

## GLOSSARY OF VITAL ICT TERMINOLOGIES

Absolute cell reference	A reference to a cell in a spreadsheet that remains unchanged if the formula that contains the reference is moved or copied to another cell.
Access point	A device attached to a LAN and containing a radio receiver, encryption and communications software. It translates computer signals into wireless signals, which it broadcasts to network interface cards (NICs) on the network.
Action query	A query that performs one or more actions when run, such as deleting records, creating tables and appending records to existing tables.
Active cell	The cell that is available for data entry. The cell into which data can be entered in a spreadsheet.
Algorithm	A sequence of instructions which, if followed, produces a solution to the given problem.
Anti-virus software	A special type of software used to remove or inactivate known viruses from a computer's hard disk or any other storage device.
Append query	Adds a group of records from one or more tables to the end of one or more other tables.
Archiving	<p>A form of backup. Inactive files are removed from the computer and stored in case they need to be referenced at a later date.</p> <p>Storing away from the active HDD important files/documents for later reference.</p>
Argument	Refers to cell references, text or numbers that are used in a formula.
Artificial intelligence	The science of attempting to develop machines that mimic human behaviours such as reasoning, learning, seeing and communicating.
Assembly language	A programming language written using mnemonic codes (short codes that suggest their meaning and are therefore easier to remember)
Assignment symbol	The equal sign in a calculation statement.
Autofit	Changing the width of a column to fit the width of the

	largest label or value in that column.
Axes	The vertical and horizontal lines against which data is plotted.
Backbone	A single line or cable with nodes at different points.
Backup	A duplicate copy of a program, storage device or data file kept aside for safekeeping.
Bandwidth	<p>- A measure of the volume of data that can be transmitted in a given time.</p> <p>- The amount of data that an electronic transmission line can carry per unit time, usually per second. Bps, KBps, MBps, etc.</p>
Barcode	A series of thick and thin bars representing data, and usually encoding an item number. They commonly appear on goods in shops.
Binary numbering system	It consists of two digits, 0 and 1. The system is used to write the binary code that forms the backbone of the modern computer language.
Biometric systems	The science of identifying an individual through their body characteristics such as face geometry and hand geometry (e.g. fingerprints) iris or retinal scans, vein and voice patterns.
Bistable device	A device that can function in one of only two positions.
Bit	The smallest unit of storage in a computer. It can be either a 0 or a 1.
Bluetooth	<p>- A standard developed by a group of electronics manufacturers that allows any sort of electronic equipment (computers, digital video cameras, cell phones, PDAs, keyboards and others) to automatically make their own connections without wires, cables or any other direct action from a user.</p>
Other wireless services	- Xender, Xshare, Airdorp, Cast, <i>Printing</i> , etc....
Bootng	Loading the operating system (OS), into primary memory (RAM).
Broadband channel	A transmission channel capable of transmitting large volumes of data at speeds of over 100,000 cps.

Browser	A program that enables you to find, retrieve, view and send hypertext and hypermedia documents over the world wide web.
Buffer	A temporary area holding data that is in transit from one device is delayed by the other.
Bug	An error within a computer program/software.
Byte	A combination of eight bits that has the storage power to represent one character.
Cache memory	Very fast memory that the processor can access much more quickly than main memory/RAM
CAD	Computer Aided Design or Computer Aided Drafting. The use of hardware and software for the drawing of engineering or architectural designs.
CAE	Computer Aided Engineering. The use of a computer to analyse engineering designs produced by CAD systems by simulating a variety of conditions to see if the design works.
CAI	Computer Aided Instruction. The use of a computer to help students acquire knowledge in a particular subject area.
Calculated field	A new field where the result of an expression/formula that is created is displayed.
CAM	Computer Aided Manufacturing. The use of a computer to control manufacturing plant and equipment in a production system.
Category axis	The X-axis of a chart.
Cell	The intersection of a row and a column in a spreadsheet, used to hold a label, value or formula.
Cell pointer	Identifies the active cell.
Cell reference	The cell's (column, row) position.
Character	Can be a letter, a number, a symbol, a punctuation mark or a blank space.
Character printer	Prints one character at a time, much like a typewriter.
Chat room	A group of people with common interests communicating with one another interactively in real

