Glossary

Nothing in education is so astonishing as the amount of ignorance it accumulates in the form of facts. ~ Henry Adams

When talking with students, computer coordinators, or anyone technical, we often confront a language barrier. The use of terms that isn't fully understood, especially acronyms, may make things seem very confusing. I have provided a list of acronyms, in alphabetical order, to assist in understanding the techno-mumbo-jumbo used today. I hope you find the listing very helpful.

@: *- Pronounced at sign or simply as at, this symbol is used in e-mail addressing to separate the user's name from the user's domain name, both of which are necessary in order to transmit e-mails. For example, the e-mail address* digitaldivide@sefitch.com *indicates that the user named digitaldivide receives e-mail "at," (or @) the sefitch.com domain.*

AAC: *Advanced Audio Codec. A new technology for compressing music files that's used in the Apple iPod and iTunes. Many say it will replace MP3. See* http://www.vialicensing.com/products/mpeg4aac/standard.html

Access point: *An access point is a piece of equipment that sends and receives wireless signals to and from a Wi-Fi-enabled PC, wirelessly connecting it to a network or the Internet. An access point transmits a Wi-Fi signal that multiple users can share simultaneously.*

Anti-Virus: *An application designed to search for viruses and repair files on a computer.*

Application: *Program or software. Programs that allow to you accomplish certain tasks such as write letters, analyze numbers, sort files, manage finances, draw pictures, and play games.*

Arrow Keys: *The keys on computer keyboard used to move the cursor up, down, left, or right on your screen.*

AUP (Acceptable Use Policy): *A set of rules and guidelines that are set up to regulate Internet use and to protect the user.*

Backspace / Delete key: *Key on a keyboard that moves the cursor to the left one space at a time*

Back-Up: *A second, safe copy of a file, program or any kind of data. All-important data on your computer should be backed up and kept in a safe location in the case of hard disk failure or computer theft.*

BBEdit: *A program used by HTML programmers to create Web pages. The rest of us use WYSIWYG programs such as Dream weaver.*

BBBOnline: *mission is to promote trust and confidence on the Internet through the BBBOnLine Reliability and Privacy Seal Programs. BBBOnLine's web site seal programs allow companies with web sites to display the seals once they have been evaluated and confirmed to meet the program requirements.*

BlackPlanet.com, *one of the fastest growing community sites today.*

Blog*: is short for weblog. A weblog is a journal (or newsletter) that is frequently updated and intended for general public consumption. Blogs generally represent the personality of the author or the Web site. A blog is basically a journal that is available on the web. The activity of updating a blog is "blogging" and someone who keeps a blog is a "blogger." Blogs are typically updated daily using software that allows people with little or no technical background to update and maintain the blog. An online journal.*

Bold: *A style of text that makes a letter or word darker and thicker to stand out in a document.*

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

Buttons: *A hot spot used in multimedia applications to navigate from one place to another or to activate elements (e.g., sound, movies, animation).*

Button Bar: *A little box on your screen that you click on with your mouse to accomplish a task. Most buttons contain small pictures (icons) that display what they do, such as a small printer that can be clicked on to print a document. It's also recognized as a horizontal strip of buttons near the top of a window. It provides shortcuts for commonly used commands. Some programs let you choose to hide or display the button bar, and mix and match buttons to customize a button bar. Also known as a toolbar.*

Byte, Kilobyte, Megabyte, Gigabyte: *A **byte** is a unit of computer memory. It is a very small unit. Just to give you an idea about how small it is, the computer needs one byte of memory to remember or store one character! That is why computer file sizes are usually expressed in **Kilobytes** (roughly 1000* bytes) and your computer's RAM (Random Access Memory) is usually expressed in **Megabytes** (roughly 1000* kilobytes), and your hard drive is usually measured in **Gigabytes** (roughly 1000 megabytes). To simplify matters, remember this:*

- *1000 Bytes = 1 Kilobyte (KB)*
- *1000 Kilobytes = 1 Megabyte (MB)*
- 1000 Megabytes = 1 Gigabyte (GB)
- *One Kilobyte is actually 1024 bytes

All new computers sold today come with a minimum of 128 megabytes of RAM and most have 256 megabytes installed.

