

**529 plan.** Savings plan for education operated by a state or educational institution. (17)

## A

**absolute cell address.** Indicates the formula will refer to the specified cell no matter where the formula is moved or copied. (10)

**accessibility options.** Used to assist users with vision, mobility, or hearing impairment. (3)

**access key.** Keyboard key or key combination used instead of the mouse to activate a command. Also called *keyboard shortcut*. (6)

**active cell.** Currently selected cell, which is indicated by an outline around the cell. (10)

**active window.** Current window where any command that is entered will be applied. (6)

**address book.** Contains the e-mail addresses of contacts and may contain other information for each. (15)

**adware.** Software that creates advertisements designed to drive the user to another website. (16)

**alignment.** Placing elements in relation to key points in other elements. (13)

**all-in-one computer.** Computer in which all of the hardware are contained in a single unit. (5)

**American Standard Code for Information Interchange (ASCII).** Standard for representing text that most computers support. (3)

**analog.** Continuous signal that can vary over an infinite range. (14)

**analytical report.** Contains both information and analysis of the data. (8)

**animating.** Process of adding motion to an object. (9)

**antipiracy technology.** Technology that has been developed that makes it very difficult for someone to use pirated software. (8)

**antivirus software.** Cyber-defense software that detects and removes malicious software from a computer. (16)

**application software.** Allows the user to perform specific activities, such as writing term papers, sending e-mail, paying taxes, editing photos, playing games, and taking online courses. (3)

**archiving.** Consists of storing e-mail messages in a place where they will not load every time the e-mail client is launched, but can be accessed if needed. (15)

**argument.** Value the function needs for the calculation. (11)

**arithmetic/logic unit (ALU).** Temporarily holds data that are being processed and handles all arithmetic operations such as addition and subtraction. (2)

**ascending order.** When the lowest value is at the top of the list. Also called *A to Z order*. (6, 10)

**assembly language.** Similar to machine language, but the CPU cannot directly understand it. Also called *assembly*. (3)

**attention grabber.** Something to arouse the interest of the audience. (9)

**audio-input device.** Converts sounds into data that can be used by the computer. (2)

**audio-output device.** Converts data in the computer into sounds. (2)

**augmented printing.** Form of augmented reality. (1)

**augmented reality (AR).** View of the live world that has been enhanced with computerized graphics, sounds, or other outputs. (1)

**authentication.** Refers to providing varying levels of access to information. (14)

**auto-respond option.** Sends a set reply to every e-mail message received. (15)

## B

**background image.** Overall image that appears behind all other elements on the slide. (9)

**backstage view.** View that is displayed when saving a file for the first time. (6)

**backup.** Copy of a file that can be safely retrieved if anything unfortunate happens to the most recent version of the file. (4)

**bandwidth.** Measure of the amount of data that can travel on a communication system. (1, 14)

**bar chart.** Best chart type for comparing individual values across categories. Also called a *column chart* in Microsoft Excel. (11)

**bit.** Basic building block for communication in an electronic computer. (3)

**block-style letter.** Formatted so all lines are flush with the left-hand page margin. (8)

**blog.** Type of website that allows people to express their opinions on topics that interest them. (15)

**Bluetooth.** Radio wave-based wireless connection technology that provides communication between devices within a short range of each other. (14)

**body.** Message of a letter. (8)

**Boolean operator.** Defines the relationship between words in the search string. Also called *logical operator*. (13)

**booting.** Describes the use of a small program to get the computer running and the OS loaded. Also called *bootstrapping*. (2)

**bot.** Software application that automatically performs Internet-based activities. (16)

**browser.** Computer program that retrieves hypertext documents via the HTTP protocol and displays them on the computer monitor. (13)

**bugs.** Programming errors. (3)

**bulleted list.** Consists of separate lines of text with a small graphic such as a dot in front of the line. Also called an *unordered list*. (6)

**bus topology.** Network topology in which each node on the network is connected to a single main transmission cable. (14)

**byte.** Equivalent of eight bits. (3)

**bytecode.** Set of instructions composed of compact numeric codes, constants, and references that can be efficiently processed by an interpreter. (3)

## C

**cache.** Location on the local hard drive of content files from websites; designed to improve browsing speed. (16)

**calculated field.** Field that performs a calculation based on data within the same table. (12)

**CamelCase.** Naming convention in which the beginning of each word in the name is capitalized. (4)

**career and technical student organization (CTSO).** National student organization with local school chapters that are related to career and technical education (CTE) courses. (17)

**career plan.** List of steps on a timeline to reach each of your career goals. Also called a *postsecondary plan*. (17)

**carrier.** Cell phone service provider. (15)

**cascading style sheet (CSS).** Provides formatting information for a web page. (13)

**cell.** Individual box where a row and column intersect. (6, 10, 15)

**cellular technology.** Based on the principle of wireless transmissions distributed over groups of geographic areas. (15)

**copyright.** Act of limiting access to information or removing information to prevent the information from being seen. (16)

**central processing unit (CPU).** Device that fetches coded instructions, decodes them, and then runs or executes them. Also called a *microprocessor* or *chip*. (2)

**certification.** Professional status earned by an individual after passing an exam focused on a specific body of knowledge. (17)

