

Winnipeg School Division

Technology Outcomes Continuum Guide

Glossary

Special thanks are extended to the North Carolina Department of Public Instruction (<http://www.dpi.state.nc.us/Curriculum/CrrclmMtrx.html>) for granting permission to the Winnipeg School Division, to incorporate the North Carolina glossary with the one developed by Winnipeg School Division

Some terminology is taken from <http://whatis.techtarget.com/>.

Active X: A programming language based upon Visual Basic that can be used to create network objects to be accessed through a web browser.

Address: The unique code assigned to the location of a file in storage, a device on a network or other data sources on a network.

ADSL: A method of sending high-speed data (fast enough to carry digitized movies) over the existing pair of wires from a telephone company's central office to most residences.

Alignment (Left, right, center, justify): The type of spacing one uses to set up a document. Left locks the text to the left side of the document, right locks the text to the right side of the document, center places the text in the exact centre of the line, and justify locks text to both the left and right sides of a document.

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

Analog: Signal transmission over wires or through the air whereby information is conveyed through a variety of some combination of signal amplitude, frequency and phase.

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

Arrange (sort): A process of organizing the records in a database in a specific order, either alphabetically (from A to Z or reverse alphabetically from Z to A) or numerically (from 0 to 9 or reverse numerically from 9 to 0).

Arrow keys: Keys on a keyboard that move the cursor left or right, up or down.

Asynchronous: The type of serial data communications supported by a PC's COM port and usually the type used by PCs when using modems.

Attachments: When using electronic mail (e-mail), the user may send a text, picture or application file with the e-mail. This accompanying file is called an attachment.

AUP – Acceptable Use Policy: A policy developed by an organization for appropriate use of technology and the Internet. This policy is frequently sent home to parents/guardians and is signed by both students and parents/guardians.

Backspace/delete key: Key on a keyboard that moves the cursor to the left one space at a time and, on some keyboards and with most word processing software, deletes characters.

Baud: (Older term being replaced by bps – bits per second.) The number of characters that can be transmitted per second on a given circuit.

BBS - Bulletin board system: An electronic bulletin board on the network where public messages can be left and one message can reach all users.

Bit: The smallest amount of information that may be transmitted. A combination of bits may include an alphabetic character, a numeric digit, perform signaling, switching or other functions.

Bold: To emphasize text by making it appear **darker** than the surrounding text.

Bookmarks: Places of interest or importance marked within any electronic research material or on the Internet.

Boolean Search: A type of search where a variety of criteria are used – and, or...

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

BPS: Bits per second. This is the current measure of a modem's speed.

Browser: Application software that enables the user to have a graphical interactive interface for searching, finding, viewing, and managing information over a network. (Common Internet browsers are Internet Explorer and Netscape).

Button: In hypermedia programs, an object or feature used to create links between different cards, to initiate other actions, or to reproduce sound. For example, a button can be created to send a message to a laser disc player to run a video segment.

Button Bar: The bar usually located somewhere at the top of an active application. The button bar usually contains tools for accessing the different features of any application.

Byte: A byte is 1000 bits.

Cable: A form of transmission medium or optical fibre wrapped in a protective sheath.

Camcorder: A hand-held video camera.

Caps lock key: Key on a keyboard that is used to enter all capital letters.

Card: In hypermedia programs, an electronic card that is used to store some type of data. Cards have different components used for information storage or actions. For example, a card might have a picture of a tiger, a button to press to hear sound, and text describing a tiger. Cards of information form a hypermedia stack.

Category 5e: 100 Mbps (Mbps stands for *millions of bits per second* or *megabits per second* and is a measure of bandwidth.) (Bandwidth is the total information flow over a given time) on a telecommunications medium. (See RJ 45 Cabling.)

CD-ROM: Stands for Compact Disk Read Only Memory. An optical disk that can only be read from and not written to.

CD-ROM Drive: A drive on a computer designed to hold and run a CD.

CD-ROM Tray: The tray in which the CD rests while in the CD-ROM drive.

Cell: The intersection of a row and a column on a spreadsheet in which data can be entered. Cells are designated by their column letter and row number -- B4.

Centering: To place text horizontally or vertically in the middle of a line.