Cable modem: *can transfer data at 500 kbps or higher, compared with 28.8 kbps for common telephone line modems, but the actual transfer rates may be lower depending on the number of other simultaneous users on the same cable. A faster, affordable bandwidth solution of access the Internet at home and/or at a small business.*
Caps Lock key: *Key on a keyboard that is used to key all capital letters.*
CD-ROM: *Stands for Compact Disk Read Only Memory. It's an optical disk that can only be read from and not written to.*
Cell: *The space at the intersection of a row and column in a spreadsheet.*
Central City: *A central city is the largest city within a "metropolitan" area, as defined by the Census Bureau. Additional cities within the metropolitan area can also be classified as "central cities" if they meet certain employment, population, and employment/residence ratio requirements.*
Chart: *A way to present information from a spreadsheet in the form of graphs or tables.*
Circle Graph: *A picture showing the relationship of two or more sets of data using a circler.*
Clip Art: *A series of picture files that are stored on a disk that can be "clipped" and pasted into a document.*
Column: *The vertical divisions of a spreadsheet that intersect that horizontal division (rows) to form cells in which data can be entered.*
Common operating environment (or COE): *A business with a network environment, where a number of employees have access to a central data depository that will establish document naming conventions, determine the file structure, grant access as appropriate, and safeguard information.*
Community Access Center: *A public place where a local community can use computers, the Internet, or other new technologies. Community access centers can include libraries, schools, community centers, and other public access points. Communities may vary as to which public access points serve as community access centers.*
Computer: *A "computer" is defined for Current Population Surveys as a personal or home workstation having a typewriter-like keyboard connected to a laptop computer, mini-computer, or mainframe computer.*
Copy: *To highlight a section or whole document and leave it unaffected but make a duplicate and put it another place.*
CNet™ (http://www.cnet.com) *reviews many products and rates them. Go to CNet.com and search "security," "virus protection," "spyware protection," or "firewall." You can order the list by review date or highest rated.*
CPU (Central Processing Unit): *The main component, or "brain," that allows computers to do millions of calculations per second and makes it possible for users to write letters and balance your checkbook.*
Cursor: *This is where the action is located on your screen, represented by a flashing line. When you type on your keyboard, the information appears at the cursor.*
Cyber-Crime ('computer crime') *is any illegal behavior directed by means of electronic operations that targets the security of computer systems and the data processed by them. In a wider sense, 'computer - related crime' can be any illegal behavior committed by means of, or in relation to, a computer system or network, however, this is not cyber-crime*

Data: *A general term for pieces of information that a computer processes.*
Database: *A collection of data organized for search and retrieval.*
Delete: *A key used to erase characters.*
Desktop: *The background on the windows, menus, and dialog boxes on a PC. It is supposed to represent a desk.*
Desktop publishing: *Using features of word processing/DTP software to format and produce documents, letters, reports, flyers, and newsletters with graphics.*
DHTML: *Dynamic HTML. Language used to program Web pages that change based on what the user does, using style sheets and scripts. Not for the faint of heart.*
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. A jacket that has openings to allow the disk drive to read or write information*

protects it. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information.

