KIRAN'S Text book Approach to

COMPUTER LITERACY AND KNOWLEDGE

Prepared Under the
Guidance of Sh. J.N. Prasad
More than 50 years of
Experience in Publication

for IBPS Bank PO and Bank Clerk Exams

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CHAPTER 1 — Acronyms

A

AAC : Advanced Audio Coding (audio compression format defined by the **MPEG-2** standard)
ABI : Application Binary Interface
ABR : Area Border Router
ABR : Available Bit Rate
AD : Active Directory
ADC : Analog-To-Digital Converter
ADC : Apple Display Connector (**DVI** variant)
AH : Active Hub
AHA : Accelerated Hub Architecture
Ajax : Asynchronous JavaScript and XML
AL : Active Link
ALGOL : Algorithmic Language
ALU : Arithmetic and Logical Unit
AM : Active Monitor
AMD : Advanced Micro Devices
AMR : Audio Modem Riser
AoE : ATA over Ethernet
APCI : Application-Layer Protocol Control Information
API : Application Programming Interface
APIPA : Automatic Private IP Addressing
ASCII : American Standard Code for Information Interchange
ASG : Abstract Semantic Graph
ASP : Application Service Provider
AST : Abstract Syntax Tree
ATA : Advanced Technology Attachment
ATM : Asynchronous Transfer Mode
AVC : Advanced Video Coding
AVI : Audio Video Interleaved
AWT : Abstract Windowing Toolkit

B

BASIC : Beginner's All-Purpose Symbolic Instruction Code
BCD : Binary Coded Decimal
BEEP : Blocks Extensible Exchange Protocol
BER : Bit Error Rate
BFD : Binary File Descriptor
BGP : Border Gateway Protocol
bin : binary
BINAC : Binary Automatic Computer
BIOS : Basic Input Output System
bit : binary digit
Blob : Binary large object
Blog : Web Log
BMP : Basic Multilingual Plane
BOOTP : Bootstrap Protocol
BPEL : Business Process Execution Language
bps : bits per second

C

CAD : Computer-Aided Design
CAE : Computer-Aided Engineering
CAI : Computer-Aided Instruction
CAT - Computer-Aided Translation
CAQ : Computer-Aided Quality Assurance
cc : C Compiler
CD : Compact Disc
CD-R : CD-Recordable
CD-ROM : CD Read-Only Memory
CD-RW : CD-Rewritable
CG : Computer Graphics
CGA : Colour Graphics Array
CGI : Common Gateway Interface
CGI : Computer-Generated Imagery
CIFS : Common Internet Filesystem
CLI : Command Line Interface
CLR : Common Language Runtime
CNC : Computer Numerical Control
COBOL : Common Business-Oriented Language
CPU : Central Processing Unit
CRT : Cathode Ray Tube
CSI : Common System Interface
CT : Computerized Tomography
CTCP : Client-To-Client Protocol
CTL : Computational Tree Logic
CTS : Clear To Send
CUA : Common User Access

D

DAC : Digital-To-Analog Converter
DAP : Directory Access Protocol
DB : Database

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DBA : Database Administrator
DBMS : Database Management System
DCC : Direct Client-to-Client
DDR : Double Data Rate
DES : Data Encryption Standard
DFD : Data Flow Diagram
DFS : Distributed File System
DTML : Dynamic HTML
DIVX : Digital Video Express
DLL : Dynamic Link Library
DLP : Digital Light Processing
DMA : Direct Memory Access
DOS : Disk Operating System
DPI : Dots Per Inch
DPMI : DOS Protected Mode Interface
DSL : Digital Subscriber Line
DSL : Domain-Specific Language
DSN : Database Source Name (ODBC)
DTE : Data Terminal Equipment
DTR : Data Terminal Ready
DVD : Digital Versatile Disc
DVD : Digital Video Disc
DVD-R : DVD-Recordable
DVD-ROM : DVD-Read Only Memory
DVD-RW : DVD-Rewritable
DVI : Digital Visual Interface
DVR : Digital Video Recorder

E

EAP : Extensible Authentication Protocol
EBCDIC : Extended Binary Coded Decimal Interchange Code
EDO : Extended Data Out
EEPROM : Electronically-Erasable Programmable Read-Only Memory
EFF : Electronic Frontier Foundation
EFI : Extensible Firmware Interface
EGA : Enhanced Graphics Array
EGP : Exterior Gateway Protocol
eID : electronic ID card
EIGRP : Enhanced Interior Gateway Routing Protocol
ELF : Executable and Linkable Format
ELM : Electronic Mail
ENIAC : Electronic Numerical Integrator and Calculator
EOF : End of File
EOL : End of Line
EOM : End of Message
EPROM : Erasable Programmable Read-Only Memory
EUC : Extended Unix Code
EXE : EXEcutable

F

FAP : FORTRAN Assembly Program
FAT : File Allocation Table
FAQ : Frequently Asked Questions
FDC : Floppy Disk Controller
FDD : Floppy Disk Drive
FIFO : First In First Out
FHS : Filesystem Hierarchy Standard
FCS : Frame Check Sequence
FPU : Floating Point Unit
FS : File System
FSB : Front Side Bus
FTP : File Transfer Protocol
FXP : File eXchange Protocol

G

Gb : Gigabit
GB : Gigabyte
GCR : Group Code Recording
GDI : Graphics Device Interface
GIF : Graphics Interchange Format
GIGO : Garbage In, Garbage Out
GPU : Graphics Processing Unit
GUI : Graphical User Interface