	time.
Client/server	A network in which any computer can be designated as the server.
Clip art	A collection of icons, buttons, pictures and symbols used to represent common objects, processes and ideas that can be inserted into various documents.
Clipboard	A temporary storage area used to hold information cut or copied from a document.
Coaxial cable	A type of communications channel used to transmit voice, video and data.
Column break	The position in a column where the text ends and the next column starts.
Command	A word that instructs the computer what must be done to accomplish a specific task.
Compiler	A compiler translates the entire program (source code) to machine code, then the code is executed.
Computer engineer	An individual who maintains and troubleshoots computers and networks.
Computer operators	A person who monitors and controls a computer system by operating the central console.
Computer program	A series of coded instructions for the computer to obey in order to solve a problem.
Concurrent processes	Processes running at the same time in a multitasked environment.
Condition	An expression that when evaluated either gives a TRUE or a FALSE.
Configuration	How computers on a network are connected together. - The technical arrangement of the computers on a network.
Constant	A value that never changes throughout the course of a running program.
Continuous data	Data that can be measured and can be recorded at many different points.
Crosstab query	Compresses the query results and displays them in a

	spreadsheet-like fashion.
Cut	Remove selected material from a document and copy it to the clipboard.
Data	All the raw facts and figures that a computer processes by following a set of instructions called a program.
Data capture	The first stage of getting data into the computer using various input devices.
Data communication	The transmission of data from one location to another for direct use or for further processing.
Data file	A source of data, a document.
Data integrity	Ensuring the accuracy and completeness of data when it enters a system and throughout its subsequent processing.
Data range	The data selected to create a chart.
Data security	The physical, hardware and software methods used to protect data.
Data source	A file that contains the information or records that are required to be merged into a main document.
Database	An organised collection of structured data about a particular subject (person, place or things)
Database administrator	The process by which information is organised and stored on a computer in such a way that there is efficient retrieval, updating and manipulation of the data.
Database management	The process by which information is organised and stored on a computer in such a way that there is efficient retrieval, updating and manipulation of the data.
Database package	A set of software that enables users to organise and store data so that specific items of information can be easily and quickly retrieved.
Debugging	The process of finding and correcting errors in a computer program.
Dedicated	A permanent connection to the Internet at all times. It

connection	is usually a paid connection.
Dedicated server	A server dedicated to a single task/function on the Internet.
Default settings	A pre-set number of features.
Delete query	Deletes a group of records from one or more tables.
desktop	The main screen in Windows where you can put files, folders and or icons that act as shortcuts to various programs.
Direct access	Means that one can go directly to a specific piece of data without having to access any other data either before or after the data you want.  As opposed to serial access.
Directory	A collection of files or other (named) subdirectories, as part of a tree structure.
Discrete data	Data that can be counted
Disk repair utility	A utility programme that scans a Hard disk or other storage device for bad/defective sectors and either makes repairs to these sectors, or marks the defective area so that the operating system will not store any data in that location.
Distance learning	Learning and education where the students and the instructor are in physically different locations, made possible through the use of technology such as the Internet, teleconferencing and satellite.
Documentation	Written explanation of how the program works and how to use it.
Domain Name System (DNS)	A distributed database system for translating a host computer name (such as 'jab.baj.com') to an IP address say 192.23.145.6 or vice-versa.
Download	Retrieving a file stored on another computer on the Internet.
Dynaset	The resulting collection of records from a specific query.
e-commerce (electronic	The buying, selling, marketing and servicing of products and services over computer networks.