Driver: *A driver is the software needed to run a hardware device, such as a printer, sound card, monitor, or scanner. New computers usually come with all the drivers already installed. But if you buy a new printer later or upgrade you video card, you will have to install the driver for it from the manufacturer. The driver may be stored on a floppy disk, a CD Rom, or you may have to download it from the manufacturer's web site. Usually the driver comes packaged with the software that came with your new hardware. You just have to install it.*

Domain: *The part of an Internet address that identifies where a person's account is located. For example, in the address* mailto:info@sefitch.com *the domain is everything after the @.*

Download: *transferring information electronically from another computer to your computer.*

DSL: (*Digital Subscriber Loop*) *a family of digital telecommunications protocols designed to allow high speed data communication over the existing copper telephone lines between end-users and telephone companies. When two conventional modems are connected through the telephone system (PSTN), it treats the communication the same as voice conversations*

Edit: *To make changes in a document or presentation.*

E-mail: *The digital transmission of a message from one person to another using a communications network.*

Enter / Return: *The key used to begin a new line in a word processor, or to enter information into a spreadsheet. It is the same as clicking OK in a dialog box.*

.EXE: *Executable. Filename extension used for application programs in the Windows operating system. Many viruses often arrive unwanted with this moniker. Never open an .exe file whose provenance you doubt.*

Federal Communication Commission: (FCC) *is an independent United States government agency, directly responsible to Congress. The FCC was established by the Communications Act of 1934 and is charged with regulating interstate and international communications by radio, television, wire, satellite and cable. The FCC's jurisdiction covers the 50 states, the District of Columbia, and U.S. possessions.*

File: *A set of related records in a database.*

File Sharing: *Sharing files, usually MP3 music, videos or software, over a network of computer. Programs such as Kazaa, Kazaa light and Grokster enable you to download and upload files on a network of millions of computers around the world. See Links Page.*

Firewall: *Technology that prevents users from visiting inappropriate web sites, and protects the network from unauthorized users.*

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

Format or Re-format: *Disk formatting is the process of preparing a hard disk drive or other storage medium for use by the operating system. Formatting essentially creates the file system structure that the operating system requires for data to be stored on the drive.*

There are several different file systems, such as FAT, Fat32, and NTFS.

Formatting a disk destroys all data that is on it, including Windows Operating System. For this reason, before any disk is formatted, backups of important data should be made. A backup of all device drivers should also be made. The advantage of re-formatting is that a computer running on a severely corrupted operating system can be reverted to a fresh and new state. Formatting a disk also eliminates all accumulated digital garbage that has built up over the months or years.

Disks can be formatted with two or more file systems, divided into sections: this is known as partitioning.

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

FTP (File Transfer Protocol)*: A system for transferring files over the Internet, used most often to move files between your computer and a server.*

Gif (*Graphic Interchange Format -***Pronounced "jiff."):** *A file format for pictures, photographs, and drawings that are compressed so that they can be sent across telephone lines quickly. Format widely used on electronic bulletin boards and the Internet and is limited to 256 colors, so they cannot be used for high-end desktop publishing.*

Graph: *A picture shows the relationship of one or more sets of numbers to each other. Some graph types are line, bar, area, and pie graphs.*

Graphic: *Images/pictures created, edited, and/or published using a computer.*

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.*

Hard Drive: *The hard drive is the main storage device in the computer. It consists of several round platters that spin at either 5400, 7200 or even 10,000 RPM. They range in size from ten or twenty gigabytes right up to 200 gigabytes in a higher end computer.*

Hardware: *The physical equipment of a computer, such as a CPU, storage devices, keyboard, screen, mouse, joystick, printer, speakers, etc.*

Highlight or Select: *To choose part of a document by clicking and dragging over it with the mouse to highlight the text.*

Home Page: *An introductory screen on a web page on the World Wide Web, used to welcome visitors. A home page can include special text or graphics on which you click to jump to related information on other pages on the Web.*

Home Row: *Keys on the keyboard with fingers of the left hand are on A-S-D-F and fingers on the right hand on J-K-L-;*

Host: *The name given to a computer directly connected to the Internet. Host computers are associated with computer networks, online services, or bulletin board systems.*

Hot spot: *A hot spot is a place where a service provider offers users Wi-Fi Internet access in a given location.*