H

HAL : Hardware Abstraction Layer
HCI : Human Computer Interaction
HDD : Hard Disk Drive
HD DVD : High Definition DVD
HDL : Hardware Description Language
HHD : Hybrid Hard Drive
HID : Human Interface Device
HIG : Human Interface Guidelines
HPFS : High Performance File System
HSM : Hierarchical Storage Management
HTM : Hierarchical Temporal Memory
HTML : Hypertext Markup Language
HTTP : Hypertext Transfer Protocol
HTTPd : Hypertext Transport Protocol Daemon
HTX : HyperTransport eXpansion
HURD : Hird of Unix-Replacing Daemons
HVD : Holographic Versatile Disc

I

IBM : International Business Machines
ICMP : Internet Control Message Protocol
ICP : Internet Cache Protocol
IDL : Interface Definition Language
IE : Internet Explorer
IGMP : Internet Group Management Protocol
IGRP : Interior Gateway Routing Protocol
IHV : Independent Hardware Vendor
IIOP : Internet Inter-Orb Protocol
IIS : Internet Information Services
IM : Instant Messaging
IMAP : Internet Message Access Protocol
I/O : Input/Output
IP : Internet Protocol
IPC : Inter-Process Communication
IPP : Internet Printing Protocol
IPsec : Internet Protocol security
IPTV : Internet Protocol Television
IPX : Internetwork Packet Exchange
IRC : Internet Relay Chat
IRP : I/O Request Packet
IRQ : Interrupt Request
ISC : Internet Storm Center
ISO : International Organisation for Standardization
ISOC : Internet Society
ISP : Internet Service Provider
ISR : Interrupt Service Routine
ISV : Independent Software Vendor
IT : Information Technology
ITU : International Telecommunication Union

J

J2CE : Java 2 Cryptographic Edition
JDS : Java Desktop System
JMX : Java Management Extensions
JMS : Java Message Service
JNDI : Java Naming and Directory Interface
JNI : Java Native Interface
JPEG : Joint Photographic Experts Group
JS : JavaScript
JSON : JavaScript Object Notation
JSP : JavaServer Pages
JUG : Java Users Group

K

Kb : Kilobit
KB : Kilobyte
kHz : Kilohertz

L

LAN : Local Area Network
LIFO : Last In First Out
LSB : Least Significant Bit

M

MAN : Metropolitan Area Network
MANET : Mobile Ad-Hoc Network
Mb : Megabit
MB : Megabyte
MBCS : Multi Byte Character Set
MBR : Master Boot Record
MDI : Multiple Document Interface
MICR : Magnetic Ink Character Recognition
MIMO : Multiple-Input Multiple-Output
MIPS : Million Instructions Per Second
MIME : Multipurpose Internet Mail Extensions
MMX : Multi-Media Extensions
MNG : Multiple-image Network Graphics
MPEG : Motion Pictures (Coding) Experts Group
MPL : Mozilla Public License
MSB : Most Significant Bit
MS-DOS : Microsoft DOS
MVS : Multiple Virtual Storage

N

NEXT : Near-End CrossTalk
NFS : Network File System
NIO : New I/O
NMI : Non-Maskable Interrupt
NNTP : Network News Transfer Protocol
NOP : No OPeration
NOS : Network Operating System
NT (Windows) : New Technology
NTP : Network Time Protocol

O

OCR : Optical Character Recognition
OMR : Optical Mark Reader
OOP : Object-Oriented Programming
OPML : Outline Processor Markup Language
OS : Operating System
OSS : Open-Source Software

P

P2P : Peer-To-Peer
PAN : Personal Area Network
PAP : Password Authentication Protocol

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PATA : Parallel ATA
PC : Personal Computer
PCI : Peripheral Component Interconnect
PCIe : PCI Express
PCL : Printer Command Language
PGA : Pin Grid Array
PIC : Peripheral Interface Controller
PIC : Programmable Interrupt Controller
PINE : Program for Internet News & Email
PIO : Programmed Input/Output
PnP : Plug-and-Play
PoE : Power over Ethernet
PPC : PowerPC
PPI : Pixels Per Inch
PPP : Point-to-Point Protocol
PPPoA : PPP over ATM
PPPoE : PPP over Ethernet
PPTP : Point-to-Point Tunneling Protocol
PSU : Power Supply Unit

Q

QDR : Quad Data Rate
QFP : Quoted For Permanence
QoS : Quality of Service

R

RADIUS : Remote Authentication Dial In User Service
RAID : Redundant Array of Independent Disks
RAM : Random Access Memory
RARP : Reverse Address Resolution Protocol
RDBMS : Relational Database Management System
RDF : Resource Description Framework
REFAL : REcursive Functions Algorithmic Language
RIP : Routing Information Protocol
ROM : Read Only Memory
ROMB : Read-Out Motherboard
RTOS : Real Time Operating System

S

SaaS : Software as a Service
SAN : Storage Area Network
SATA : Serial ATA
SAX : Simple API for XML
SBP-2 : Serial Bus Protocol 2
SBU : Standard Build Unit
SCSI : Small Computer System Interface

SDL : Simple DirectMedia Layer
SDN : Service Delivery Network
SDR : Software-Defined Radio
SDRAM : Synchronous Dynamic Random Access Memory
SMBIOS : System Management BIOS
SMTP : Simple Mail Transfer Protocol
SP : Service Pack
SPI : Serial Peripheral Interface
SQL : Structured Query Language
SUS : Single UNIX Specification
SVD : Structured VLSI Design

