



# Jargon Buster

## **A**

### **Antispyware**

A program that detects and removes malicious programs on your computer called spyware. Once it is installed can collect information without the users consent, that can be almost anything usernames, passwords, and even your bank account details.

### **Antivirus**

Is a program that detects and removes viruses from your computer. Viruses can destroy data and can severely affect your Operating System from working properly, types of Viruses are Trojan Horses that disguises itself as another program to get it in to your system and worms that replicate and move on to other computers.

### **Applications**

A program or group of programs that are designed for users to accomplish a specific task. Word processors, Web browsers, games, database management programs, presentation programs are a few examples of applications.

### **Authentication**

The process by which a computer system validates a user's login information. A Network Administrator would usually assign User Accounts that contains a username and password for you to log in.

### **Authorization**

The process by which a user can associate specific permissions to each username.

## **B**

### **Blog**

Is short for Weblog, it is an online personal journal that can be posted on a Web page. Blogs typically contain reflections, comments, and other materials such as graphics or videos provided by the writer.

## **C**

### **Camcorder**

A digital video camera used to record video.

### **Caps lock Key**

Enables you to type capital letters also the shift key allows you to type capital letters.

## **Central Processing Unit**

The primary hardware device that interprets and runs the commands you give to the computer. The brain of a computer the CPU performs calculations and logic operations of a computer system.

## **Chat Program**

Programs that allow you to send and receive messages instantly. You can use a chat program to communicate with several people at the same time.

## **Clipboard**

Here you can cut, copy, paste located upper left on the home tab in Microsoft word.

## **Commands**

Instructions that you give to a computer for it to carry out an action. Commands are either typed by using a keyboard or are chosen from a menu.

## **Compression**

Reducing a size of a file that holds data so you can have more storage space on your hard drive.

## **D**

### **Data**

The plural for the Latin word datum, meaning an item of information. Think of data as any bit of information that is going into or being stored on a computer. For example when you use a keyboard data is being generated and is processed by the CPU.

### **Desktop publishing programs**

DTP programs are used to combine text and graphics to create documents such as brochures, greeting cards, annual reports, books, or magazines.

### **Digital camera**

A camera that stores images digitally on a memory device, such as a flash memory card or a mini hard disk. You can also view the pictures you have just taken because a digital camera has a screen that comes in very handy to view the quality of the last picture you have just taken.

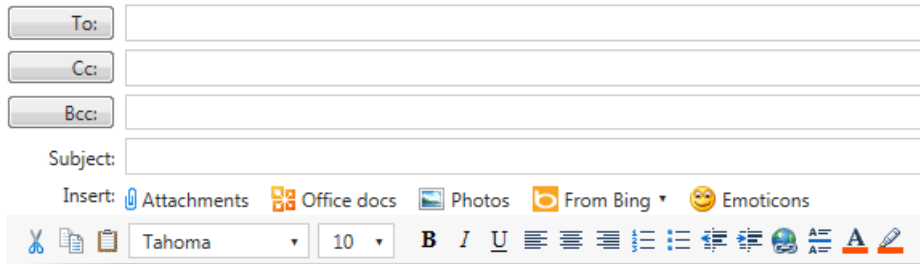
### **Digital versatile disc**

A DVD is a storage device used to store data in a digital format. Looks the same as a Compact Disc but holds a lot more data note that DVD drives also play CDs.

## E

### E-mail

An electronic form of the traditional postal mail that allows you to exchange messages and files over a network. Not to be confused with instant messaging, skype or live chat you send an email to another person and it sits in there inbox until they get the chance to read the email.



The image shows a screenshot of an email composition interface. It features four input fields: 'To:', 'Cc:', 'Bcc:', and 'Subject:'. Below these fields is an 'Insert' menu with options for 'Attachments', 'Office docs', 'Photos', 'From Bing', and 'Emoticons'. At the bottom is a rich text editor toolbar with icons for cut, copy, paste, font face (set to 'Tahoma'), font size (set to '10'), bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, text color, background color, and text background color.

**To:** Enter the email of the person you want to send an email to.

**CC: Stands for Carbon Copy** use this field when you want to send copy's of this email to other people by adding their email addresses.

**BCC: Stands for Blind Carbon Copy** The people whose addresses you add in the To and Cc fields cannot view the addresses that are in the Bcc field.

### Encryption

The process of converting data into an unreadable and unusable form. Encryption is done to prevent unauthorized access of data, especially during data transmission over the Internet.

## F

### File Extensions

File extensions can help you identify what files can play with certain programs or what kind of file it is. You can also compress files to save space or convert files to a different format to play with certain programs.

