

Terminology

Algorithm: a finite sequence of instructions for solving a problem

CD drive: a device used to read data from a CD

CD-R: stands for CD-Recordable—a CD on which data can be written only once

CD-RW: stands for CD-Rewritable—a CD on which data can be written, erased, and rewritten many times

CD writer: a device used to read as well as write data on a CD

Cell: the intersection of a row and a column

Flowchart: a pictorial representation of an algorithm

Formula Bar: displays the contents of the active cell in the worksheet

Home page: the first web page that you see when you open any website

Hyperlink: the text or images (often underlined and coloured) that are connected to other documents and enable the user to jump from one web page to another by clicking on them

Internet: a computer network made up of thousands of networks worldwide

LAN: stands for Local Area Network—a network that exists within a short distance such as a building or a campus

LOGO procedure: a set of primitives given together for completing a task

Name Box: displays the name of the active cell or the selected range in Excel

MAN: stands for Metropolitan Area Network—a network that connects an area larger than a LAN, such as a city or an area of up to 100 sq km

Memory: refers to the storage area of a computer where data and instructions are stored

Modem: a link between your computer and the Internet—everything you send and receive using the Internet passes through the modem

PAN: stands for Personal Area Network—the smallest network intended to be used by the individuals for various purposes

Pen drive: a small, portable storage device that is used to transfer large volumes of data from one computer to another

Presentation: the computerised way of communicating ideas with the help of text and pictures

Program: a set of instructions written in a computer language that directs the computer to perform a particular task and produce the desired results

Protocol: a set of rules according to which computers on a network communicate with each other

Pseudocode: an English-like representation of the program, which is independent of any computer language

Sheet tab: displays list of sheets in the current workbook

Spreadsheet: the computerised way of organising data in an easy and concise manner

Storage capacity: the amount of data that can be stored in a storage device

TCP/IP: stands for Transmission Control Protocol/Internet Protocol—the protocol used in the Internet

URL: stands for Uniform Resource Locator—an address which enables a web browser to locate a web page on the Internet

Variable: a name associated with a value

Web browser: an interface which enables you to locate and display web pages

WAN: stands for Wide Area Network—a network that spans several cities or even countries

Web page: a file or a document on World Wide Web that contains information like text, graphics, sound, etc.

Website: a collection of related web documents linked together, which share a common theme, look, and feel

WordArt: a feature provided by Word that helps you to create special text effects

Workbook: a collection of individual worksheets

Worksheet: an area in Excel in which you do all your work

WWW: stands for World Wide Web—the collection of documents connected through links spread out across thousands of computers over the Internet