commerce)	
Electronic eavesdropping	The tapping of a data transmission line to access data being transmitted.
Electronic funds transfer EFT	The movement of funds from one account to another electronically.
e-mail	The sending and receiving of electronic messages – text, sound, video and graphics using computers.
e-mail address	A unique address used to identify persons sending and receiving e-mail.
Encrypting	Encoding/scrambling data during storage or transmission so that it cannot be understood by someone who does not have the encryption key.
encryption key	Software to convert encrypted data back to its original form.
Endnote	Text at the end of the document or section that cites the source or additional information pertaining to the text within the document.
Ergonomics	Determining the best working conditions for humans who work with machines.
Expert system	A program that analyses input data and provides answers at the level of an expert in a particular field.
Extranet	Limited access to an organisation's intranet by people outside the organisation.
Fibre optic	A communications channel consisting of hundreds or thousands of thin hair-like strands of glass that transmit pulsating beams of light.
Field	An area in a record reserved for a particular data item.
Field definition	The attributes that describe a field and determine how a field is stored, works and is displayed.
Field size	The maximum storage size allocated for a field.
File defragmentation	Finding fragmented files and organising them back in a contiguous manner.
File transfer protocol - FTP	A set of rules for transmitting stored files over the Internet, either by downloading or uploading.

Find function	A search action that allows one to locate words, phrases or pieces of text within a document.
Finite loop	A loop where the instructions are repeated specified number of times.
Folder	A directory.
Font	A particular typeface (shape of the character); a collection of characters (letters, numbers, symbols, punctuation marks and spaces) with a consistent appearance.
Font size	Refers to the height of a character measured in a unit called points where 1 point is $\frac{1}{72}$ of an inch.
Font style	Refers to whether the font is standard, bold or italic.
Footer	Text or graphic that appears in the bottom margin of every page of a document.
Footnote	Text at the bottom of a page that cites the source or additional information pertaining to information on the page.
Form	A method used to enter, view and print the information in a table other than in rows and columns.
Formula	Used to perform operations on numbers. It must start with an equals sign, which is followed by numbers, different operators or cell references that are part of the calculation.
Full-duplex line	A transmission line that can simultaneously send and receive data.
Function	A predefined method of performing a specific task.
Gateway	An interface that enables communication between two different networks.
Graphics/video card or adaptor	An electronic link between the computer's processor and the monitor; a circuit board that connects the processor to the monitor.
Gutter margin	A margin setting that allows additional space for binding.
Hacking	Unauthorised access to a computer system.

Half-duplex line	A transmission line that can send and receive data but not simultaneously.
Handle	A made-up name that a person uses in a chat room.
Hard copy	Printed output from a computer.
Hard page break	A page break deliberately inserted before the end of a page.
Hardware	All the parts of the computer system you can see and touch.
Header	Text or graphic that appears in the top margin of every page of a document.
High level language	Machine independent and not specifically designed for any one brand of computer.
Home and Internet banking	A form of banking which gives you the convenience of doing transactions from home or anywhere there is Internet access.
Hub	A common connection point for devices in a network.
Hyperlink	An element in an electronic document that links to another place in the same document or to an entirely different document.
Hypermedia	Documents containing links to text, graphic, sound or video files.
Hypertext document	A document containing links to documents located on the same computer or on another computer on the Internet.
Hypertext Mark-up Language HTML	A programming language used to create web pages.
Hypertext Transfer Protocol HTTP	A set of rules that controls how data travels between server and client.
Icon	A pictorial object on your screen that represents files and activities with which you can work.
Image aspect ratio	Refers to the ratio of width to height of an image on the screen.
Impact printer	Printer that uses a number of metal hammers to strike an inked ribbon.

Indefinite loop	A loop where the instructions are repeated an unspecified number of times.
Ink jet printer	A printer that works by spraying ink through tiny nozzles to form characters and patterns on paper.
Input devices	Pieces of equipment that are used to put data into the computer.
Instant messaging	A variation of IRC; it allows a user on the web to contact another user currently logged on and type a conversation.
Integrated circuit	A memory chip made up of millions of transistors and capacitors.
Internet relay chat (IRC)	A real-time conference system that lets you talk with as many people as you like, grouped together on channels by topics, using text messages.
Internet service provider ISP	A company that has a direct connection to the Internet and gives users access to it, usually for a fee.
Interpreter	An interpreter translates and executes one instruction at a time as it is encountered. The machine codes are not saved after execution.
Intranet	A micro-version of the Internet within a company or organisation.
IP address (Internet Protocol address)	The unique address that identifies a computer on the Internet.
Joystick	An input device that uses a lever to control movement of a cursor or graphic image.
Justification	The alignment of lines of text between the left and right margin of a document.
Knowledge base	A database part of an expert system containing a large volume of information in a particular field.
Knowledge-based system	An expert system.
Label	A title or heading to describe an aspect of the worksheet. It can contain any string of characters (letters or numbers) but must only start with a character that does not indicate a formula or number.
Local area network	A collection of computers in a building, department or