.MP3 plays digital Audio files

.WMV Plays Windows Media Video Files

.JPEG is a picture file

.Gif Is a picture and images file

### File Tab

In Microsoft Word the file tab is where you find the options to print and to save your file to a specific location.

## **Firewall**

A filter that blocks unreliable and unauthorized information from the Internet before it reaches your computer or a private network. It provides additional protection against threats such as hackers and viruses. A firewall also helps to ensure computer privacy by restricting external access by any unauthorized user.

## **H**

### **Hardware**

All the parts that make up your computer for example graphics card, motherboard and your DVD drive.

## **I**

### **Insertion Point**

Small Blinking vertical bar in a word document that you can move with the mouse and where the text you start typing will appear.

### **Instant Messaging**

A system that enables the transmission of electronic messages instantly. Skype is a very popular one where you type in a message and the other person can see your text and can reply instantly and vice versa.

### **Internet**

A worldwide collection of computer networks that are linked to each other for information exchange.

### **Internet Options**

Can be found in the control panel or tools in Internet Explorer, here you can classify websites as trusted or untrusted, block cookies that may be harmful to your computer.

### **Intranet**

A special type of network used to communicate and share information within an organization.

## **IP address**

A numeric address that specifies the exact location of a computer on a network a example of a IP address is 192.168.0.2

## **ISP**

Stands for Internet Service Provider and are companies that provide Internet connectivity to individuals, businesses, and organizations.

## **M**

### **Microsoft Powerpoint**

Microsoft Powerpoint is a presentation program that provides users with an interface, to design Slides that can be displayed on a projection system or on a computer, and also create handouts for people to view.

### **Mobile Smart Phone**

A wireless device that has the capabilities of a traditional wired phone. A mobile phone allows you to make a call from almost any location. Modern smart phones are like mini computers with a CPU that allows you to play games, surf the internet, and listen to music.

### **Modem**

A device that allows you to connect to the internet.

## **O**

### **OS**

Operating system is software that runs your computer examples of operating systems are Microsoft Windows 7 and Windows XP. Operating systems provides a Graphical User Interface that allows a user to interact with electronic devices, by providing graphical Icons and visual indicators that make it a lot easier for humans to use. The OS also manages the file system, data storage, memory usage and runs programs.

## **P**

### **Phishing**

Phishing is the act of attempting to acquire usernames, bank details by fake emails or fake web sites that criminals can use, basically fishing for information.

## **Ports**

The most common port today that you will use is a Universal Serial Bus. Parallel and serial are much older and are not used much nowadays due to USB being much faster. You can connect Printers mouse Keyboards, and just about any device by using the right plug to go with any port.

## **R**

### **RAM**

Stands for random access memory and stores data of programs that are currently running. Lack of ram can severely slow your computer if you have a lot of programs running. Also note that once the power is switched of ram no longer stores any data.

### **Resolution**

Sharpness and clarity of a picture.

## **S**

### **Software**

A sequence of instructions that a computer can execute. It is also referred to as programs.

### **SSL**

Secure Sockets Layer ensures that transactions on your computer are safe and secure. HTTP Hypertext Transfer Protocol is a protocol that transfers text over the web and is not secure combined with SSL the transaction will be secure and at the start of the address bar will read HTTPS.



### **Spam**

Email messages from unknown senders that can pose a security threat to your computer.

### **Speech Recognition**

You can enter text into a computer by using your voice. The computer recognises human voices and translates into text.

## Speech Synthesis

Is the artificial production of human speech and translates text to audio that human beings can understand practically a computer talking to you.

## Spoofing

Pretending to be another computer or program in order to gain access to your computer.

## Streaming

Streaming means listening to music or watching videos without having to download the entire file first. Think of it as bits of data flowing down in a stream to your computer.

## T

### Thesaurus

Like a dictionary but instead of giving you the meaning of words it gives you a list of words that are similar with the same meaning. Example the word exciting you could also say thrilling, exhilarating and so on.

## U

### URL

Uniform Resource Locator also known as a web address for example [www.digitalskillsacademy.org.uk](http://www.digitalskillsacademy.org.uk)

## W

### Web Browsers



Internet Explorer



Google Chrome

To Access a website you will have to use a web browser Microsoft Internet Explorer and Google Chrome are the most common.

### Windows Update



Microsoft releases updates to their Operating Systems quite often, to make your computer more secure it is wise to keep it updated. We call the latest updates patches basically patching up your OS to any security issues or weaknesses, fixes any bugs that might arise or just to make the OS more user friendly.