Central processing unit (CPU): The main component, or "brain," of a computer. It is the chip that performs all of the information processing. The piece of hardware that contains the CPU chip is often called the CPU.

Chart: Pictorial representation of a range of information – bar graph, line graph...

Client: Software or computer on a network that requests services from a server.

Clip Art: A series of picture files that are stored on a disk that can be "clipped" and pasted into a document.

Clipboard: The temporary memory in a computer for storing information to be transferred from within one document to another or from within one application to another.

Close: To shut down an application or open window.

Coax – Coaxial Cable: The type of cable that is used by cable TV and that is common for data communications (such as Ethernet). The cable consists of a hollow outer cylindrical conductor that surrounds a single inner wire conductor.

Column: The vertical divisions of a spreadsheet that intersect the horizontal divisions (rows) to form cells in which data can be entered. Columns are labeled alphabetically (A,B,C,...AB,AC,AD...).

Compress/Decompress: A method of encoding and decoding signals that allows for more transmission or storage of data than the media is normally able to support.

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.

Computer accessible news sources: A computer database of news and information which is updated frequently, usually daily, and available to be searched by dates and keywords.

Computer generated effects: The use of a computer in making a film to create certain effects.

Computer graphics: The creation, display, and storage of pictures with a computer.

Computer-related vandalism: Act of damaging, altering, or destroying a computer, computer peripherals, computer software, or computer service.

Computer virus: A computer program that can reproduce by changing other programs to include a copy of itself. It is a parasite program, needing another program to survive.

Conduit: Metal pipe to house network or electric cables and outlets, can be mounted on a wall or some other surface.

Connection: A point-to-point dedicated or switched communication path.

Connectors: A term used in searching databases which indicates which records satisfying one statement/rule/criterion or both should be selected. The two most common connectors are "and" and "or."

Cookie: A mechanism for storing information about an Internet user on their own computer. Usually the existence of cookies and their use is generally not concealed from users, who can also disallow access to cookie information. However a cookie could be considered spyware where a Web site stores information about you in a cookie that you don't know about.

Copy: To highlight a section or whole document and leave it unaffected but make a duplicate and put it in another place.

Copyright law: Law granting a legal right to a copyright holder which requires the permission of the copyright holder to make non-archival copies of the work in question.

Cursor: A highlighted or bright (sometimes blinking) line or other mark that shows where information is being input; that is, where the next letter or character will appear. Sometimes the cursor is a special picture or icon.

Cut: To remove text or graphics from within a document and place them on the clipboard (temporary memory of the computer).

Data: A general term for pieces of information that a computer processes. (In a database, this term refers to information organized for a specific purpose.)

Database (computer, current, print): A collection of data organized for search and retrieval. Computer databases are accessed by computer; print databases are available in printed format. A current database is a collection of data updated frequently (hourly, daily, weekly, etc.) and is usually a computer database. (Also – a collection of related information.)

Decompress/Compress: A method of decoding and encoding signals that allows for more transmission or storage of data than the media is normally able to support.

Delete/backspace key: Key on a keyboard that moves the cursor to the left one space at a time and, on some keyboards and with most word processing software, deletes characters.

Delete: To remove text or graphics from within a document. To remove an application off the hard drive.

Desktop publishing: A computerized layout program that integrates graphics and text to produce a professional looking document.

Digital: A device or method that uses discrete variations in voltage, frequency, amplitude, location, etc. to encode, process or carry binary signals for sound, video, computer data or other information.

Digital camera: A device used to capture still images digitally rather than recording them on film.

Digital video camera: A device used to capture moving images digitally rather than recording them on tape.

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. This means that the picture image is converted to a digital or numerical format.

Disk drive: The device that reads from and writes to a floppy disk or hard disk.

Diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information.

Display modes: The term display mode refers to the characteristics of a computer display, in particular the maximum number of colors and the maximum image resolution (in pixels horizontally by pixels vertically). There are several display modes that can be found in personal computer (PC) systems today.

Display Mode	Resolution (pixels)
VGA	640 x 480
SVGA	800 x 600
XGA	1024 x 768
SXGA	1280 x 1024
UXGA	1600 x 1200

DNS – Domain Name System: A method used in the Internet for translating names of network nodes into addresses.