**character style.** Defines the text formatting for individual characters. (6)

**chart.** Illustrates data in a picture-like format. Also called a *graph*. (9, 11)

**check box.** Interface control that looks like a small square. (3)

**chief information officer (CIO).** Person in charge of data security for a company. (17)

**citation.** Includes the author, publication date, source document, URL, and other relevant information

for material that is referenced or paraphrased within the document. (8)

**client.** Computer connected to and served by the host. (14)

**clincher.** Statement to finish a presentation that will make an impact on the audience. (9)

**clock speed.** Speed rating of a CPU. (2)

**closing.** Removing a file or application from RAM. (6)

**cloud architects.** Experts in establishing cloud-computing solutions for a company. (17)

**cloud computing.** Involves storing and retrieving data from Internet-based spaces. (1)

**code.** Result of encoding. (3)

**collaboration.** Working together on a project with at least one other person. (15)

**collate.** Arrange multiple copies of a document so all pages are in the correct order. (6)

**columns.** Spaces between the vertical grid lines. (10)

**comma-separated values (CSV) file.** Contains only the data from a spreadsheet with commas to denote the beginning and end of each datum in a row. (11)

**comment.** Note inserted into the document. (15)

**common knowledge.** Consists of notions and factual information that can be found in a variety of places. (8)

**compiler.** Converts the programmer's code into code the CPU can understand. (3)

**completely automated public Turing test to tell computers and humans apart (CAPTCHA).** Brief online test to determine whether the request for access comes from a computer or a human. (16)

**complimentary close.** Sign-off for a letter. (8)

**computer.** Device that handles input, processes data, stores data, and produces usable output according to sets of stored instructions. (1)

**computer algorithm.** Series of steps used to perform an action. (3)

**computer model.** Form a computer takes. (5)

**computer programmer.** Person who writes, rewrites, debugs, maintains, and tests the software essential to key computer functions. (17)

**computer support technician.** Person who quickly diagnoses and solves computer issues for others in a friendly and effective manner. (17)

**computer system.** Computer with its attached devices. (2)

**computer systems analyst.** Person who makes recommendations to organizations for the best systems to use. (17)

**computer virus.** Consists of computer code carried in another program that can replicate itself in order to corrupt or otherwise harm either data files or the software used to processes these files. (16)

**computer worm.** Similar to a virus, but is a stand-alone computer program that replicates itself in order to spread to other computers. (16)

**conclusion.** Writer's summary of what the audience should take away from the report. (8)

**conditional formatting.** Changes the appearance of a cell's value based on parameters set by the user. (11)

**contact group.** Named collection of e-mail addresses from the address book. (15)

**contrast.** Degree of difference between elements in a design. (13)

**control unit.** Fetches each instruction from the list directed by the program being run. (2)

**cookies.** Small text files that websites put on the computer hard disk drive when a user visits the websites. (16)

**copy.** Exact duplicate of the original at the time the copy was made. (4, 6)

**copy notation.** Needed when others are being sent a copy of the letter. (8)

**copyright.** Ownership of a work and specifies that only the owner has the right to sell the work, use it, or give permission for someone else to sell or use it. (8)

**Creative Commons (CC) license.**

Specialized copyright license that allows free distribution of copyrighted work. (8)

**credential.** Record that saves the authentication criteria required to connect to a service. (15)

**criteria.** Qualifiers on a query. (12)

**crop.** Trim the outer portion of an image. (6)

**cut.** Remove content from a document and place it on the system clipboard. (6)

**cyberbullying.** Harassment that takes place using electronic technology. (15)

**cybersecurity.** Branch of IT that protects computer systems. (1)

**D**

**daisy chain topology.** Network topology in which devices are added to the network at the end of the line. (14)

**data.** Pieces of information gathered through research. (8)

**database.** Structured collection of related information organized for easily locating and retrieving the data. (12)

**database administrator.** Person who sets up databases to track a company's information and maintains those operations. (17)

**database management system (DBMS).** Program that handles the collection, storage, sorting, reporting, and organization of data. (12)

**data mining.** Method of searching through huge amounts of data to find patterns. (1)

**data projector.** Output device that collects video data from a computer or other media player and projects the images onto a separate screen. (2)

**datasheet view.** Displays data in table form. (12)

**data type.** Description of values or information that can be accepted. (3)

**data vandalism.** Manipulation or destruction of data found in cyberspace. (16)

**descending order.** When the highest value is at the top of the list. Also called *Z to A order*. (6, 10)

**design view.** View that allows developers of the database to set up fields. (12)

**desktop publishing (DTP).** Process of using a computer to typeset text and place illustrations to create, edit, and publish documents. (3, 7)

**desktop theme.** Sets the colors used for window borders, the desktop background, and other visual qualities. (3)

**destination.** Folder to where a file or folder is being transferred. (4)

**device driver.** Special software program that provides instructions to the operating system for how to use a specific peripheral. (3)

**device firmware upgrade (DFU) mode.** Provides the ability to upgrade or downgrade the firmware. (5)

**dialog box launcher.** Small arrow in the lower-right corner of groups on the ribbon. (6)

**digital.** Signal composed of discrete or segmented chunks of data. (14)

**digital citizenship.** Standard appropriate behavior when using technology to communicate. (15)

**digital divide.** Most commonly defined as the gap between those individuals, communities, and countries having access to the information technologies that transform life and those who do not have this access. (1)