(LAN)	school that can share peripherals, share information and communicate with each other on the Internet.
Language translator	Translates a program written by a programmer into machine language.
LCD – liquid crystal display	A monitor with uses liquid crystals as part of the display.
LCD panel	this multimedia projector is the size of a notebook and is placed directly on the surface of the overhead projector (OHP); it can be connected to devices just like the LCD projector.
Light pen	A light-sensitive input device that detects the presence or absence of light on the display and is used to select an entry or indicate a position.
LCD projector	This multimedia projector has its own build-in lenses and light source and connects directly to computer, television, video/DVD player and video camcorder.
Line or bus technology	A network consisting of a single line or cable (also called the backbone) with nodes at different points. Servers, computers and other devices can be connected to any of the nodes on the line.
Line printer	Prints a line at a time using a limited number of characters. These printers do not print graphics.
Light pen	A light-sensitive input device that detects the presence or absence of light on the display and is used to select an entry or indicate a position.
Low level language	Machine dependent, different brands of computer use different codes.
Machine code	The type of instruction that the computer's CPU can directly execute. Different types of computer have different machine-code languages.
Machine language	Normally written using 1s and 0s, binary code.
Machine readable	Computer output that cannot be understood by humans.
Macro	Short program written to automate several steps in software, such as in database, spreadsheet and word-processing programs.

Magnetic Ink Character Recognition/Reader	MICR- The use of magnetic ink, especially on cheques, to print and to detect special characters.
Magnetic strip reader	A device that reads the data contained in magnetic strips, such as those on the back of credit cards or bank cards, library access cards etc.
Mail merge	The ability to produce a large number of personalised form letters, mailing labels, and memos without having to type each one individually.
Mail server	A computer on the Internet that receives incoming messages and delivers outgoing messages
Mailbox	The area of storage allocated to a registered user by a server to hold incoming messages.
Mailing list	A group of people using e-mail to communicate their views on common issues or interests.
Main memory	Holds data and instructions that the computer is processing at the time.
Many-to-many relationship	Where many records/entities in one table are linked to many records/entities in another table through a common entity.
Menu	A list of commands fro program action from which a user can chose.
Menu bar	An area, usually horizontal and near the top of a program's window, containing the names of menus relevant to the program's operation.
Merge field	The name of the data that will be stored in the data source and later be merged into the main document as part of a nail merge.
Microfilm	An output medium consisting of a roll of film.
Modem	Modulator/demodulator: a device to convert digital data from a computer into analogue from that can be passed along a telephone wire, and vice versa.
Modulation	The use of a rapidly oscillating waveform to transmit signals. Usually the amplitude of the wave represents the value of the signal being transmitted.
Mouse	A hand-controlled device that rolls across a flat

	surface and whose movement controls the action of a screen cursor.
Multi-access system	A system which allows a number of users with online terminals to interact with the same computer at the same time.
Multimedia chat	The use of microphone and/or web cam to communicate over the Internet.
Multimedia projector	A device to create and deliver dynamic presentations that include sound, photos, video, text and other moving graphics as well as other effects.
Multiprogramming	The ability of the computer to appear to run more than one program at the same time, although at a specific instant in time the CPU is dealing with one instruction for one of the active programs.
Multitasking	A hardware device on a computer that enable it to communicate over a network.
Narrow-band	A communications channel which can transmit data at slow speeds of between 10 to 30 characters per second (cps)
Natural language processing	NLP – Computer systems that recognise, understand and process written and spoken language; includes voice recognition systems and voice synthesis systems.
Network	A group of two or more computers linked together so that they can share resources (hardware, software and peripherals) and communicate with each other.
Network administrator	The person responsible for the creation, administration and security of computer networks.
Network interface card NIC	A hardware device on a computer that enables it to communicate over a network.
Newsgroup	A group of people with common interests who communicate by posting messages and replies on the Internet.
Newsreader software	Software that allows you to read and post messages to newsgroups.
Non-impact printer	Printer in which the print head does not strike the paper.