Document: A form of information that can be put into electronic form and stored in a file format on the computer. When using a word processor, a document is a unit of saved work with a unique file name.

Double space: When keying text, the act of spacing text two lines apart.

Download: To transfer programs or data from a computer to a connected device, usually from a server to a personal computer.

Drag and Drop: A GUI (Graphic User Interface) concept that enables the user to select one screen object and pass it as input to another screen object (icon).

Drop: Outlet similar to a phone jack, used to connect a computer or printer to the network. A drop is usually housed within a floor pedestal, a wall mounted box, or a raceway. The drops in the Winnipeg School Division are of the type RJ45.

DSL Modem: Digital Subscriber Line is a technology for bringing high-bandwidth information to homes and businesses over ordinary copper telephone lines.

Edit/editing: 1. To change or make corrections in a document. 2. To make any change to the contents of a database.

Electronic Mail – E-mail: Private messages, called electronic mail (e-mail) that are sent and received over a computer network.

Electronic Reference: A CD or Internet-based research material.

Electronic Thesaurus: A CD or floppy disk-based thesaurus for on-screen use.

Embed: Gives the user the capabilities to launch an application or utility or multimedia document from within a document.

Eject Button: The little button on the disk drive or CD-ROM drive used for ejecting a floppy disk or CD-ROM tray.

Enter/entering: To type an item of information into a field in a database.

ESC key: Key on a keyboard that is used to exit or cancel a program or operation.

Ethernet: A local-area network (LAN) architecture that was developed by Xerox Corporation in cooperation with DEC and Intel in 1976. Ethernet uses a bus or star topology and supports data transfer rates of 10 Mbps. The Ethernet specification served as the basis for the IEEE 802.3 standard, which specifies the physical and lower software layers. Ethernet uses the CSMA/CD access method to handle simultaneous demands. It is one of the most widely implemented LAN standards.

A newer version of Ethernet, called *100Base-T* (or *Fast Ethernet*), supports data transfer rates of 100 Mbps. And the newest version, *Gigabit Ethernet* supports data rates of 1 gigabit (1,000 megabits) per second.

Ethical: Conforming to accepted professional standards of conduct.

Exit: To shut down an application.

FAQ – Frequently Asked Question: A question that is frequently asked with reference to an application, operating system, etc.

FAX - Facsimile: A device connected to a telephone line either as a stand-alone unit or part of the PC that allows the user to send and receive images of letters and drawings across a telephone line.

Fibre optic cable: Thin, flexible medium capable of conducting modulated light transmission. Fibre optic cable is very expensive compared to other types of transmission media, but is not susceptible to electromagnetic interference and can transmit data at higher rates and over long distances.

Field/category: 1. An item of information in a record of a file in a database. 2. In hypermedia, an object or area on a card or page where text is entered. 3. A categorized column of information in a table.

File: 1. A collection of related records in a database. 2. A word processing document.

File Server: See server. A computer that provides access to files and resources for remote users (clients).

Firewall: A physical device or software that links an organization's internal TCP/IP network to the Internet and restricts the types of traffic that it will allow to pass. A firewall is designed to provide security for the end user(s).

Floppy Disk: See Diskette.

Font: A specific design for a set of letters and characters.

Footer: Consistent information located at the bottom of every page of a document.

Form: A database object for entering, editing, and viewing records.

Formula: A type of information that can be entered into a spreadsheet cell. It is a mathematical equation consisting of numbers, other cell designators, and symbols for mathematical operations. The result of the formula is displayed in the cell that holds the formula.

Freeware: A copyrighted program for which the user is not obligated to compensate the author in any manner; a form of shareware.

FTP – File Transfer Protocol: A protocol used to provide file transfers across a wide variety of systems.

Function Keys: Keys located at the very top of the keyboard, each with a specific function either by itself or in combination with other keys. (F1, F2...F12)

GIF – Graphics Interchange Format: A file format for image files on the WWW. GIF file format uses a compression method to make files smaller.

Gigabyte: One billion bytes (1, 073,741,824 to be exact)

Gopher: Internet public database browsing and searching program.