**digital footprint.** Data record of all of an individual's online activities. (15)

**digital middle class.** Group of people who extensively use digital devices and embrace the newest digital technologies. (1)

**digital revolution.** Ever-expanding progression of technical, economic, and cultural changes brought about by computers. (1)

**digital wellness.** Area of study to discuss and remedy excessive use of screen time, online addictions, and smartphone addictions. (13)

**disk cleanup.** Automated process of removing unneeded files. (5)

**document template.** Document preformatted for a specific use and may contain placeholder text or images the user replaces with actual content. (6)

**download.** Occurs when a user is retrieving a document from the server to the computer. (13)

**drag and drop.** Procedure in which an item is selected in one location, moved

with the mouse, and placed in another location. (4, 6)

**drop-down menu.** Interface control that presents command choices in a list once displayed. (3)

**E**

**editing.** Make changes to the text, format, layout, or other aspects of the content. (6)

**Electronic User's Bill of Rights.** Details the rights and responsibilities of both individuals and institutions regarding the treatment of digital information. (8)

**e-mail.** Communication sent to a computer address where the message is stored to be read at a later time by the recipient. Also called *electronic mail*. (1)

**e-mail client.** Program used to create and send a message. (15)

**e-mail filters.** Used to automatically route incoming e-mail to a specified inbox folder. Also called *rules*. (16)

**e-mail server.** Handles the storing and delivery of the message. (15)

**embedded computer.** Small digital computer found inside of other devices. (1)

**embedding.** Form of copying and pasting. (11)

**emerging technologies.** Innovations that represent significantly new fields or technologies. (1)

**emoticon.** Combination of keyboard characters used to represent a facial expression. (15)

**enclosure notation.** Alerts the reader to materials that are included in the mailing along with the letter. (8)

**encoding.** Process of converting human-readable data and computer programs into a computer-readable format. (3)

**encryption.** Software process that encodes the file to make it unreadable unless the correct key is entered. (14)

**end user license agreement (EULA).** Contract outlining the set of rules that every user must agree to before using the software. (3)

**endnote.** Similar to footnote, but appears at the end of document. Also called the *bibliography*. (8)

**ergonomics.** Science concerned with designing and arranging things people

use so that they can interact with them both efficiently and safely. (13)

**Ethernet.** Data transmission technology that creates a wired connection between modems or routers and computers. (14)

**ethics.** Principles of what is right and wrong that help people make decisions. (16)

**external audience.** Audience that will probably need more background information about your topic. (9)

**external style.** Similar to internal styles, but contained in a separate CSS file. (13)

**extracting.** Term given by Windows to the process of taking a file out of a ZIP file. (4)

**extranet.** Remote devices or remote network of networks. (14)

**F**

**factory-default settings.** Original settings that the device had when it was new before the user made any changes. (5)

**fair use doctrine.** Allows individuals to use copyrighted works without permission in limited situations under very strict guidelines. (8)

**field.** Contains information about specific characteristics of the entry described in a record. (12)

**file association.** Process in which Windows links a file name extension to a software program. (4)

**file attribute.** Characteristic of a file about the display, archiving, and save status of the file. (4)

**file compression.** Process of compacting the data in a file or group of files to reduce the overall size. (4)

**file format.** Indicates the manner in which the data a file contains are stored on the disk. (3)

**file management.** Working with files on the hard disk or other storage medium. (4)

**file name.** Label that identifies a unique file on a computer system. (4)

**file name extension.** Tells the Windows operating system which software to use to open the file. (4)

**file path.** Drive and folder location of a file plus its file name. (4)

**file properties.** All information about the file, but not the data contained within the file. (4)

**file tree.** List of available drives and folders shown in the navigation pane; can be expanded to display subfolders and the files contained within them. (4)

**filtering.** Allows some data to be hidden from view. (10)

**firewall.** Technology that creates a barrier between computers. (14)

**firmware.** Circuitry and software that hold instructions for initializing the hardware and loading the main OS. (2)

**flaming.** Posting in a negative or ill-mannered way. (15)

**flash drive.** Removable peripheral device and most recognized example of SSD. Also known as a *thumb* or *jump drive*. (2)

**floating point operations per second (FLOPS).** Measurement of the speed of supercomputers. (2)

**folder.** Container in which files are stored. (4)

**folder name.** Label that identifies a unique folder on a computer system. (4)

**folio.** Page number placed outside of the body copy. (8)

**font.** Set of characters of a typeface in one specific style and size. (7)

**footnote.** Numbered annotation that appears once at the bottom of a page. (8)

**foreign key.** Primary key from another table. (12)

**form.** Database object used to display only certain data one record at a time. (12)

**formal education.** Education received in a school, college, or university. (17)

**format painter.** Copies the formatting applied to selected text and then applies that formatting to a second text selection. (6)

**formatting.** Changing the appearance of characters. (6)

**formula.** Equation in Microsoft Excel. (10)

**for-purchase software.** Software one must buy to use, although one can often download a timed or limited-use demo. (3)