T

TCP : Transmission Control Protocol
TCP/IP : Transmission Control Protocol/Internet Protocol
TTA : True Tap Audio
TTF : TrueType Font
TTS : Text-to-Speech
TTY : Teletype

U

UAC : User Account Control
UART : Universal Asynchronous Receiver Transmitter
UEFI : Unified Extensible Firmware Interface
UI : User Interface
UL : Upload
UPS : Uninterruptible Power Supply
URI : Uniform Resource Identifier
URL : Uniform Resource Locator
URN : Uniform Resource Name
USB : Universal Serial Bus

V

var : variable
VB : Visual Basic
VBA : Visual Basic for Applications
VBS : Visual Basic Script
VDU : Visual Display Input
VFAT : Virtual FAT
VFS : Virtual File System
VGA : Video Graphics Array
VGCT - Video Graphics Character Table
VLAN : Virtual Local Area Network
VM : Virtual Memory
VOD : Video On Demand
VoIP : Voice over IP
VPN : Virtual Private Network
VT : Video Terminal

W

WAFS : Wide Area File Services
WAIS : Wide Area Information Server
WAN : Wide Area Network
WAP : Wireless Application Protocol
Wi-Fi : Wireless Fidelity
WiMAX : Worldwide Interoperability for Microwave Access
WinFS : Windows Future Storage
WINS- Windows Internet Naming Service
WLAN : Wireless Local Area Network
WMA : Windows Media Audio
WMV : Windows Media Video
WOL : Wake-on-LAN
WOM : Wake-on-Modem
WPA : Wi-Fi Protected Access
WSDL : Web Services Description Language
WUSB : Wireless Universal Serial Bus
WWAN : Wireless Wide Area Network
WWID : World Wide Identifier
WWW : World Wide Web

X

XAML : eXtensible Application Markup Language
XHTML : eXtensible Hypertext Markup Language
XML : eXtensible Markup Language
XMMS : X Multimedia System
XNS : Xerox Network Services
XSL : eXtensible Stylesheet Language
XSL-FO : eXtensible Stylesheet Language Formatting Objects
XSLT : eXtensible Stylesheet Language Transformations
XUL : XML User Interface Language

Y

Y2K : Year Two Thousand

Z

ZIFS : Zero Insertion Force Socket
ZISC : Zero Instruction Set Computer
ZMA : Zone Multicast Address

OBJECTIVE QUESTIONS
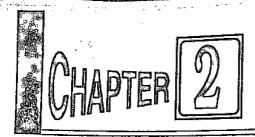
1. ALU is
   (1) Arithmetic Logic Unit
   (2) Array Logic Unit
   (3) Application Logic Unit
   (4) None of above
   (5) None of these

2. VGA is
   (1) Video Graphics Array
   (2) Visual Graphics Array
   (3) Volatile Graphics Array
   (4) Video Graphics Adapter
   (5) None of these

3. MSI stands for
   (1) Medium Scale Integrated Circuits
   (2) Medium System Integrated Circuits
   (3) Medium Scale Intelligent Circuit
   (4) Medium System Intelligent Circuit
   (5) None of these

4. WAN stands for
   (1) Wap Area Network
   (2) Wide Area Network
   (3) Wide Array Net
   (4) Wireless Area Network
   (5) None of these

5. MICR stands for
   (1) Magnetic Ink Character Recognition
   (2) Magnetic Ink Code Reader
   (3) Magnetic Ink Cases Reader
   (4) None
   (5) None of these

6. EBCDIC stands for
   (1) Extended Binary Coded Decimal Interchange Code
   (2) Extended Bit Code Decimal Interchange Code
   (3) Extended Bit Case Decimal Interchange Code
   (4) Extended Binary Case Decimal Interchange Code
   (5) None of these

7. BCD is
   (1) Binary Coded Decimal
   (2) Bit-Coded Decimal
   (3) Binary Coded Digit
   (4) Bit Coded Digit
   (5) None of these

8. ASCII stands for
   (1) American Stable Code for International Interchange
   (2) American Standard Case for Institutional Interchange
   (3) American Standard Code for Information Interchange
   (4) American Standard Code for Interchange Information
   (5) None of these

9. "GUI" Stands for-
   (1) Gnutella Universal Interface
   (2) Graphical user interface
   (3) Graphic Uninstall/install
   (4) General utility interface
   (5) None of these

10. IBM Stands for-
    (1) International Business Machine
    (2) Inter connected Business Machine
    (3) Internal Business Machine
    (4) Interacting Business Machine
    (5) None of these

11. _____ terminals (formerly known as cash registers) are often connected to complex inventory and sales computer systems.
    (1) Data
    (2) Point-of-sale (POS)
    (3) Sales
    (4) Query   (5) None of these

ANSWERS

1. (1)	2. (1)	3. (1)	4. (2)
5. (1)	6. (1)	7. (1)	8. (3)
9. (2)	10. (1)	11. (2)	

CHAPTER 2 — Terminology

A

Active Matrix Display : Active matrix (also known as Thin Film Transistor or TFT) is a technology used in the flat panel liquid crystal displays of notebook and laptop computers. Active matrix displays provide a more responsive image at a wider range of viewing angle than dual scan (passive matrix) displays.