Grammar checker: A software program that checks for possible grammar mistakes. Suggestions or corrections are often given.

Graphic: An image placed within a document.

Graphic Box: A boundary surrounding a graphic.

Graphing/Graph: A feature in a software program that allows numerical data to be interpreted as a graph or chart.

Gutter: Measurement between text columns. i.e. newspaper layout

Hacker: Computer users who enjoy tinkering with computers as a way to develop new features or who intentionally access a single computer, system or a network without permission to do so. They can be there simply to look around or they can be there to destroy.

Hardware: The physical equipment of a computer, such as the screen/monitor, the keyboard, the Central Processing Unit, and the storage devices.

Header: Consistent information placed at the top of every page in a document.

Header Paragraph: Consistent information placed at the top of every page in a document consisting of more than a single line of text..

Highlight/Select: To make text or a graphic darkened so the user can perform a given task with the information.

Home: The startup page of a given site on the Internet. This page contains identity and index information.

Home row keys: 1. The starting point for your hands when beginning to keyboard using common keying techniques. The keys on the keyboard a, s, d, f, j, k, l, ; are home row keys. 2. Keys on a keyboard which contain the letters a, s, d, f, g, h, j, k, l, ; and used for positioning the hands in typing. 3. The row of keys called the "middle row" in some keying technique methods.

Homepage: An ASCII file (which is in HTML format) typically accessed over the Internet from client computers running Web browser programs such as Netscape or Internet Explorer. The file is called a home page since it is typically a starting point, as the home page usually has references to other HTML pages on the same computer, or computers connected to that one (typically over the Internet).

Hourglass: An icon which indicates that the computer is performing a task and the user must wait until the task is completed.

HTML – HyperText Markup Language: The language used to describe WWW pages so that font size and color, backgrounds, graphics and positioning can be specified and maintained (though users can change how these are actually displayed by their own browsers).

HyperCard/HyperStudio/LinkWay: Authoring systems that allow for text, graphics, sound, animation, and other effects to be composed for a presentation or for organizing information; hypermedia.

Hyperlink: Connections that link one piece of information to another.

Hypermedia: A way (for users and programmers) to gather, organize, present, search and customize information from multimedia, databases, and other types of stored information. HyperCard, HyperStudio, and LinkWay are three examples of hypermedia programs. (See button, card, field.)

Hypertext: "Active text" where one word is linked to another into a computer program; a type of indexing system. (See hypermedia, button, card, field.)

Icon: Pictorial representation of an application.

Indent: To insert text in a recessed location within a document.

Information accessing: Process of searching for information, usually located in a database. Most commonly used when a computer database is to be searched.

Information highway: A term used when discussing information networks which carry video and audio as well as computer data.

Input: 1. The process of entering information into a computer. 2. The information entered or put into a computer for processing.

Insert: Key on a keyboard or function of word processing software that is used to insert text without deleting previously keyed text.

Intellectual property: Ideas put into actions, such as writing, music, art, computer code, and inventions that can be protected under copyright or patent laws.

Intermediate Distribution Closet (IDC): A network closet containing a secondary switch, fed from the main switch.

Internet: A global network of thousands of other computer networks that offers e-mail and information retrieval services to millions of people.

Internet in a Box: A device used to connect the LAN (local area network) to the WAN (wide area network).

Intranet: An Internet set up within the physical confines of a facility, so users have access only to pre-chosen resources. The look and feel is that of the Internet but users cannot do a wide-open search.

IP – Internet Protocol: The Internet protocol that defines the unit of information passed between systems.

IP Address: Each computer or device on the Internet must have a unique 32-bit IP address assigned to a host. This address has both a host and network component.

IRC – Internet Relay Chat: A multi-user chat system (messages that everybody types are displayed to everyone else), real-time conferencing.

ISDN – Integrated Services Digital Network: A WAN oriented data communication service that uses a set of standards for high-speed transmission of simultaneous voice, data and video information over fewer channels than would otherwise be needed. This process uses out-of-band signaling.

ISP – Internet Service Provider: A company that provides end-users access to the Internet for a pre-determined fee.

Italics: To make text within a document stand out from other text by making the *text slant to the right*.