**forum.** Platform for holding discussions and asking and responding to questions. (15)

**fraction.** Number of parts of a whole. (10)

**freeware.** Fully functional software that can be used forever without purchasing it. (3)

**function.** Preprogrammed formula in spreadsheet software. (11)

**G**

**Gantt chart.** Similar to a bar graph that tracks tasks, which tasks are dependent on others, and the completion percentages of each task. (17)

**gateway.** Device that joins two networks. (16)

**goal.** Something a person wants to achieve in a specified time period. (17)

**graphic.** Illustration, photograph, and drawing shape. (9)

**H**

**hacking.** Activity by computer programmers to break into the e-mails, websites, computer systems, and files of other computer users. (16)

**handles.** Used to change the size of the image. (6)

**handout.** Printed material that is distributed to an audience. Also called a *leave-behind*. (9)

**hard disk drive.** Sealed unit that contains a stack of individual disks, or platters, which are magnetic media that rotate at a very high speed. Also called a *hard drive*. (2)

**hard reboot.** Powering down the system and then restarting it. Also called a *cold reboot*. (5)

**hard stop.** Occurs when the computer completely ceases to function. (5)

**hardware.** Physical components of the computer. (2)

**hardware maintenance.** Process of keeping the computer hardware in good working order. (5)

**heading.** Words and phrases that introduce a section of text. (8)

**help.** Resource to assist the user in learning how to use a feature of the program. (4)

**hibernation.** Power state that saves all settings and running programs to the hard disk drive. (3)

**high-level programming language.**

Contains instructions that are far removed from the instructions the computer CPU uses. (3)

**host.** One computer dedicated to managing the communication tasks. (14)

**hotspot.** Any LAN that is accessible to connection by roaming users. (14)

**hub.** Common connection point for devices in a network. (14)

**human-computer interaction (HCI).** Describes how computer users communicate with the computer. (13)

**hyperlink.** Electronic link between a marked place in a document to another place in the document or to another document, file, or web page. (9)

**hypertext markup language (HTML).** Language used to create documents that tell browsers how to assemble text, images, and other content to display as a web page. (13)

**identity theft.** Illegal act that involves stealing someone's personal information and using that information to commit theft or fraud. (16)

**image-input device.** Used to digitize images so they can be used by the computer. (2)

**informational interviewing.** Strategy used to interview a professional to ask for advice and direction, rather than for a job opportunity. (17)

**informational report.** Contains facts, data, or other types of information. (8)

**information technology (IT).** Includes all of the work done with computers, from the design and installation of hardware and software to the maintenance of these systems. (1)

**inline style.** Embedded into the HTML file within the element being formatted. (13)

**input.** Function that translates data from the human world into computer data. (2)

**input device.** Device that makes it possible for the user to provide communication to the computer. (2)

**inserting.** Adding a media file to a document. Also called *attaching*. (6)

**insertion point.** Location where text or images will be placed within the document. (6)

**inside address.** Name, title, and address of the recipient. (8)

**instant messaging (IM).** Texting technology that uses the Internet to transfer messages. (15)

**integrated development environment (IDE).** Provides editing capability to write and correct program codes, compilers to convert the code into machine language, and linkers to make executable files. (3)

**intellectual property.** Something that comes from a person's mind. (8)

**interactive book.** Enhanced e-book that contains integrated multimedia features such as audio, video, pop-up graphics, 3D images, and animations. (1)

**internal audience.** Has a specific background and experience. (9)

**internal style.** Defined in the head section of the HTML file. (13)

**Internet area network (IAN).** Builds on the concept of the computing cloud to connect computers. (14)

**Internet message access protocol (IMAP).** Describes how to store and retrieve e-mail messages. (15)

**Internet service provider (ISP).** Company or organization that provides access to the Internet. (13)

**interpreter.** Converts instructions to code the CPU can understand as the program is executing. (3)

**intranet.** Locally confined network of networks. (14)

**introduction.** Discusses the purpose of a report and the benefits of the ideas or recommendations one is presenting. (8)

**IT manager.** Person who coordinates technology-related matters, plans upgrades of existing software or hardware, and negotiates with service providers. (17)

**JavaScript.** Object-oriented programming language most often used in web development. (13)

**junk e-mail.** Unsolicited e-mail messages. (15)

**justification.** Technical term for paragraph alignment. (7)

**K**

**kerning.** Amount of space between two letters. (7)

**key tip badges.** Little boxes that appear over each command in the **Quick Access** toolbar and the ribbon tabs. (6)

**keyboard.** Device for inputting textual and numeric data. (2)

**killer app.** Software application so compelling that people buy a computer just to be able to use it. (10)

**L**

**landscape.** Layout or orientation is when the long edge is on the top and bottom. (6)

**language pack.** Downloaded from Microsoft and installed to change the language of the OS interface. (3)

**leading.** Technical term for vertical spacing between lines of text and paragraphs. (7)

**learning management system (LMS).** Platform for managing digital content, students, and records as well as providing collaboration features. (15)

**letterhead.** Information about an organization. (8)

**libel.** Publishing a false statement about someone that causes others to have a bad opinion of him or her. (15)

**library.** Collection of similar files and folders that are displayed together, but that may be stored in different locations. (4)

**licensing agreement.** Contract that gives one party permission to market, produce, or use the product or service owned by another party. (8)