AC : Acronym "Alternating Current" The voltage of an AC power source can be easily changed by means of a power transformer. AC power is used for long distance distribution.

ADDRESS BAR : An address bar is a text field near the top of a Web browser window that displays the URL of the current webpage. The URL, or web address, reflects the address of the current page and automatically changes whenever you visit a new webpage. Therefore, you can always check the location of the webpage you are currently viewing with the browser's address bar.

AGP : Acronym "Accelerated Graphics port" is an interface specification that enables 3-D graphics to display quickly on ordinary personal computers

ATM (Asynchronous Transfer Mode) : Asynchronous Transfer Mode is a networking technology that transfers data in packets or cells of a fixed size. The technology was designed for the high-speed transmission of all forms of media from basic graphics to full-motion video. Because the cells are so small, ATM equipment can transmit large amounts of data over a single connection while ensuring that no single transmission takes up all the bandwidth. It also allows Internet Service Providers (ISPs) to assign limited bandwidth to each customer. While this may seem like a downside for the customer, it actually improves the efficiency of the ISP's Internet connection, causing the overall speed of the connection to be faster for everybody.

ASCII (American Standard Code for Information Interchange) : ASCII is the universal standard for the numerical codes computers use to represent all upper and lower-case letters, numbers, and punctuation. Without ASCII, each type of computer would use a different way of representing letters and numbers, causing major chaos for computer programmers (allowing them even less sleep than they already get).

B

Backbone : A network through which other, smaller networks are connected.

Bandwidth : Describes the capacity at which a given communications channel, such as ordinary copper telephone line, can transfer information; increasing bandwidth increases the speed at which data transfer takes place. The greater the bandwidth, the greater amount of data can be transferred.

BIOS : Basic Input Output System. This is the basic set of instructions that tell the computer how to act. Most computers have these instructions built into a chip that plugs into the motherboard.

Bit : Short for binary digit; either a 1 or a 0; the smallest unit into which digital information may be broken.

BPS : Bits per Second A measure of the speed of data transmission; the number of bits of data that can be transmitted each second. Modems are generally measured by their BPS rate (14.4K - 14400 BPS, 28.8K - 28800 BPS)

Boot up : The process of turning on the computer, which includes a number of functions that are performed automatically every time the power switch is turned on.

Browser : A client software program used to search networks, retrieve copies of files and display them in an easy-to-read, often graphical, format. Browsers such as SPRY Mosaic, Netscape Navigator, and Microsoft Internet Explorer are used to access information on the World Wide Web.

BBS : Acronym "Bulletin Board System" A computer system to which other computers can connect so their users can read and leave messages, or retrieve and leave files.

Byte : There is Eight Bits in a Byte

C

CD:ROM : is an abbreviation for Compact Disc, read-only-memory. It is another storage device for files, such as a Floppy disk. Currently most CD's will not use this term, but instead will be called CD-R (for

readable only), or or CD-RW (for readable/writable). Readable only means that you can only save information to it once and that unlike a floppy it can't be reused over and over again. Readable/writable means that you can save information and then delete it and reuse the disk. You must use a software application to "burn" or write/save information to a CD and you must have a CD drive that is also a CD-RW drive sometimes called a "CD Burner". Unlike a .oppies, CD's can come in various sizes indicated by the number of MEGs (i.e. 700 megs, 800 megs, etc).

CPU : Acronym "Central Processing Unit" Is an older term for processor and microprocessor. The central unit in a computer containing the logic circuitry that performs the instructions of a computer's programs.

CMOS : Acronym "Complimentary Metal Oxide Semiconductor". A CMOS computer circuit consumes very little power and is used in computers to keep track of the system setup information, data, time, type of disk and hard drives, etc. that a computer has installed. The CMOS information is powered by the computer's on-board battery. So if the on-board battery fails, the information in CMOS will be lost.

Compressed File : Computer files that have been reduced in size by a compression program. Such programs are available for all computer systems.

Crash : An unexpected shutdown either of a program or the whole system.

Cursor : is a visual indicator (usually represented as a blinking line in text programs or as an arrow) on the screen that lets you know where your mouse is positioned. On a web page the cursor usually turns into a pointing hand when positioned over a button or link that when clicked on will take you somewhere new. The cursor allows you to insert text where you wish, or to select existing items to be deleted, copied, or modified in some way.

Cyberspace : A term coined by author William Gibson. It describes the imaginary space in which computer users travel when "surfing" the Internet.

CRT : Acronym "Cathode Ray Tube" A cathode ray tube (CRT) is a specialized vacuum tube in which images are produced when an electron beam strikes a phosphorescent surface. Most desktop computer displays make use of CRTs. The CRT in a computer display is similar to the "picture tube" in a television. -

D

DARPA : Acronym "US Defense Advanced Research Projects Agency (now ARPA)" One of the bodies which 'created' the concept of the Internet and funded the development of Internet facilities for many years.

DBMS : DBMS Stands for "Database Management System." In short, a DBMS is a database program. Technically speaking, it is a software system that uses a standard method of cataloguing, retrieving, and running queries on data. The DBMS manages incoming data, organizes it, and provides ways for the data to be modified or extracted by users or other programs.

Desktop : In a Windows environment, the desktop is the view on the monitor that you usually see after starting the computer and after the Windows screen has loaded. It displays your icons and shortcuts. Most desktops will have at least an icon for My Computer (links to all of the drive letters of your computer), a Recycle Bin (garbage can where files are stored when you delete them until you choose to "Empty your Recycle Bin" at which point they are actually gone) and My Briefcase (a place to store files for later retrieval or movement).