JavaScript: A programming language developed by Netscape to create applets to be run on the Internet. (Applets are a mini-program)

Jewel Case: The plastic case used for storing individual CDs.

JPEG – Joint Photographic Experts Group: The name of a standard for data compression of digitized still images. Many web browsers accept JPEG images as a standard file format for viewing.

Keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers that can be entered into a computer by pressing on the keys.

Kilobyte: 1000 bytes (1024 to be exact)

Label: A type of data that can be entered into a spreadsheet cell. It consists of words that usually label a column or row of numbers.

LAN – Local Area Network: A limited-distance high speed network that supports many computers. In the Winnipeg School Division each school has its own LAN.

Landscape: To position a document on paper in a horizontal format.

Laser disc: A disc that is recorded with sound and pictures and read on a laserdisc player by a laser beam.

Laser printer: A printer that produces high quality images using a method similar to that of a photo copying machine.

Layout: The physical placement of texts and graphics in a document.

Letter keys: Keys on a keyboard which contain the letters of the alphabet.

Link: Resource defined by a device operator (the user) that remains active only when in use.

Listservs: A free software program used for automating the maintenance and delivery of e-mail mailing lists. Listservs exist for many different topics. Some are open, meaning anyone on a list can send a message to the whole list. Some are closed, meaning only certain people can post information to them.

Load: To enter a program or file into a computer's memory.

Logic bomb: A destructive computer program similar to a virus that does not reproduce itself. It acts based on a predetermined event.

Log off: The act of signing off of and disconnecting from a computer system.

Log on: The act of connecting with a computer system and entering your user identification and password.

Mail Boxes: A designated area with an e-mail program for storing electronic mail.

Main Distribution Closet (MDC): The network closet containing the main switch.

Margin: Space left around a document when positioning a document on paper.

Maximize: To enlarge a window to the full size of the monitor.

Megabyte: 1 million bytes (1,048,576 to be exact)

Menu: There are several different types of menus.

- **Pop-up Menu:** A menu that appears temporarily when you click the mouse button on a selection. Once you make a selection from a pop-up menu, the menu usually disappears.
- **Cascading menu:** A submenu that opens when you select a choice from another menu.
- **Pull-down menu:** A special type of pop-up menu that appears directly beneath the command you selected.
- **Moving-bar menu:** A menu in which options are highlighted by a bar that you can move from one item to another. Most menus are moving-bar menus.
- **Tear-off menu:** A pop-up menu that you can move around the screen like a window.

Menu Bar: The menu bar is usually located at the top of an application. Click on any item in the menu bar and further options are available for any given program.

Minimize: To shrink a window to an icon or button.

Modem: A device that permits a computer to transmit and receive data over a telephone line. A modem modulates outgoing digital signals from a computer or other digital device to analog signals for a conventional telephone line and demodulates the incoming analog signal and converts it to a digital signal for the digital device.

Monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube.

Morphing: Used to create exciting visuals and special effects in movies. A film image is scanned into the computer then changed by a graphics artist. This image is sometimes combined with images created on the computer and then integrated into a film clip to make effects that look real.

Mouse: An electronic device attached to a computer enabling the user to position the cursor on the screen by moving the mouse around on the desktop.

Move: To rearrange text in a document.

Multimedia: The merging of traditional computer creation with other media such as laserdisc, television, CD-ROM, sound and video.

Netiquette: Correct behaviour when using the Internet. (etiquette)

Network: A system of inter-related elements that are interconnected in a dedicated or switched linkage to provide local or remote communication (voice, data, video, etc.). A network facilitates the exchange of information between users.

Network Card: A network interface card (NIC) is a computer circuit board or card that is installed in a computer so that it can be connected to a network.

Network Closet: The place where network hardware and cabling is installed. The space should be used primarily for storage, be dry, and have electricity available. Since network equipment rarely needs attention once installed and tested, the network closet can have limited accessibility.

Number keys: Keys on a keyboard which contain the numbers 0-9.

Numeric Keypad: Keys on a keyboard which can be used to function as a simple calculator.

On-Line: Active use of the telephone line and Internet or any other network.

Or: A connector/term 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.

Outliner: A software program that will assist the user in producing an outline.