**line chart.** Used to display trends over time. (11)

**line spacing.** Amount of space between lines of text. (7)

**linking.** Similar to embedding, but a connection is maintained between the copy and the original source. (11)

**local area network (LAN).** Consists of a group of computers and their devices that are locally assembled in a limited area. (14)

**logical function.** Function that tests for true or false. (11)

**low-level programming language.** Language that is very close to the instruction set used by the CPU. (3)

**M**

**machine language.** Low-level language composed of the 0s and 1s the computer CPU uses. Also called *machine code*. (3)

**magnetic media.** Made of iron oxide-coated disks that can be selectively magnetized to store on-off signals. (2)

**mainframe computer.** Provides centralized storage, processing, and overall management of large amounts of data. (2)

**malware.** Software that intentionally performs actions to disrupt the operation of a computer system, collect private information, or otherwise harm the computer or user. Short for *malicious software*. (16)

**margins.** Points at the top, bottom, left, and right of the page beyond which text is not placed. (7)

**master page.** Defines the page size, recurring areas for type and graphics, and placement of recurring element. Also called the *master*. (7)

**maximized.** Describes a window that fills the entire screen. (6)

**memory.** Part of the computer that stores information for immediate processing. (2)

**merge.** Combine multiple cells into a single cell. (10)

**mesh topology.** Network topology in which each node in the network carries a signal to all other nodes until the message is received at its destination. (14)

**message header.** Contains a variety of information necessary to ensure the proper delivery of the message. (15)

**metadata.** Details about a file that describe or identify it. (6)

**metropolitan area network (MAN).** Consists of a group of computers that are not in the same room or building, but in the same city or small geographical area. (14)

**millions of instructions per second (MIPS).** Measurement of the speed of mainframes. (2)

**minimized.** Describes a window that is still running, but hidden from view except for the button on the taskbar corresponding to the application. (6)

**mixed punctuation.** Style in which a colon is placed after the salutation and a comma after the complimentary close. (8)

**modem.** Device that delivers the data channel for Internet transmissions. (13)

**modified-block-style letter.** Places the date, complimentary close, and signature to the right of the center point of the letter. (8)

**monitor.** Device that provides a display output. (2)

**motherboard.** Connects all of the hardware in the computer. (2)

**mouse.** Device with one or more buttons that can be moved on a flat surface to control the cursor. (2)

**move.** Remove a file from a source folder and place it in a destination folder. (4)

**move.** Remove content from a source location and place it in a destination location. (6)

**multimedia messaging service (MMS).** Standard for sending messages that include multimedia between mobile devices. (15)

**N**

**naming convention.** Pattern that is followed whenever a file name is created. (4)

**needs assessment.** Process of examining the current condition or state and determining how it differs from the desired condition or state. (5)

**nested.** Describes a subfolder within the parent folder. (4)

**netiquette.** Set of guidelines for appropriate behavior on the Internet. Short for *Internet etiquette*. (15)

**network adapter.** Provides the interface between the computer and the network. (14)

**networking.** Talking with people and making new contacts. (17)

**network topology.** Arrangement of the components of the network. (14)

**numbered list.** Consists of separate lines of text with numbers in sequential order in front of the text. Also called an *ordered list*. (6)

**numbers.** Floating point number data type. (10)

**O**

**object-oriented language.** Contains data structures and actions that can be performed on those structures. (3)

**on-demand tab.** Tab that is displayed depending on what is selected in the program document. (6)

**one-to-many relationship.** Occurs when a single piece of data is related to several other pieces of data. (12)

**online piracy.** Downloading copyrighted material without permission of the copyright holder. (16)

**online presence.** How you represent yourself through social media, websites, blogs, and other Internet-based media. (15)

**online status.** How other users will see your availability for immediate interaction. (15)

**open punctuation.** Style in which there is no punctuation after the salutation or complimentary close. (8)

**open source.** Applies to software that has had its source code made available to the public at no charge and with no restrictions on use or modification. (8)

**open-source software.** Software that has no licensing restrictions. (3)

**Open Systems Interconnection (OSI) model.** Separates the functions of networking into layers that keep the same functions together for all networks. (14)

**opening.** Placing a file's content into RAM so the content can be used. (6)

**operating system (OS).** Software that manages all of the devices, as well as locates and provides instructions to the CPU. (2)

**optical-character recognition (OCR).** Software that can be used with image scanners to digitize text so the computer understands it as text characters. (2)

**optical storage.** Involves saving data as tiny pits in foil on a plastic disc and reading the data with a laser. (2)

**orphan.** First line of a paragraph that falls immediately *before* a page break. (7)

**out-of-office message.** Auto-response message generated once for each user who sends e-mail to the address. (15)

**output.** Data provided to the user. (2)

**output device.** Makes it possible for the user to receive communication from the computer. (2)

## P

**packet.** Small file fragments on which the routing mechanism is based. (13)

**page break.** Where the document changes from one page to another. (7)

**page layout.** Refers to how the type is placed on the page. (7)

**paragraph style.** Defines the formatting for a paragraph. (6)

**paraphrasing.** Expressing an idea using different words. (8)

**passphrase.** Phrase composed of real words on which a password is based. (16)

**password.** Code that must be entered to allow access to something. (14)

**paste.** Occurs when content from the system clipboard is added to the document at the insertion point. (6)

**patent.** Gives a person or company the right to be the sole producer of a product for a defined period of time. (8)

**peer-to-peer (P2P) topology.** Network topology in which all devices act like both servers and clients. (14)

**percentage.** Fraction of 100. (10)

**peripheral device.** Attached device that is not critical to computer operation. Also called *peripheral*. (2)

**personal computer.** Processing device designed to meet the needs of an individual user, whether in the home, a business, or a school. (2)