Digital : Terms used to describe any information that has been translated into a corresponding series of 1s and 0s; any information - text, sound, image, color, may be digitized.

Disk Cache : A disk cache is a mechanism for improving the time it takes to read from or write to a hard disk

Disk Drive : A disk drive is a device that reads and/or writes data to a disk. The most common type of disk drive is a hard drive (or "hard disk drive"), but several other types of disk drives exist as well. Some examples include removable storage devices, floppy drives, and optical drives, which read optical media, such as CDs and DVDs.

Domain Names : A name given to a host computer on the Internet. E-mail names are good examples of domain names (i.e.,anyname@mopo.ca).

Dot : Short for the "period" usually heard in a reference to a url : "www.mopo.ca"

Download : The process of transferring information from one computer to another, usually from a server to a client. You download a file from another computer to yours.

DPI : Dot per inch is a measure of spatial printing or video dot density, in particular the number of individual dots that can be placed in a line within the span of 1 inch (2.54 cm).

Drive : any part of the computer where disks reside and operate, temporarily or permanently. See floppy drive, CD drive, and hard disk/hard drive. You may also have a tape drive for backing up materials such as a ZIP drive.

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E

Electronic Commerce : The transacting of business electronically rather than via paper.

E:mail : Abbeviation "Electronic Mail" sending typed messages from one computer to another, over a network or the Internet.

Emoticon : Emoticons, or smileys :-) , are used to convey emotion. The expressions and inflections of voice we use to convey emotion, irony, sarcasm, etc. when talking are lost when communicating over the Internet. To make up for that, a system of symbols has developed which uses common keyboard marks.

Executable File : An executable file is a type of computer file that runs a program when it is opened. This means it executes code or a series of instructions contained in the file. The two primary types of executable files are 1) compiled programs and 2) scripts. On Windows systems, compiled programs have an .EXE file extension and are often referred to as "EXE files."

F

FAQ : Acronym "Frequently Asked Question". This is often a file which new users can refer to when using a new service or piece of Internet software. It contains answers to frequently asked questions, hence the name.

File/document : any single item created with an application, this can be anything that is saved to your computer, such as a paper, a spreadsheet, pictures, sounds, and downloaded programs (although usually documents only refer to items with text).

File server or server : a large capacity computer which is connected to other computers for the purpose of sharing information and processing ability. File servers are often part of a network.

FTP : Acronym "File Transfer Protocol" A service for moving an electronic file of any type from one computer to another over the Internet.

Floppy Disk. is a flat, portable, disk made of plastic that can store files written magnetically on it's surface. Information stored on Floppy disk can be read, copied, or deleted. The disk is protected by a shell or cover of some kind. "Floppy" is now a misnomer, it was originally referred to an obsolete type of disk 5.25" disks were actually flexible or floppy, while new ones, 3.5" disks, are not.

Forum : The dedicated area where people come together to discuss issues, hobbies, or news. Also called newsgroups.

Freeware : Software provided free by its originator

G

Google : A popular search engine used to index the web.

GB : Acronym "Gigabyte" 1,000 Megabytes. A measure storage space. Hard Drives are measured in GB capacity.

Gig : refers to the amount of memory or space, when used to describe data storage. One Gig or gigabyte is equal to 1,024 megabytes. Gigabyte is often abbreviated as G or GB. (1 MB is equal to 1,048,576 bytes. Megabyte is frequently abbreviated as M or MB.)

GIF : Acronym "Graphic Interchange Format" One of two popular systems used to compress the size of image files so they require less bandwidth to transfer on the Web.

GUI : This is a system where things are shown graphically. This means that instead of entering commands on a text only screen with a keyboard, the user manipulates icons and windows, often with a mouse.

H

Hard disk/hard drive : HD - Acronym "Hard Disk" this is a permanent storage unit containing a disk or disks, that are made from metal. Most computers have built-in hard drives. Hard drives contain the long term memory of your computer. Some users may also have external hard drives for storage of large numbers of files or as a method of back-up. This is a hard drive that plugs into the computer, usually through a USB connection.

Hardware : the physical components of a computer, including cables, the keyboard, the CPU, monitor, etc.

Home Page : The opening page of a World Wide Web document, sometimes called the welcome page.

Host : A computer connected directly to the Internet. A service provider's computer is a host.

HTML : Acronym "HyperText Mark-up Language" which is used to format information so that it can be structured and made accessible to the World Wide Web (WWW). The language itself is a simplified derivative of SGML, a widely used standard developed in the mid 1980's. The technique employed is to encase the information in special markers (called tags) which tell the WWW applications how the text is to be interpreted.

HTTP : Acronym "Hypertext Transfer Protocol" The protocol that forms the basis of World Wide Web technology. HTTP is the set of rules governing the software that transports hyperlinked files along the Internet.

Hypergraphic : In a World Wide Web document, a graphic image coded to form a link to another file. As with hypertext, if you click on a hypergraphic, you will jump to the linked file.

Hyperlink : A code which contains an "address," which when clicked, will take you to that address.

Hypermedia : Like hypertext except that the concept is extended to multimedia objects such as graphics, video and audio.