Output: 1. The process of displaying, printing, or storing information produced by a computer. 2. The information produced by the computer, as a result of processing, that is sent to devices that display, print, or store it.

Page Break: Position where one page ends and another one begins.

Page Size: Physical size of a page (8.5 x 11 inches or 8.5 x 14 inches).

Parallel: Means more than one event happening at a time. A parallel connection usually indicates a faster operation. In the past most printers connected via a parallel port.

Paste: To take text or a graphic from the clipboard and insert it into a document.

Patch Cables: Type of cable to connect the computer to the network via the switch.

Patch Panel: A patch panel is a mounted hardware unit containing an assembly of RJ45 connectors. In a network, a patch panel serves as a static switchboard, using cables to interconnect computers within the local area network (LAN). A patch panel uses a jumper cable called a *patch cord* to create each interconnection.

Peripheral: Any additional device attached to a computer – scanner, printer, etc.

Piracy: The unauthorized duplication and distribution of copyright-protected software.

Pixel: Individual points of colour contained on a display monitor. The pixel (a word invented from “picture element”) is the basic unit of programmable colour on a computer display or in a computer image.

POP Server – Point of Presence: An Internet Service Provider’s (ISP) dial-up connection for modem users. POP is the physical access point to the ISP’s location.

Portrait: To position a document on paper in a vertical format.

Posture: The position of the body or of parts of the body.

Power Up: To turn on the power for the computer.

Print: To produce a copy of the document onto paper, computer screen, or diskette.

Printer: A mechanical output device that can print text, and sometimes graphics, on paper.

Private data: Information which is confidential and only ethically available to selected individuals.

Processing: The manipulation of data by a computer in accordance with its instructions, or programming.

Proxy Server: (filtering) An entity representing another entity. In the Winnipeg School Division, a proxy server is set up to filter out educationally inappropriate material from the Internet.

Public data: Information which is available ethically to any user.

Public domain program: A non-commercial, copyrighted program free of public restriction. Software placed in the public domain can be copied and used without charge.

Query: To plan a search within a database.

RJ 45 Cabling: UTP Standard 8 wire connectors for IEEE networks. (Resembles a telephone cable). (See Category 5e.)

Raceway: Metal enclosure to house network and electrical wires, network drops or electrical outlets, can be wall or floor mounted.

Rack-mounted: Describes a unit of electronic equipment that is housed in a metal framework called an equipment rack. Usually, an equipment rack contains multiple "bays", each designed to hold a unit of equipment such as a computer server, and/or switches and patch panels. Typically, the equipment unit is mounted (inserted into a bay in the rack) and secured in place with screws. An open rack is usually placed in a secure environment. A closed rack is like a large storage cupboard and is secure onto itself.

Record: A collection or listing of related fields or categories in a database file or a row of information in a table that contains all data about a single entity.

Repeater: A device that regenerates and propagates electrical signals between network segments. (Boosts the signal).

Report: A display (on the screen or printed onto paper) of the records or parts of the records of a database that satisfy a particular search or sort or a database object used to organize, consolidate, and present information.

Resolution: The number of pixels (individual points of colour) contained on a display monitor. The sharpness of the image on a display depends upon the resolution and size of the monitor. The same pixel resolution will be sharper on a smaller monitor and may gradually lose sharpness on a larger monitor. This occurs because the same number of pixels are being spread out over a larger surface area.

Retrieve: To load a file from a diskette or hard drive.

Return/enter key: Key on a keyboard that is used to enter information into a microcomputer or to return the cursor to the beginning of a new line.

Router: A device on a network that can decide which of several paths network traffic will follow. Routers forward packets of information from one network to another.

Row: The horizontal divisions of a spreadsheet that intersect the vertical divisions (columns) to form cells in which data can be entered. Rows are labeled numerically (1,2,3,4,...).

Ruler: A measuring tool in any word processing or publishing application.

Save: To store a file on diskette or hard drive for future use.

Scanner: A peripheral device that converts text or pictures into bit-mapped data that is put into a computer. The digitized images can then be edited.

Scroll Bar: Bars with scroll buttons that allow the user to move either horizontally or vertically through a document or window.

Scroll Button: Button within a scroll bar.