Non-volatile	Cannot be easily changed.
Numeric variable	A variable that stores only numeric data.
Object	An option a user can select and manipulate; it includes tables, forms, queries, reports, macros and modules.
One-to-many	Where one record/entity in one table is linked to many records/entities in another file/table.
One-to-one relationship	Where one record/entity is linked to exactly one record/entity in another file/table.
Online shopping	Buying goods and services over the Internet.
Online terminal	A device for entering or displaying data, which is connected to a computer system.
Optical Character Recognition (OCR)	The use of software and a scanner to read and recognise characters.
Optical Mark Reader/Recognition (OMR)	A reader that detects the position of marks on a piece of paper.
Packet	A group of bits transmitted as part of a data stream across the Internet, numbered so that the data stream can be reassembled when it arrives at the destination computer.
Paste	Copying material from the clipboard into a document.
Peer-peer-network	A network in which computers can communicate directly with each other, so that each can be considered as both client and a server.
Pixel	One of the many tiny illuminated dots that make up the picture on the monitor screen. Also known as picture element.
Plasma display	A monitor in which light is created by a plasma discharge from phosphors between two flat panels of glass.
Plotter	A device that draws by moving a pen, and is especially suited for line drawings and charts in conjunction with CAD packages.
Pointing device	Used by graphical operating systems e.g. Windows to show the motion of a pointer or cursor, and enable the

	control and selection of objects on the display.
Point-to-point protocol	A protocol used to establish network-protocol-supporting links over telephone lines using modems.
Primary key	A selected field or fields in a table that uniquely identifies a record.
Printer	A device especially designed to produce a hard copy of computer output.
Process control	The use of digital computers to monitor external processes closely and take corrective action if necessary, in industries such as chemical plants, steel mills and oil refineries.
Processor	The 'brain' of the computer. It takes raw data and, following a set of instructions, converts it into information.
Program	A set of instructions to the computer to complete a task.
Program counter	A register which holds the address of the current instruction (the instruction being processed)
Programmer	A person who writes, tests, debugs, documents, updates, repairs, modifies and expands new or existing programs.
Programming language	A series of coded instructions for the computer to obey, written using the specific rules and statements.
PROM	A type of ROM that can be programmed using special equipment; it can be written to, but only once.
Protocol	A set of rules and procedures controlling the transmission and reception of data so that different devices or computers can communicate with each other.
Public domain software	Free software available for public use on the Internet
Query	A method used for storing and answering questions about information in a database.
Random Access Memory RAM	A type of chip which holds data and instructions – programs – temporarily while processing is taking place using that data and program.

Range of cells	A group of continuous cells that forms a rectangle and is treated as a unit.
Read only memory ROM	A type of chip which holds data and instructions necessary for starting up the computer when it is switched on.
Record	A collection of related data about a specific subject – usually written out in Fields.
Refresh rate	The number of times a second the image is repainted or refreshed on the screen.
Register	A temporary storage location that holds a single instruction or data item.
Relational database	A database that links together logically related data stored in several files or tables.
Relative cell addressing (reference)	A reference to a cell in a spreadsheet that changes with respect to its current position when the formula is moved or copied.
Remote network access	Transmitting data between computers using a satellite link.
Repetitive strain injury RSI	An injury that affects the tendons and nerves due to repeating the same movement continuously for extended lengths of time.
Replace function	Replaces all occurrences of a word or formatting within a document.
Report	To organise and group information from tables or queries to format the data for online viewing or to print the data from the database.
Resolution	The number of dots horizontally (w) and vertically (d) on a monitor screen, always specified in the form 'w x d'. it determines the clarity and sharpness of an image.
Robot	Computer-controlled machinery that includes functions such as locomotion, mobility, grasping and recognition.
Root drive.	The base position of a disk.
Router	A specialised computer or a piece of electronic hardware designed to direct data efficiently towards its