I

Icons : pictures that are shortcuts to programs or files. By clicking on an icon, you start the program or open the file. Usually these are

Initialize/format : these terms are synonymous, occasionally it may also be referred to as reformatting if you are doing it for a second time, such as reformatting a floppy to reuse it or reformatting a computer to delete all information from the hard drive. After formatting a disk, whether it is a floppy or hard disk, it is necessary to put some files back on before the disk can be used again.

IDE : Acronym "Integrated Drive Electronics" An interface used mainly by hard drives and CD-ROM drives to connect to the computer.

Internet : A collection of networks linked together using a common protocol. The global computer network achieved through the interconnection of smaller computer networks around the world.

IP : Acronym "Internet Protocol" The standard protocol used by systems communicating across the Internet.

IP Address : A digital code that precisely locates a computer connected to the Internet.

IRC : Acronym "Internet Relay Chat" A software tool that makes it possible to hold real-time keyboard conversations online.

ISDN : Acronym "Integrated Services Digital Network" Large bandwidth telephone line. Allows you to transfer information quickly.

ISP : Acronym "Internet Service Provider" Example, Shaw cable, Telus, AOL and many others

J

JAVA : Developed by Sun Microsystems mainly to enhance the "online experience" of the World Wide Web.

JPEG : Acronym "Joint Photographic Experts Group" A commonly used compression technique for graphics images on the Internet.

K

K : Acronym "Kilobyte" = 1024 bytes a storage measurement used in file sizes and media.

L

LAN : Acronym "Local Area Network" The regional server or servers your computer is connected to. These in turn are connected to other servers creating a network in your office, home, etc.

Local File : A file stored on the hard disk of your computer, as opposed to a file stored on an Internet server or some other remote computer

Lotus : Lotus Development Corporation the software company responsible for the Notes line of products.

LCD : Acronym "Liquid Crystal Display" Is the technology used for displays in notebook and other smaller computers. Like light-emitting diode (LED) and gas-plasma technologies, LCDs (liquid Crystal displays) allow displays to be much thinner than cathode ray tube (CRT) technology. LCDs consume much less power than LED and gas-display because they work on the principle of blocking light rather than emitting it.

M

MAC : Short for "Macintosh"; the other type of personal computer, manufactured by Apple Computer

MB : Acronym "Megabyte" 1 million bytes. A measure of the quantity of data. A megabyte is a lot when you are talking about files containing simple text messages, but it's not much when you are talking about files containing video or photo's.

Meg : refers to the amount of memory or space, when used to describe data storage. 1 MB is equal to 1,048,576 bytes. Megabyte is frequently abbreviated as M or MB. (One Gig or gigabyte is equal to 1,024 megabytes. Gigabyte is often abbreviated as G or GB.)

CLE-18

Modem : is a device that plugs into a standard telephone jack and allows a computer to transmit and receive information over commercial telephone lines. Another type of device is a NIC or Network Interface Card, which is used for networks like LANs and WANs.

Monitor : the screen on which you see your work, whether in colour, grayscale, or black-and-white. Colour monitors can show from 16 to over a million different colours. The other important setting in monitors is the resolution. The resolution of a monitor indicates how densely packed the *pixels* (coloured dots that make up an image) are. In general, the more pixels, the sharper the image will be. Most modern monitors can display 1024 by 768 pixels. Some high-end models can display 1280 by 1024, or even 1600 by 1200.

MP3 : this stands for "MPEG-1 Audio Layer-3" and is a digital, compressed music file (these files always end with a .mp3). MP3 files are often downloaded or exchanged between people online.

Mouse : A small, handheld device attached to a computer; when moved across any flat surface (such as a desk), it results in the movement of something on the computer screen called a cursor; includes one or more buttons that allow the user to select graphics or text onscreen.

MPEG : Acronym "Motion Picture Experts Group" A video file compression system used on the web.

MAN : Acronym "Metropolitan Area Network" - A metropolitan area network (MAN) is a network that interconnects users with computer resources in a geographic area or region larger than that covered by even a large local area network (LAN) but smaller than the area covered by a wide area network (WAN) -

N

Network : Two or more computers connected to one another for the transfer and sharing of information. A group of computers spread out over a large area that are connected with each other, whether by telephone lines, fiber-optic cables or some other linkage. These are usually further defined as a LAN or a WAN. LAN stands for a *Local Area Network (LAN)* and WAN for a *Wide Area Network (WAN)*. WANs are usually created for large geographical areas and typically consist of two or more LANs.

NIC : Acronym "Network interface card" this is a card inserted into your computer or laptop that allows it to communicate with a network, usually a LAN or a WAN. A type of NIC that is specifically made for LAN's is called an *Ethernet card* and it comes in several different connection speeds. A NIC is connected to a special network outlet with a cord that looks like

a little bit like a fat phone cord. (This cord is called a CAT5 or *category 5 cable*). -

Netiquette : Internet etiquette, the correct form of behaviour to be used while working on the Internet and Usenet. It can be summed up as, "Don't waste computer resources and don't be rude."

Newbie : An individual new to the Internet. Used with both affection and malice:depending on whether you're being welcomed or being flamed.

Newsgroup : Open forums or electronic bulletin boards on the Internet, where readers can share information, ideas, tips, and opinions with each other.

O

Operating System or Platform : these terms refer to the software that your computer uses to operate (otherwise known as your OS) and not to a manufacturer or company. Windows 2000, Windows XP, and OSX (Mac) are common platforms.

Online : Connected. You are online if you are working on your computer while it is connected to another computer. Your printer is online if it is connected to your computer and ready to accept data.