Search engine: Program(s) designed to make electronic searching easy and efficient for the end user. (Internet Search Engines – Alta Vista, Google, Web Crawler, Yahoo).

Select/highlight: To make text or a graphic darkened so the user can perform a given task with the information.

Select/search: A process of choosing all records of a database that meet or satisfy a statement, rule or criterion. A search may be based on a single statement, rule or criterion or a combination of statements, rules, or criteria joined by a connector of "and" or "or." This process is also called find, match, or query in some database software.

Serial Port: Serial means one event at a time. Typically a serial connection means a simpler, slower operation. In the past, the keyboard and mouse were one-way devices that only required a serial interface and line. A modem uses a serial connection or COM port. Serial devices adhere to the RS-232C standard.

Server: A computer that provides access to files and resources for remote users (clients).

Shareware: Programs which users can try without cost. However if shareware is used beyond the evaluation date, authors/developers will usually request a monetary donation.

Shift key: Key on a keyboard that is used to capitalize letters when pressed with that letter key.

Shut Down: To exit Windows in the proper fashion. In Windows 95 and 98, 2000 and XP, this is done by accessing Start Menu and selecting Shut Down.

SMTP – Simple Mail Transfer Protocol: An Internet protocol for providing electronic mail services.

Software: Program material for computers; instructions to the CPU to tell it what to do with the data it receives. Software programs are usually stored on disks until needed. Sometimes a disk, with its program, is called software.

Sort (arrange): A process of organizing the records in a database in a specific order, either alphabetically (from A to Z or reverse alphabetically from Z to A) or numerically (from 0 to 9 or reverse numerically from 9 to 0).

Space bar: Key on a keyboard that spaces the cursor forward one space at a time and produces a blank space when pressed.

Spam: Unsolicited e-mail on the Internet, could be a form of bulk mail, often to a list culled from subscribers to a Usenet discussion group or obtained by companies that specialize in creating e-mail distribution lists. It is the equivalent to unsolicited phone marketing calls except that the user pays for part of the message since everyone shares the cost of maintaining the Internet.

Spell Checker: Part of a word processing program that uses a disk-based dictionary to check and correct misspellings in documents.

Spreadsheet: An applications program, used in financial forecasting, that can quickly handle calculations and perform evaluation.

Spyware: Is any technology that aids in gathering information about a person or organization without their knowledge. When using the Internet, spyware is programming that is put in someone's computer to secretly gather information about the user and relay it to advertisers or other interested parties. Spyware can get in a computer as a software virus or as the result of installing a new program.

Data collecting programs that are installed with the user's knowledge are not, properly speaking, spyware, if the user fully understands what data is being collected and with whom it is being shared.

Start menu: Windows 95, 98, 2000 or XP – gives the user quick access to programs and files.

Starting: The process of loading the operating system software into memory to start up a computer. Also called booting.

Strike: To tap or press the keys of a keyboard with a finger or thumb.

Subscript: Moves a single element below the adjacent text by a specified number of points. The default is usually 2 points. H₂O

Superscript: Moves a single element above the adjacent text by a specified number of points. The default is usually 2 points. X² + Y²

Subnet: Network segment term. In IP networks, the network shares a particular subnet address.

Sum: The total of a series of figures (numbers). Usually used in a spreadsheet or database.

SVGA: Super Video Graphics Array, refers to a resolution of 1280 x 1024. Typically an SVGA display can support a palette of up to 16,000,000 colours. However, the amount of video memory in a computer may limit the actual number of displayed colours.

Switch: A device used to connect all the computers to the network.

Symbol key: Key on a keyboard that contains a symbol.

Synchronous: Events occur with precise clocking in the operation of a network system.

T Connector: T-shaped device with two female and one male connector used to join computers or peripherals to a coaxial network cable.

TCP/IP-Transmission Control Protocol/Internet Protocol: Standard network communications protocol used to link computer systems across the Internet.

Tab key: 1. Key on a keyboard that is used to move the cursor directly to a tab stop. 2. A key on the keyboard that causes the cursor to jump to a specific place such as to indent paragraphs or make columns.

Table: Data arranged in a specific format using columns (fields) and rows (records).