HTML: *Hyper Text Markup Language. Coding used in web pages. Geeks write it directly; the rest of us use web-page editors that write the HTML for us.*

Hyperlink or Hypertext (HTTP): *Special text when clicked jumps the user from one related topic to another.*

HTTPS: *a unique protocol that is simply providing a secure path to a web site. See **SSL** for further details.*

Install: *The steps taken to copy files of an un-installed program on to your computer's operating system and then configuring it with the options that you require.*

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

Information Highway: *A term used when discussing information networks of the future, which will likely carry video and audio as well as computer data.*

IP (Internet Protocol): *Without it there'd be no Internet, no World Wide Web. It's the standard syntax used to assemble and manage the packets of data that send information back and forth across the net.*

Input: *The process of entering information into a computer.*

Internet: *A worldwide system of interconnected networks allowing for data transmission between millions of computers. The Internet is usually accessed using Internet Service Providers.*

Internet Service Provider (ISP): *An organization or company that provides Internet access to individuals or organizations.*

Jpeg (*Joint Photographic Experts Group): A standard for shrinking graphics so they can be sent faster between modems and take up less space on your hard drive. These graphics can be reduced to 5 percent of their original size, but the image quality deteriorates. However, compressing graphics to 30 or 40 percent of their original size results in minimal loss of quality. A digital camera uses JPEG compression.*

K (Kilo): *Greek for thousand. A kilobit is a thousand bits of data. A Kilobyte is a thousand bytes, bytes consisting of eight to ten bits, depending on who's counting.*

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.*

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

Label: *The term given to the words entered on a spreadsheet usually naming a column.*

LAN*: Local Area Network. The network that connects the computers together in your office or school or maybe even at home. Can be wireless or cabled, most commonly using Ethernet.*

Landscape: *The page setup that permits a document to be printed in a horizontal position.*

Laptop: *A portable personal computer of a size suitable to carry in a small briefcase (portfolio) and rest comfortably on one's legs.*

Line graph: *A graph used to display trends and compare data.*

Line spacing: *The span between lines of text.*

Linear: *Moving in a straight line or path; a multimedia presentation that moves in a straight line from image to image.*

Links: *Connections that bridge one image, page, or word to another by clicking on a highlighted word or phrase.*

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

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

Megahertz and Gigahertz: *This is the speed of the computer. One megahertz is one million operations per second. In 1993, my first computer was 33 megahertz, which was considered very fast at that time. Today I have a 2300-megahertz or 2.3 gigahertz. These days, computers are running at speeds of up to 2.8 Gigahertz. One Gigahertz is 1000 megahertz so a 2.8 Gigahertz computer is capable of performing 2.8 billion operations per second.*

Modem: *A modem is defined as a device used to connect the computer to a telephone line, often for the purpose of connecting to on-line services. A modem can either be located internally in the PC, or can be an external device.*
Monitor: *The device with a screen used to show computer images.*
Motherboard: *These are the devices that are usually on the outside of the computer box or case. They include the keyboard, the printer, the mouse, the scanner, the speakers, etc. The main circuit board in the computer. All other parts of the computer are plugged into the motherboard including the CPU (processor) and RAM (memory).*
Mouse: *A tool used to move the cursor and pointer around the screen.*
Multimedia: *To use a combination of text, pictures, sounds, movies, and/ or animation in a presentation.*
MP3: *MPEG audio layer 3. A scheme for compressing music files. MPEG stands for Motion Picture Expert Group, which designed this method originally for use in compressing digital video.*