**personal firewall.** Controls traffic to an individual machine. (16)

**pharming.** Occurs when a virus or other malware infects the computer and takes control of your web browser. (16)

**phishing.** Attempt to get sensitive information by appearing as a harmless request. (16)

**PHP hypertext preprocessor.** Enhances interactions and supplies database support using structured query language (SQL). (13)

**pie chart.** Chart that displays the relative size of each fractional part of a whole. (11)

**piracy.** Unethical and illegal copying or downloading of software, files, or other protected material. (8)

**plagiarism.** Claiming another person's material as your own. (8)

**platform.** Combination of the operating system and the processor. (3)

**plug-in.** Helper file that extends the capability of a software application. (13)

**podcasting.** Distribution of audio files over the Internet via automated or subscribed downloads. (3)

**pointing device.** Allows the user to control the movement of the cursor, or pointer, on the screen. (2)

**point-to-point topology.** Network topology that consists of a permanent connection between two nodes. (14)

**pop-up.** Message or window that appears on top of or under the web page you are viewing. (16)

**port.** Application- or process-specific software communication endpoint in a computer's operating system. (14)

**port.** Point of interface between the motherboard and external devices. (2)

**portfolio.** Collection of examples organized to show what you have accomplished and finished. (17)

**portrait.** Layout or orientation is when the long edge of the paper is on the sides. (6)

**post office protocol (POP).** Application-layer protocol that describes how to store and retrieve e-mail messages. (15)

**postscript.** Information included after the signature. (8)

**postsecondary education.** Any education achieved after high school. (17)

**power down.** Occurs when the computer is idle for a period of time. (3)

**power options.** Manages how the computer uses electricity. (3)

**power state.** Controls how much power is consumed by the CPU. (3)

**presentation.** Contains individual slides used to communicate information to an audience. Also, a speech, address, or demonstration given to a group. (6, 9)

**presentation notes.** Notes used to keep the speaker on topic. Also called *speaker notes*. (9)

**primary key.** Field that will be used by the DBMS to keep track of records. (12)

**primary research.** First-hand research conducted by the writer in preparation for writing a report. (8)

**principal.** Amount of a loan. (11)

**print preview.** Shows the document exactly how it will look when printed. (6)

**printer.** Peripheral device that transforms computer information into a physical form. (2)

**printing.** Outputting the content of a file. (6)

**procedural language.** Computer programming language in which instructions are gathered into collections. (3)

**processing.** Transformation of input data and acting on those data. (2)

**programs.** Sets of instructions that carry out the tasks of the user. (3)

**project management.** Applying tools and skills to the tasks in a project in order to meet the objectives of the project. (17)

**proofing.** Process of checking the document for errors. (7)

**proposal.** Typically contains an idea and attempts to persuade the reader to take a certain course of action. (8)

**proprietary software.** Owned by the creator and cannot be sold, copied, or modified by the user without permission from the creator. Also called *closed software*. (3)

**protected view.** View in which most or all of the editing functions have been locked. (6)

**proximity.** How closely elements are placed to each other. (13)

**public domain.** Refers to material that is not owned by anybody and can be used without permission. (8)

**public switched network.** Makes use of packet switching to transfer information and is available to the general public. (13)

## Q

**qualitative data.** Information that provides insight into how people think about a particular topic. (8)

**quantitative data.** Facts and figures from which conclusions can be drawn. (8)

**query.** Includes not only searching, but also finding and organizing the related details of records that meet certain search conditions. (12)

**quick response (QR) code.** Two-dimensional bar code that typically contains an encoded web or e-mail address. (1)

**quotation.** Exact repeat of a passage of another author's work. (8)

## R

**radio button.** Interface control that looks like a small circle next to a selection choice. (3)

**random-access memory (RAM).** Memory that can be changed. (2)

**range.** Selection of more than one cell. (10)

**ransomware.** Software that encrypts files or blocks the user's access to programs until the user pays to unlock them. (16)

**raster-based software.** Creates graphics composed of dots or pixels. (3)

**readability.** Measure of how easy it is for the reader to understand and locate information within a document. (7)

**read-only.** Means the file can be opened and viewed, but cannot be changed. (6)

**read-only memory (ROM).** Memory that cannot be changed. (2)

**really simple syndication (RSS).** Method of subscribing to automatic delivery of web content. (15)

**rebooting.** Restarting the system. (5)

**recommendation.** Action the writer believes the reader should take. (8)

**record.** Contains information related to the entry in the first column of the record. (12)

**recycle bin.** Special folder used as a collection point for all files and folders that have been deleted. (4)

**reference initials.** Indicate the person who keyed the letter. (8)

**relational database.** Collection of tables that have been joined. (12)

**relative cell address.** Specified as the number of rows and columns that the second cell is from the first cell. (10)

**repair function.** Allows the current installation to be corrected without

completely uninstalling and reinstalling the software. (5)