Telecomputing: 1. The act of sending (or receiving) information to another computer via modem and phone line or local area networks (LAN). The exchange of information can be within a building or around the globe. 2. Sending information electronically across a distance using a computer and modem.

Telecommunication: Communication using a telephone line, computer and modem.

Template: A form, mold or pattern used as a guide in making something. e.g. A document in which standard areas are set and possibly already filled in.

Terabyte: One trillion bytes (1,099,511,627,776 to be exact)

Terminator: Electrical resistance at the ends of a line that absorbs signals on the line. This keeps the signals from bouncing back down the line to be heard again by network stations. If a network is open - a terminator is off, network functionality ceases.

Text: The actual structure of words in a piece of writing or printing.

Text Box: A boundary surrounding text.

Title Bar: The bar at the very top of any application noting the application and file name.

Thesaurus: Part of a word processing program that uses a disk-based thesaurus to check for synonyms.

Tool Bar/Buttons: The bar usually located somewhere at the top of an active application. The tool bar usually contains tools for accessing the different features of any application.

Type styles: Features in a word processing program that allow for changes in the appearance of text such as **bold**, *italics*, and underlining.

Underline: To emphasize text by making it appear with a line under the text.

Unethical: Not conforming to accepted professional standards of conduct.

Upload: Sending a disk file from your computer to another computer.

URL – Uniform Resource Locator: The “address” that is used to specify a WWW server and home page. For example, <http://www.wsd1.org> indicates the address for the website for the Winnipeg School Division.

USB - Universal Serial Bus: Is a plug and play interface between a computer and add-on device (e.g. keyboard, digital camera, web cam, scanner, printer, etc.). A new device can be added to a computer through a USB port without having to power down the computer or adding an adapter card.

UXGA: Ultra Extended Graphics Array, refers to a resolution of 1600 x 1200.

Value: One type of data that can be entered into a spreadsheet cell. It consists of numbers that can be added, subtracted, etc.

VGA - Video Graphics Array: A graphics standard for PCs that provides a resolution of 640 x 480 (480 rows of 640 pixels per row).

Virtual reality: A lifelike world that is created by a computer in which participants can become an active part of the action.

Video Camera: Hand held camera used for taking moving pictures.

Video Conferencing: A conference across the Internet using voice and video.

Virus: Software written to infiltrate hard drives or networks and cause considerable damage. It may lie dormant until a predetermined activation date.

Visual Basic: An object oriented programming language developed by Microsoft based upon the BASIC language. (BASIC – Beginners' All-purpose Symbolic Instruction Code).

XGA: Extended Graphics Array, XGA-2 refers to 800 x 600 pixel resolution in true colour (16 million colours) and 1024 x 768 resolution in 65,536 colours.

WAN – Wide Area Network: Network spanning a large geographic area. The Winnipeg School Division is a WAN where all schools are connected via telephone lines, computers, and routers.

WWW – World Wide Web: The network of servers on the Internet, each of which has one or more home pages which provide information and hypertext links to other documents on that server and other servers. Information is accessible to all computers regardless of platform or physical location.

Web Browser: Application software that enables the user to have a graphical interactive interface for searching, finding, viewing, and managing information over a network. (Common Internet browsers are Internet Explorer and Netscape).

Web Server: A computer that provides access to files and resources for remote users (clients) across the Internet.

Website: Location of information on the Internet. The Winnipeg School Division's website is <http://www.wsd1.org>.

Webpage: Page designed and written specifically for Internet access.

Word Art: Modifying text so it becomes a graphic image.

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.

Word wrap: In word processing, 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 typing a carriage return at the end of each line.

Workstation: Computer on a network that requests services from a server (also known as a client station).

Worm: A program similar to a computer virus, but it does not lie dormant nor does it need another program to run.

Wrap Text: To automatically flow text around a graphic or image.

Your real name: Used when setting up e-mail program settings – indicates that the user must put in their name, i.e. John Smith.

Z – Band Equipment: Type of equipment that enables a school to broadcast video across a Category 5e network. A school can set up TVs or monitors in various locations throughout the school and broadcast school information.

ZIP: To compress (make smaller but keep all information) a file using “a zipping type of” software. The extension of this file is “.zip”.

Zoom: To bring in a document at close view.