NAT (Network Address Translating): *Since every computer on the Internet needs its own unique IP address, and there are not enough addresses to go around, NAT is used in many LAN's to allow more computers to be online, by translating the LAN's address through to the individual computers.*
Network: *A system of connected computers that allows the sharing of files and equipment. There are two types of networks: local area network (LAN) and wide area network (WAN).*
Network Interface Card: *often abbreviated as NIC, an expansion board you insert into a computer so the computer can be connected to a network (Local Area Network, private home network, cable modem access, as well as DSL). Most NICs are designed for a particular type of network, protocol, and media.*
Non-Linear: *Not moving in a straight line or path; a multimedia presentation that transitions from one image to another in an order that is preset, but not necessarily in a straight path - Example: a non-linear presentation can transition from image 1 to image 3 and back to image 1. using menus/branching.*
Numeric Keypad: *The portion of a keyboard, set up like an adding machine or calculator used to enter numbers and equations quickly into the computer.*

Online Resources: *Internet information available to a computer user.*
Online Safety: *Precautions taken to protect personal information and images from being misused by others.*
OS X Operating System X (Ten): *The software that performs the basic operations on the new Apple® Macintosh™ computers. based on the Unix™ operating system, OS X and Linux are the leading (and growing and relatively virus-free) competitors to the Windows™ operating system from Microsoft®.*
Operating System: *software, which handles the interface to peripheral hardware, schedules tasks, allocates storage, and presents a default interface to the user when no application program is running.*

Page Set Up: *The term in reference to the way a document is formatted to print.*
Partitioning: *A method of dividing a large hard drive into smaller chunks that can each be assigned a separate drive letter. For instance, an 80 Gigabyte drive might be partitioned into four 20 gigabyte drives, each with its own drive letter; C, D, E and F.*
Password: *A code for the security protection to allow access to a computer or the computer programs.*
Paste: *To insert the last information that was cut or copied into a document. Cut and paste can be used to move information within or between documents.*
PC (Personal Computer): *See Computer for a description.*
PDA (Personal Digital Assistant): *a small, hand-held computer typically providing calendar, contacts and note taking, but may include other applications, such as web access and media player.*
Peripherals: *any part of a computer other than the CPU, or working memory (i.e., disks, keyboards, monitors, mice, printers, scanners, tape drives, speakers, camera, etc…)*
Pictogram: *Pictures used to create a bar graph chart*
Pie Graph: *Circle graph divided into pieces that look like portions of a pie.*
Piracy: *The unauthorized duplication and distribution of copyright-protected software.*
PNG (Portable Network Graphics): *A scheme for compressing image files, most often seen as a filename extension. Though all the new browsers can handle .png files, they are not used as much as .gif and .jpg images.*
Portrait: *The default page setup that prints the document vertically.*
Print: *To put what is on the computer screen on paper. It creates a paper copy of the document created on the computer.*
Printer: *A hardware device used to make a paper copy of what is created on the computer.*
Probeware: *Computer assisted data collection tools*
Public Domain*: Software written and then donated to the public. Anyone can use and copy public domain software free of charge, but it is not always the same quality as commercial software.*
PUBACCESS: *Internet usage at a public library or community center.*

QWERTY: *Not really an acronym, it's what American keyboards are called. French keyboards are called AZERTY. Look on your keyboard and you will see why. But the other widely used method of laying out the keys, Dvorak, puts AOEUI on the middle row.*

RAM (Random Access Memory): *is the little integrated circuit board with a bunch of memory chips on it that plug into your motherboard. RAM allows information to be temporarily stored or accessed by the operating system and any programs being run. When a program operates, it uses a certain amount of the computer's RAM. A computer with 512 Mb of RAM will be able to run many more programs simultaneously than a computer with 128 Mb of RAM. Depending on what you are using your computer for, a good rule of thumb is to install as much RAM as you can afford.*

Record: *A collection of related field and entries.*

Retrieve: *To load a file from a diskette or hard drive with the intent to view, print or observe.*

Row: *The horizontal divisions in a spreadsheet named with a number.*

RTSP (Real Time Streaming Protocol): *A syntax for arranging the data in packets and managing their passage over the Internet, used for video and audio streaming such as QuickTime and Real Video. Since it uses UDP packets, some school firewalls block RTSP streams.*