**repetition.** When an element occurs more than once. Also called a *pattern*. (13)

**report.** Output of the database of specific information requested by the user. (12)

**reserved symbols.** Characters that Windows uses for special meaning. (4)

**restore point.** Copy of the system files in their state at the earlier date or time. (5)

**restoring.** Displaying a minimized window. (6)

**résumé.** Document that highlights a person's career goals, education, work history, and professional accomplishments. (17)

**ribbon.** Main command interface for the Microsoft Office suite of software. (6)

**ring topology.** Network topology in which computers and devices are connected one to another so that a circle can be drawn. (14)

**ripping.** Process of extracting audio from a CD, DVD, or video file. (2)

**root.** Top folder in a folder hierarchy. (4)

**router.** Sends data packets between computer networks and is generally used for Internet applications. (14)

**rows.** Spaces between the horizontal grid lines. (10)

## S

**safe mode.** Windows boot setting in which the computer starts up with the minimum of functions necessary to run. (5)

**salutation.** Greeting in a letter and always begins with *Dear*. (8)

**sampling.** Process of taking measurements along the analog signal to convert it into a digital signal. (14)

**scareware.** Software designed to cause enough anxiety so the computer user leaps at the chance to opt for a poor choice. (16)

**scholarship.** Financial aid that may be based on financial need or some type of merit or accomplishment. (17)

**scope.** Guideline of how much information will be included. (9)

**search engine.** Software program that looks through massive databases of links and information to try to identify the best matches for the search request. (13)

**searching.** Method to find a particular value among a set of values. (12)

**secondary research.** Data and information already assembled and recorded by someone else. (8)

**sector.** Location on a hard drive where files are stored. (5)

**security analyst.** Responsible for protecting the computer networks of a company, organization, or governmental agency. (17)

**self-assessment.** Evaluation of your aptitudes, abilities, values, and interests. (17)

**semantic tag.** Tag in which the purpose of the tag is clear from the tag name. (13)

**serif.** Small mark that extends from the end strokes of a character. (7)

**server.** Stores data and responds when requested by other computers in the network. (2)

**service mark.** Similar to a trademark, but it identifies a service rather than a product. (8)

**shareware.** Software that can be installed and used, then purchased if you decide to continue using it. (3)

**short messaging service (SMS).** Protocol for exchanging messages on a wireless network. (15)

**shortcut menu.** Point-of-use menu displayed by right-clicking. (4)

**signature block.** Writer's name and title. Also called the *signature*. (8)

**simple mail transfer protocol (SMTP).** Used to transfer mail from one e-mail system to another over the Internet. (15)

**slander.** Speaking a false statement about someone that causes others to have a bad opinion of him or her. (15)

**sleep.** Saves all settings and running programs in memory using just a small amount of power. (3)

**slide master.** Predefined slide on which the position and formatting of text boxes and graphics is specified. (9)

**SMART goal.** Goal that is specific, measurable, attainable, realistic, and timely. (17)

**smartphone.** Handheld computer that contains a telephone, software applications commonly called apps, and the ability to quickly connect to the Internet. (1)

**social engineering.** Involves manipulative techniques designed to lure unwary computer users into launching an infected file or opening a link to an infected website. (16)

**social media.** Involves creating, sharing, or exchanging information through websites and applications that promote interaction among people. (15)

**soft reboot.** Using the restart function of the operating system. Also called a *warm reboot*. (5)

**software as a service (SaaS).**

Software that resides in the cloud and is accessed by users without downloading or installing it on their local computers. (1)

**software-defined storage.** Cloud-based file storage. (1)

**software developer.** Writes specifications for programs, applications, and other software. (17)

**software maintenance.** Keeping the software in good working order. (5)

**solid-state drive (SSD).** Similar to RAM, but has an integrated circuit to store data as nonvolatile memory rather than volatile memory. (2)

**sorting.** Arranging a list in either ascending or descending order. (4, 6, 10)

**source.** Folder where the file or folder being transferred is originally located. (4)

**spam.** One unwanted e-mail message sent to a large number of users or multiple identical unwanted messages sent to a single e-mail address. (15)

**spreadsheet.** Special type of document in which data are organized in columns and rows. (6, 10)

**spyware.** Software that secretly collects a user's data and behavior. (16)

**standard capitalization.** Involves using uppercase only for the first letter of the first word in a sentence and the first letter of all proper nouns. (15)

**star topology.** Network topology in which the main node is in the center and all other nodes are connected to the main node. (14)

**statistical field.** Provides summary information related to other data within a table. (12)

**storage.** Where data are kept by the computer so the information can be viewed, played, or otherwise used. (2)

**storyboarding.** Breaking a project down into its tasks and then arranging the tasks in an order that allows the project to stay on schedule. (17)

**streaming.** Technology that allows a multimedia file to begin playing before it is fully downloaded. (15)

**strong password.** Password that is difficult for both humans and computers to crack. (16)

**style.** Group of formatting settings that can be applied in one step. (6)

**style sheet.** Desktop publishing file that saves the attributes of every font that will be used in a project. (7)

**stylus.** Pen-like pointer, but without ink. (2)

**subfolder.** Folder contained within another folder. (4)

**subject line.** Helps the reader know the content of the message before reading. (8)

**supercomputer.** Has processing power that can handle complex jobs beyond the scope of other computer systems. (2)

**switch.** Network transmission device that checks and forwards packets between parts of the network. (14)

**system clipboard.** Virtual container for storing data. (6)

**system image.** Backup that is an exact duplicate of all data on the drive, including the drives required for Windows to run, your system settings, programs, and document files. (4)

