of connected computers that allows the sharing of files and equipment. There are two types of networks: local area network (LAN) and wide area network (WAN).

NETWORKED COMPUTERS – A system of computers linked together to share data, software, and hardware.

NON-NETWORKED COMPUTERS – Standalone computers that are not linked to other computers. A non-networked computer must have its own printer and does not rely upon any other computer or server to work.

ONLINE RESEARCH – Research that utilizes resources such as CD-ROM, Internet encyclopedias, online databases, etc.

ONLINE RESOURCES – Internet information available to a computer user.

ONLINE SAFETY – Precautions taken to protect personal information and images from being misused by others.

PASSWORD – A secret code for security protection that allows access to information stored on a computer or computer network. The most secure password is made up of random letters and numbers.

PHISHING – The act of tricking someone into giving them confidential information or tricking them into doing something that they normally wouldn't do or shouldn't do. Sending an e-mail to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

SEARCH ENGINE – Software that searches, gathers, and identifies information from a database based on the keywords, titles and text.

SEARCH STRATEGIES – Use a search engine for large searches using unique keywords or combinations of keywords to narrow the search.

SPAM – Unwanted or junk e-mail that is frequently used as a sales technique.

TELECOMMUNICATION – The act of sending and receiving information such as data, text, pictures, voice, and video over a distance.

TELECONFERENCING – Using the Internet to meet and talk.

UPLOAD – Sending a file from your computer to another computer .

UNIFORM RESOURCE LOCATOR (URL) – The web address or location of a document available on the Internet. An example is <http://www.visitnc.com>

USER NAME – First part of an e-mail address. In the e-mail address, jmwest@yahoo.com, jmwest is the user name.

VIDEO CONFERENCING – Using cameras and microphones on the Internet allowing individuals at two or more sites to see and hear each other and to share and collaborate on graphical and text data.

WAN (WIDE AREA NETWORK) -- A computer network that spans a relatively large geographical area. Typically, a Wide Area Network consists of two or more local area networks (LANs).

WEB PAGE – A page which may contain text, graphics, images, sound, and/or animation linked to other web pages by hyperlinks.

WEB SERVER – The remote computer that houses all web files and software and sends it out to other computers when requested.

WEB SITE – A collection of web pages on the World Wide Web that are connected around a central theme or home page.

WIRELESS NETWORK – A network that uses radio waves instead of wires or cable to transmit data.

WORLD WIDE WEB (WWW) – The section of the Internet that allows access to text, graphics, sound, and even video.

MULTIMEDIA/PRESENTATION VOCABULARY

ANIMATION – The design of making an object in such a way as to make it appear to have motion.

BUTTON/LINK – In hypermedia programs, an object or feature used to create links between different slides, to initiate other actions, or to reproduce sound. Buttons and links bridge one image, page, or word to another by clicking on a highlighted word or phrase.

COMPUTER GENERATED EFFECTS – The use of a computer in making a film to create certain effects such as making a dog or cat appear to be talking.

CREDITS – Refers to the creator and/or sources of information used in a multimedia presentation. Credits for work used are listed at the end of the presentation.

DIGITIZED EFFECTS – To change analog information into digital information that the computer can use to produce certain effects. For example, when a picture is scanned, the picture image is digitized.

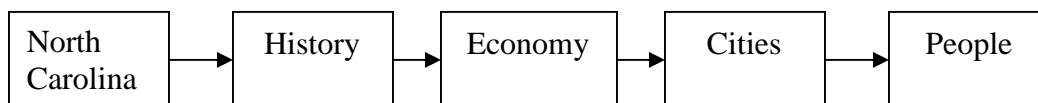
FAIR USE AND MULTIMEDIA GUIDELINES – The fair use doctrine provides educators and students with the right to use limited amounts of copyrighted material without specific consent of the author for educational purposes.

HYPERMEDIA – A way for users and programmers to gather, organize, present, search, and customize information from multimedia, databases, and other types of stored information.

HYPERLINKS – Connectors that link web pages, cards, images, or words together and allow a viewer to move through a presentation.

HYPERTEXT – “Active text” when clicked jumps the user from one related topic to another.

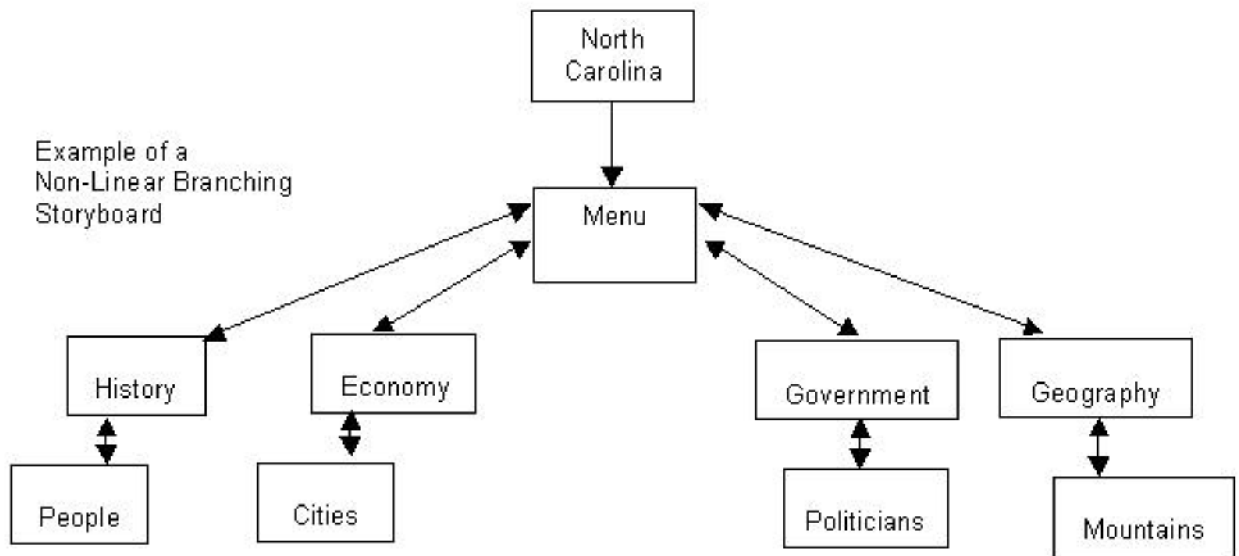
LINEAR PRESENTATION – A story or presentation where each event occurs in a certain order. This type of presentation has a beginning and an end. Linear presentations move in a straight line, either forward or backward.



MORPHING – Used to create exciting visuals and special effects in movies. A film image is scanned into the computer and then changed by a graphic artist to make effects that look real.

MULTIMEDIA – Any presentation or program that combines two or more types of media, such as graphics, sound, video, animation, and/or text. Two of the most popular forms of multimedia that students are familiar with are video games and Internet web sites. Programs that you might have used to create a multimedia presentation are Macromedia Flash, Hyperstudio, and Microsoft PowerPoint.

NON-LINEAR PRESENTATION – A story or presentation that does not move in a straight line or path. Navigation in this type of presentation is based on choices listed in a menu on a storyboard. A user might jump from screen 1 to screen 5 to screen 3, based on the menu items and choices made.



PRESENTATION – An oral report that may include audio, text, graphics, and the use of presentation software application such as Flash, Hyperstudio, and PowerPoint.

STORYBOARD – A graphic organizer or set of drawings used for planning a multimedia presentation. All of the aspects of the presentation such as graphics, sounds, content, and navigation are preplanned on a storyboard.

VIRTUAL REALITY – A lifelike world that is created by a computer in which participants can become part of the action by interacting with other participants.