Save: *To storing information on a floppy disk, hard drive or CD for later use. Work should be saved often, every 5 or 10 minutes, to make sure your latest changes are safely recorded.*

Save As: *To save a document with a new name.*

Scanner: *A scanner is like a camera for your computer. It takes a picture of whatever you place on its glass surface. Once you close the lid and start the scanner program, the scanner takes a picture that shows up on your computer screen, ready to be printed or exported into a image-editing program.*

Search: *To look for specific information on the Internet or computer.*

Search Engine: *Software that searches gathers and identifies information from a database based on keywords, indices, titles and text.*

Search Strategies: *There are 3 basic ways to begin a search.*
> 1. *Try to guess at the URL.*
> 2. *Use Subject directories provided by some search engines. Subject, categories, and subcategories that can be used for keyword search or to browse the categories group the selected resources.*
> 3. *Use a search engine for large searches using unique keywords or combinations of keywords to narrow the search.*

Security: *Protection of computer, computer files or a computer network from use without permission of the owner or owners.*

Select or Highlight: *To choose part of a document by clicking and dragging over it with the mouse to highlight the text.*

Server: *A special computer used to store programs and files, and then sends it out to other computers one or all at a time.*

Service provider: *a company or individual that provides a service (i.e., Internet, technical support, communication)*

Shareware: *Programs like public domains but ones for which the author / developer request a donation if you use the software.*

SMTP (Simple Mail Transfer Protocol): *The system of arranging and tracking packets of data in email messages that travel across the internet. Your emails are sent by, and received by, an SMTP server.*

Software/Application: *Programs that allow you to accomplish certain tasks such as write letters, analyze numbers, sort files, manage finances, draw pictures, and play games.*

Sound Card: *This is one of the little boards the plug-in to the motherboard. It's the part that makes all the sound you hear when you use the computer. This card enables you to play music CDs on your computer. The speaker, the microphone, and joystick all plug into to the sound card. Technically speaking, it is a digital to analog and analog to digital converter.*

Sort: *Arranging information in a specific order (usually ascending and descending).*

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

Spreadsheet: *An application that can be used to do calculations, analyze and present data. It includes tools for organizing, managing, sorting and retrieving data and testing "what if " statements. It has a chart feature that displays numerical data as a graph.*

SSID (service Set Identifier): *An SSID is a network setting on your mobile device or notebook (laptop) computer that enables it to identify wireless networks in your area. An SSID consists of a sequence of characters that acts as a network's name.*

SSL *(Secure Sockets Layer)*: *a protocol, designed by Netscape Communications Corporation™, to provide encrypted communications on the Internet.*

Stand Alone Computer: *A computer that does not rely upon any other computer or server to work.*

Storyboard: *A graphic organizer used for planning and developing a multimedia report/presentation. The contents, layout, and formatting of each card/slide and the linking together of the cards/slides.*

Streaming: *A technique for transferring data such that is can be processed as steady and continuous stream of audio and/or video.*

T1 (Telecommunications 1 megabit): *A way of describing the bandwidth of a communications connection. If your school is connected to the Internet with a T1 line, you can pass more data more quickly than a school with a cable modem or ISDN line.*

Table: *Columns and rows of cells that can be filled with text that are used to organize information*

Telecommunication: *The act of sending and receiving information, such as data, text, pictures, voice, and video. The exchange of information can be within a building or around the globe.*

Telecomputing: *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.*

Terra firma: *Solid ground; dry land.*

Thesaurus: *A feature in most word processors used to replace a word in a document with one that is more suitable and adds variety to your writing.*

TRUSTe®: *is an independent, nonprofit enabling trust based on privacy for personal information on the Internet. We certify and monitor web site privacy and email policies, monitor practices, and resolve thousands of consumer privacy problems every year.*

UDP (User-Defined Protocol): *Yet another method for arranging and managing data packets that flow across the Internet, this one open to a variety of syntaxes. UDP packets are often used for streaming audio and video, such as RTSP.*