## Word Processing

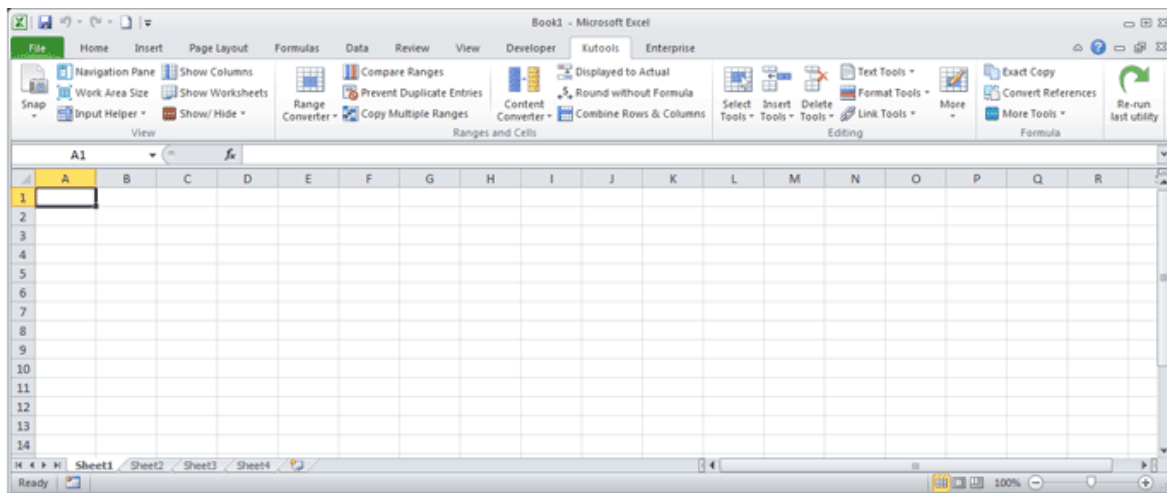
A word processor is a software application where you can create documents, format text and print of your pages. Microsoft Word is an example of a word processor.

## V

## Video Conferencing

Allows you to talk instantly and view each other on computers anywhere in the world.

## Microsoft Excel



Microsoft Excel is a program that is used to create budgets, manage accounts, perform mathematical calculations, and convert numerical data into charts and graphs.

## A

## **Active Cell**

An active cell is the cell in which you are working currently. There can be only one active cell at a time.

## **AutoSum**

Excel has a built in sum function called Autosum that has the most common calculations you perform in a spreadsheet.

## **C**

### **Cell**

A cell is formed by the intersection of a row and a column. You can use a cell to store and display different types of data such as text, numbers, or formulas.

### **Cell address**

Each cell in a worksheet is identified by a cell address. A cell address is made of the column letter and row number of the cell. For example, the cell formed by the first column and first row has the cell address A1. The cell address indicates the exact location of a cell in a worksheet.

### **Cell pointer**

A cell pointer is the highlighted rectangular border formed around an active cell.

### **Cell range**

A cell range is a block of cells selected to implement a formula in a worksheet.

### **Cell value**

Cell value is the actual numeric value of the data in a cell. This value might not be the same as the data displayed in the cell.

## **Columns**

The vertical divisions in a worksheet are called columns. Each column is identified by a letter. For example, the first column in a worksheet is A.

## **F**

### **Formula bar**

The formula bar is used to enter or modify data in a worksheet. When you type data in a cell, the data is displayed simultaneously in the active cell and in the formula bar. However, when you enter a formula in a cell, the formula is displayed in the formula bar, whereas the numeric value of the formula is displayed in the corresponding cell.

## **L**

### **Label**

A label is a text entry that is used to identify the type of information in a row or a column of a worksheet. Labels do not have any cell value associated with them.

## **R**

### **Rows**

The horizontal divisions in a worksheet are called rows. Each row is identified by a number. For example, the first row in a worksheet is 1.

## **W**

### **Workbook**

A workbook is a file created in Excel. A workbook can contain one or more worksheets and related items.

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### **Worksheet**

A spread sheet is called a worksheet in Microsoft Excel

## **Microsoft Access**

Microsoft Access is a database program used to store and manage data in an organized way. By using these programs, you can also sort or search for the information stored in a database.

### **Primary Key Field**

You can link data in tables by using the Customer ID also known as the Primary Key Field. These link data in tables together.

### **Query**

A query is a database object that enables you to locate the desired information in a database.

### **Reports**

You can create reports in a Microsoft Access, to organize, summarize, and perform calculations on data stored in a database.

Workbook

## **Tables**

Data is organized in a database in the form of tables.