OS : Acronym "Operating System" The primary program running on a computer; started automatically when the computer is turned on; all other programs run within the operating system. Examples: DOS, Windows XP, UNIX, Linux, OS X(Mac).

P

PC : Acronym "Personal Computer" Usually refers to what 's commonly known as an IBM-compatible computer

PDF : Acronym "Portable Document Format" A document format read by Adobe System's Acrobat viewer. This format is excellent for displaying instruction manuals and other large documents in a "web-ready" state.

PCI : Acronym "Peripheral Component Interconnect" Is an interconnection system between a microprocessor and attached devices in which expansion slots are spaced closely for high speed operation.

Peripherals : are devices connected to a computer which aren't a part of the main machine. Examples are a mouse, speakers, keyboards, printers, scanners, etc.

Plugin : A helper application that works within a browser. It adds more functionality to a browser commonly associated with the Netscape Navigator browser software.

Port : port refers to the hardware through which computer data is transmitted; the plugs on the back of your computer are ports. On the Internet, port often refers to a particular application. For instance, you might telnet to a particular port on a particular host. The port is actually an application.

Point of sale (POS) : Point of sale, or POS as it is more commonly abbreviated, refers to the capturing of data and customer payment information at a physical location when goods or services are bought and sold. The POS transaction is captured using a variety of devices which include computers, cash registers, optical and bar code scanners, magnetic card readers, or any combination of these devices.

Postmaster : The person at a host who is responsible for managing the mail system. If you need information about a user at a particular host, you can usually send e-mail to the postmaster at postmaster@hostname.

Protocol : A set of rules computer programmers apply when writing code for a specific software. Computers and networks interact according to standard protocols, which determine the behaviour that each side of a network connection expects from the other side.

Query : A search question that has been asked in a manner the computer's database system can understand and use.

RAM : Acronym "Random Access Memory" Random Access Memory, the computer's "short term" memory used whenever an action is performed by a program. It is also called the "active memory". RAM is what the computer uses to run all applications. RAM is usually specified in *Megs or MB*. (The other kind of memory dealers refer to is "storage" memory or hard drive size. It usually is specified in *Gigs or GB*.)

Remote Computer : A computer located somewhere else along a network as, for example, the computer containing the online catalog of your local public library. Remote is a relative term, relative, that is, to the computer immediately at hand (the local computer). A remote computer can actually be located within the same room, or it can be halfway around the world.

ROM : Acronym "Read Only Memory" , in which information is saved once and can never be altered. For example, CD-ROM drives read information saved on compact disks (CD's). A CD-ROM drive can read that information, but cannot make changes to it, for that you need a CD-RW drive. Some ROM is built into your computer to help it get started when you turn it on.

SCSI : Acronym "Small Computer Systems Interface" A set of standards used by an input device to interface with the computer. SCSI systems can "daisy-chain" up to 7 seven devices to a single connection. In other words, one device can connect to other device, and to another until it connects to the computer. Because several devices can connect to one single input connection, each device must be properly terminated for the entire chain of devices to work.

Search Engine : A tool used which matches key words you enter with titles and descriptions on the Internet. It then displays the matches allowing you to easily locate a subject. Similar to a card catalog, but not as efficient. Common search engines are Webcrawler, Yahoo, Alta Vista, Infoseek, and Lycos.

Server : A computer or its software that "serves" other computers by administering network files and network operations. Three types of Internet servers are Web servers, e-mail servers, and Gopher servers.

Shareware : Software that is freely distributed, but the author expects payment from people who decide to keep and use it.

Signature : A short piece of text transmitted with an e-mail or newsgroup message. Some systems can attach text from a file to the end of a message automatically. Signature files contain detailed information on how to contact someone.

Smiley : A symbol in e-mail and newsgroup messages used to convey emotion, or simply amusement. Create smileys by typing various keyboard characters. For example, :-) means happiness.

SMTP : Acronym "Simple Mail Transfer Protocol" One method a computer uses to send e-mail from one computer to another. Other methods include Multipurpose Internet Mail Extensions (MIME) and Privacy Enhanced Mail (PEM).

SQL : Acronym "Structured Query Language" an official ANSI language for retrieving information from a database. Most database software providers add extensions. The "official" pronunciation is "sequel."

Stream : Audio or video transfer of signals in digital form. It is then downloaded on your computer and played back using various tools.

STT : Acronym "Secure Transaction Technology" Technology developed by software companies and credit companies to protect financial dealings over the Internet and prevent fraud.

Surfing : The random, aimless exploration of web pages achieved through following links that look interesting within a document.

Software- also called an application, this is any information a computer uses to perform a task; also, any information saved on a disk.

System- specific pieces of software that your computer needs to run. For example, it is the system which converts your typed keystrokes into letters displayed on a monitor screen.

T

T1 Line : A line connecting a computer to a high-speed, high-bandwidth, digital electronic communication carrier.

TCP/IP : Acronym "Transmission Control Protocol/Internet Protocol" A set of protocols (communications rules) that control how data is transferred between computers on the Internet.

Telnet : An Internet protocol used for logging on to a remote computer, as well as the software that implements it. Telnet makes all Internet hosts appear to the user as if they use the same techniques for presenting information on screen and the same commands for performing tasks (such as typing and editing commands).