**system requirements.** Specifications for the processor speed, RAM, hard drive space, and any additional hardware or software needed to run the software. (3)

**system software.** Includes four types of software: the operating system, utility programs, device drivers, and programs. (3)

## T

**table.** Contains information arranged in horizontal rows and vertical columns. (12)

**table of contents.** Lists the major sections and subsections within a report with page numbers. (8)

**tabs.** Preset horizontal locations across the page in a document. (7)

**tag.** Code enclosed in chevrons that tells the browser how to format or display the content. (13)

**task manager.** Analyzes what is going on in the system and reports the results. (5)

**technical support.** Providing assistance to others with setting up, running, or fixing technical systems, such as computer systems. (17)

**telecommuting.** Working for a company from home using information technologies. (1)

**telepresence.** Refers to technology that helps a person feel as if he or she is present with other people in a meeting or gathering in a different location. (15)

**template.** Formatting and organizational suggestions that can help the user create a professional-looking document. (3)

**term.** Number of periods it will take to repay a loan. (11)

**text.** String data type that may consist of any letters, numbers, or other keyboard characters. (10)

**text-input device.** Image-input device used with software to convert the image to text that can be used by the computer. (2)

**theme.** Set of specified colors, fonts, and effects. (9)

**touch screen.** Device that senses applied pressure and sends signals to the CPU. (2)

**touch system.** When user does not look at the keyboard when entering information, rather has memorized the location of keys based on hand position. (7)

**tracked changes.** Feature for logging markups. (7).

**trademark.** Protects taglines, slogans, names, symbols, or any unique method to identify a product or company. (8)

**transition.** Method of shifting from one slide to the next. (9)

**transmission rate.** Number of bits per second that can be sent from one device to another. (14)

**tree topology.** Network topology that connects smaller star topology networks via a bus topology. (14)

**Trojan horse.** Program that invites the user to run it while concealing malicious code that will be executed. (16)

**troubleshooting.** Systematically analyzing a problem to find a solution. (5)

**typeface.** Design of characters. (6, 7)

## U

**unicode.** System for encoding text characters in which two bytes are assigned to each character. (3)

**uniform resource locator (URL).** Address that points to a specific document or other resource on a computer network. (13)

**uninterruptable power supply (UPS).** Device that protects computer systems against power surges and outages. (16)

**universal serial bus (USB).** Industry standard for communication between devices and the computer. (2)

**upload.** User at one computer sending a document to a server. (13)

**user account.** Set of privileges for allowed actions. (3)

**user interface (UI).** Means by which the user enters data and receives feedback. (2)

**username.** Online identity of the account holder. (15)

**utility programs.** Assist in managing and optimizing a computer's performance. (3)

## V

**validation.** Process of checking the code to ensure it contains no errors of syntax or usage. (13)

**vector-based software.** Creates graphics composed of lines, curves, and fills based on mathematical formulas. (3)

**videoconferencing.** Conducting a meeting with both audio and visual interaction between people in different locations. (15)

**virtual printer.** Outputs a file instead of a physical hardcopy. (6)

**virtual private network (VPN).** Uses the Internet as an extension of a LAN or other smaller network. (14)

**virtualization.** Process that allows multiple operating systems to simultaneously share a processor's resources in a safe and efficient way. (17)

**visual design.** Arrangement of the visual and artistic elements used to accomplish a goal or communicate an idea. (7)

**Voice over Internet Protocol (VoIP).** Set of technologies that supports voice and multimedia transmission over the Internet. (15)

**volume label.** Name of the device itself. Also known as the *volume name*. (2)

## W

**web developer.** Person who is responsible for creating websites. (17)

**webcam.** Image-input device that can be mounted on top of a monitor or may be built into a laptop computer. (2)

**what-if analysis.** When a parameter in a data model is changed to see how the outcome will be altered. (10)

**wide area network (WAN).** Consists of a group of computers within a large geographic area. (14)

**widow.** Last line of a paragraph that falls immediately *after* a page break. (7)

**Wi-Fi.** Describes when a wireless router is placed between the modem and the computer and transmissions are sent through the air to the computers with a Wi-Fi receiver. (14)

**Wi-Fi Protected Access (WPA).** Security algorithm that has replaced WEP in most wireless networks to make them more secure. (14)

**wildcard.** Used in the search box to represent an unknown character. (4)

**windowed.** Window that is visible, but does not fill the entire screen. (6)

**Wired Equivalent Privacy (WEP).** Security algorithm for wireless networks designed to protect data. (14)

**workbook.** Excel file. (10)

**worker productivity.** How efficiently and quickly a person completes tasks. (1)

**worksheet.** Grid of vertical and horizontal lines where work is done in a spreadsheet. (10)

**wrap text.** Allows a new line within the cell to be automatically started when the length of the text exceeds the width of the cell. (10)

## Z

**zooming.** Changing the magnification of the view. (6)