Upload: *sending a file from your computer to another computer.*

URL Address (Uniform Resource Locator): *Website address. Example:* http://www.stevenefitch.com/

USB: *USB stands for Universal Serial Bus. It is a port through which data passes from the computer to an external device. Printers, mice, scanners, digital cameras, joysticks and many other devices are now connected to the computer via the USB port. A USB device is able to be plugged in and unplugged while the computer is running. This is called hot swapping. Most computer components are available today with the USB with a top data transfer speed of 12 Megabytes per second. There is also a newer version of USB called USB2. This new interface can transfer data at speeds of up to 480 Megabytes per second or 40 times faster than the original USB.*

User name: *First part of an e-mail address. Example: JDoe is the user name of the following e-mail address.* JDoe@yahoo.com

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Value: *The term for a number in a spreadsheet that can be added, subtracted, multiplied or divided.*

Vandalism: *The intentional act of destroying computer files or computer networks.*

Video Card: *This card is used to process the video signal that goes to your monitor. The faster the processor speed and the more memory it has, the better. They can usually be identified as a video card by the built in cooling fan.*

Virus: *A computer program designed to damage computer files. A computer program that can reproduce by changing other programs to include a copy of itself.*

VR (Virtual Reality): *Not what a philosopher might think, VR refers to a wide range of technologies that attempt to produce the perception of the real world through representations of digital data. Often used to describe three-dimensional applications such as QuickTime VR.*

Web: *commonly known as World Wide Web. See WWW below.*

Web address: *Universal Resource Locator (URL). Example:* http://www.stevenefitch.com/

Webopedia.com: *an electronic dictionary used on the Internet for* **FREE**.

WebTV®: *WebTV® is the most widely used system for accessing the Internet through television sets. A WebTV® unit connects to a television set, much like a VCR, and to a telephone line to send and receive data. This data is then displayed on the television, rather than a computer monitor. WebTV® Networks, Inc. is a subsidiary of the Microsoft® Corporation.*

Wi-Fi: *Wi-Fi, is short for wireless fidelity, is the more well known term for high-speed wireless access to your network or the Internet. Wireless-enabled devices, like your notebook (laptop) computer, can detect a Wi-Fi signal – setting you free from cables and phone cords.*

Wikipedia™ *(pronounced wiki-pi-di-a or we-ki) is a multilingual Web-based free-content encyclopedia wiki service. Wikipedia™ is written collaboratively by volunteers, allowing most articles to be changed by anyone with access to a web browser.*

Wireless network card: *Wireless network card is a credit card size accessory that send and receives wireless signals back and forth with an access point, allowing someone to detect a WiFi network and get connected.*

Word processing: *Using keyboarding skills to produce documents such as letters, reports, manuals, and newsletters.*

Word wrap: *This occurs when you get to the end of a line and continue typing the text will then go to the next line.*
Worm: *A computer file designed to do damage that goes through a computer and possibly a network*
WWW (World Wide Web): *The section of the Internet that allows access to text, graphics, sound, and even video. The Web takes you to a specific site (location) on the Internet. A lot of free information can be found on the WWW.*
WYSIWYG: *WYSIWYG is an acronym for "What You See Is What You Get" and is pronounced "wizzy wig." WYSIWYG simply means that the text and graphics shown on your screen exactly match your printout.*

XML (eXtensible Markup Language): *Like HTML, a coding system for designing web pages. In XML, you define your own tags, and can adjust them to display differently depending on the way the data is used.*

Y2K (Year 2 Kilo): *Shorthand to refer to the year 2000, when we all feared our computers would crash because we now needed four instead of two digits to represent the year. You will still find software labeled* Y2K compliant. *Did your computer survive?*

ZIP: *Zipped file, or Zip disk. The first is a filename extension used to denote files that have been compressed using the Zip method. The second is a type of disk storage, commonly called a Zip disk.*