Teleconferencing- is to hold a conference using a telephone or network connection. Computers have given new meaning to the term because they allow groups to do much more than just talk. Now a teleconference can include sharing an application, files, and a bulletin board like space where a user can display slides, comments, or files. There are many teleconferencing applications that work over private networks, one of the earliest was Microsoft's NetMeeting.

Threaded : Organized according to thread, or line of discussion, in a newsgroup or on a discussion board. A thread is a more or less continuous chain of postings on a single topic.

TWAIN : Acronym "Technology Without An Interesting Name" - is the interface used by a input device such as a scanner to import images (generally graphics) into the computer.

U

UNIX : A computer operating system, popular with high-end computer users, academics and the research community. Most hosts connected to the Internet run UNIX.

Upload : The process of transferring information from one computer to another, generally from a client to a server. For example, you upload a file from your computer to another.

USB : Acronym "Universal Serial Bus" (the plug is very flat and has no pins or prongs). This is a style of port connection that is used by many *peripheral* devices such as Palm Pilots, phones, scanners, printers etc. This type of connection is much faster than more traditional kind of connections such as serial and parallel ports (often used by older printers these ports have plugs with little screws attached).

URL : Acronym "Universal Resource Locator" The specific path to a World Wide Web file, including filename and extension.

Usenet : The "user's network." A large network connected to the Internet. It contains Newsgroups or discussion areas on almost any topic available. Messages are posted publicly for all to see.

UPS : "Uninterruptible Power Supply" An uninterruptible power supply (UPS) is a device that allows your computer to keep running for at least a short time when the primary power source is lost.

V

Virus : A program that uses various techniques for duplicating itself and traveling between computers. Viruses vary from harmless nuisances to serious problems that can cause millions of dollars' worth of damage.

Videoconferencing- is related to teleconferencing, but more involved. Usually it means two or more participants at different sites are connected by using computer networks to transmit audio and video data. For example, a point-to-point (two-person) video conferencing system. Each participant has a webcam/video camera, microphone, and speakers connected to his or her computer. As the two participants speak to one another, their voices are carried over the network and delivered to the other's speakers, and whatever images appear in front of the video camera appear in a window on the other participant's monitor

VR : Acronym "Virtual Reality" A simulated three-dimensional environment, displayed in real time with interactive capabilities. VR applications have been developed for the World Wide Web, although the technology is still at an early stage.

VRML : Acronym "Virtual Reality Mark-up Language" Protocol language which allows 3-D representation of graphics. Chat rooms are increasingly using VRML to represent chatters graphically with avatars.

VPN : Acronym "Virtual Private Network"

W

WAN : Acronym "Wide Area Network" A larger computer network that is geographically dispersed, such as one that stretches across a university campus.

Web Page : A single screen (document) on a Web site.

Webcast- "Webcasting" is a term that describes the ability to use the Web to deliver live or delayed versions of sound or video broadcasts.

Windows- The same term refers to several different things. One is a a graphic way of displaying information on a screen, in windows, that allow you to view the contents of each window as if they are loose pages on a desk that can be shuffled around. Windows are very useful because they can be opened, closed, stacked, sorted, resized, and moved, so you can move very quickly from one application or file to another.

Web Site : The location of published hypertext content. Physically, a Web site can occupy an entire Web server or a part of a server; or it can be spread out among different servers as long as its sections are all linked, directly or indirectly, to the same home page.

WWW : Acronym "World Wide Web" The WWW is a hypermedia retrieval system for information. The newest medium of the Internet. Based on hypertext, the Web provides a quick and easy method of delivering and receiving information files which are read by a browser. The Webs ability to transfer files containing not just text but also graphics, sound, and video makes it the most versatile of all the Internet services.

WYSIWYG : Acronym "What You See Is What You Get" Pronounced "wizziwig," It is a generic term meaning what you see on your screen is what is going to print out on your printer.

WLAN : Acronym "Wireless Local Area Network" In a wireless local area network (WLAN), an access point is a station that transmits and receives data (sometimes referred to as a transceiver).

Y

Yahoo : A popular search engine used to index the web.

Z

Zine : Electronic magazines, published on the Internet.

GENERAL COMPUTING TERMS

Information processing is the organisation, manipulation and distribution of information. As these activities are central to almost every use of computers, the term is in common use to mean almost the same as 'computing'.

Information Technology (IT) *including :* ICT (*Information and Communication Technology*) is the application of appropriate (enabling) technologies to information processing.

Telecommunications is a general term describing the communication of information over a distance. The method of communication is normally via a cable, wire or *fibre optic.*

Embedded system is the use of a **computer** system built into a machine of some sort, usually to provide a means of control. The **computer** system is generally small, often a single micro-processor with very limited functions. Examples are electronic washing machines, video recorders, burglar alarms and car engine management systems.

Facsimile transmission (fax) *including: fax machine, fax groups, fax modem* is the use of regular voice-quality telephone lines to send copies of documents, which may include drawings as well as text.

(a) A *fax machine* is connected to the telephone system in order to send and receive copies of the transmitted documents. The sender inserts the document into their fax machine and dials the number of the receiving machine. The sending machine scans the paper on a line-by-line basis and transmits the resulting information to the receiving machine. The receiving machine re-creates the document using photocopier technology (for this reason, many fax machines can also operate as photocopiers).

(b) A *fax modem* is a special type of *modem* that allows a **computer** connected to a telephone line to send faxes directly. It does not need to produce a paper copy first, and when a fax is received the **computer** operator can process it.

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