	intended destination across a network.
Save	Store a document on secondary storage device so that it can be made available for editing and printing at a later date.
Scanning device	Designed to scan pictures and text and translate them into a form that the computer can use.
Search engine	Software or a web site that enables a user to find information quickly by typing in key words or phrases.
Search terms	The keywords or phrases a user types into a browser to enable it to find the information they want to find.
Seek time	How long it takes the read head to get to the right track on a disk.
Select query	Extracts data from tables based on a criterion or specified value.
Sensor	A device that measures physical quantities such as temperature, fluid flow, pressure, etc.
Sequentially	Data is retrieved in the order in which it was stored on the storage device.
Series	The row-column-headings that make up the range of values from the worksheet that is used to create a graph.
Server	On a network, a computer running software that allows resources to be shared with the other computers called clients.
Simplex line	A transmission line that can send or receive data but not do both.
SLIP/PPP	Serial Line Internet Protocol/Point-to-Point Protocol: the rules that govern how a computer connects to the Internet.
Smart card	A card similar in shape to a credit card, but with an embedded microprocessor (a thin gold-coloured memory chip) having processing and storage capacity.
Soft copy	Ourput or temporary ourput refers to information displayed on a screen or in audio or voice form through speakers.

Soft page break	Moving from a completed to a new page automatically.
Software	A set of instructions (a program) that a computer needs to carry out its tasks.
Source code	Program written in the specific programming language.
Source document	Document on which data is first recorded before it is entered into the computer.
Speech synthesis/Voice synthesis	The ability of a computer to produce sounds resembling human speech.
Spider	A program that searches the web looking for new pages to add to a search engine's database.
Spyware	Software that covertly monitors a user's actions without their knowledge and is capable of locally saving or transmitting those findings to someone else.
Star network	A network consisting of several computers and other devices connected to a central hub.
Stylus	A pointing device in the shape of a pen which allows the user to make selections on the surface of a graphics/digitising tablet.
Subscript	Places characters below the normal line.
Superscript	Raises characters above the normal line.
Syntax	Specific rules and statements of that particular computer language.
Syntax error	A programming error caused by incorrect use, violating the rules governing the structure of the language.
System analyst	A person who studies the operations of a manual or computerised system and tries to find solutions to specific user problems by implementing a computerised system or upgrading an existing one.
Table	A basic unit of a database which contains data on specific topic.
TCP/IP-Transmission Control Protocol/Internet	A set of protocols used to transfer data from one computer to another over the Internet

Protocol	
Telecommuting	Working at home instead of the office, and transmitting work over a communication network to the computer at the office.
telnet	A terminal emulation program that enables a user to access data and programs from a host computer.
Text-based chat	The use of text to communicate in a chat room.
Toggle key	A key , for example caps lock or insert, that switches back and forth between two modes or functions.
Topology	The way in which computers in a particular network are logically connected together.
Touch screen (touch terminal)	A device that enables a user to input data by touching a screen with a finger or another object.
Track	A set of numbered concentric rings on the surface of a data storage disk.
Transmission time	The time taken to read the data from a storage disk and transmit it to the CPU
Twisted pair	A communication channel consisting of two strands of twisted insulated copper wire.
Uniform Resource Locator - URL	The address of an Internet file, usually in the format: <i>'Protocol://Server/Path/Filename'</i> .
Update query	Makes changes t a group of records, or all records, in one or more tables based on specific criteria.
Upload	Sending files to other computers on the Internet.
User interface	The user-controllable part of the operating system which allows you to communicate, or interact, with it.
Validation	Checking performed by the computer to ensure that data entered obeys the rules which apply to it.
Value	A piece of data that can be used in a calculation.
Value axis	The Y-axis of a chart.
Variable	A name that is given to represent a piece of data that can be changed/varied while the program is running.

