TOPIC I: BUSINESS TECHNOLOGY TERMINOLOGY

Antivirus- Software that blocks, scans, and removes malicious programs designed to capture information, delete files and data, or use your computer to send messages to others.

Bit - Short for *binary digit*, the smallest unit of information on a machine.

Boolean search -A type of search allowing users to combine keywords with operators such as AND, NOT and OR to further produce more relevant results. For example, a Boolean search could be "hotel" AND "New York". This would limit the search results to only those documents containing the two keywords.

Broadband- megabits-per-second speeds as opposed to narrowband or dial-up access.

Browser - manages users' navigation on the web and reads and interprets web site code and displays web sites on a computer monitor.

Cloud storage- is a model of data storage in which the digital data is stored in logical pools, the physical storage spans multiple servers (and often locations), and the physical environment is typically owned and managed by a hosting company.

Cookies - files kept on your computer and the host computer that keep details of web activity (last site visited, browser being used, operating system being used, etc.). It is more "big advertising exec is watching" than "big brother is watching." However at work, the cookies will tell your supervisor the web sites you visited.

Digital Voice- Calls transmitted using digital technology on a line other than a traditional phone line.

DNS- Domain Name Servers translate names (example: mybusiness.com) into IP address codes (ex: 192.60.45.23).

Domain (Domain name)- A plain-language name used to identify an Internet website. The Internet uses numerical IP address codes (example: 192.60.45.23). Assigning an easy-to-remember, plain-language or domain name like "mybusiness.com" helps users find websites.

Download- To move or copy files from an external source, such as the Internet, to your computer. Examples of this include downloading software updates and email attachments.

E-mail - inboxes are not kept on user's computers (otherwise if your computer was turned off, e-mail could not be delivered). Therefore, every e-mail address must have @nameofsite.com so the browser knows what computer to send the e-mail to. There is never a space in an e-mail address or a web site name.

File Extensions- File extensions, for any computer files, are the three letters at the end of the filename. These three letters are preceded by a dot, to separate the filename from the extension. In the example mypresentation.ppt the file extension is *ppt*, meaning a PowerPoint presentation.

Firewall- Software or hardware that protects your computer against unwanted attackers.

Gateway- A connection between one computer network and another. Routers are sometimes referred to as gateways, depending on the features they provide.

HDTV- An acronym for High-Definition Television. Hi-def uses digital technology to deliver higher picture resolution and clarity than standard television.

Hyper Text Transfer Protocol or HTTP- the hypertext transfer protocol that enables documents to be read on the Internet

Internet Service Provider (ISP) - provides access to the Internet by managing the users'

Internet- The interconnection of computer networks. The Internet has grown exponentially because of the ability of Internet providers, such as Comcast, to interconnect IP (Internet Protocol) packets.

IP gateway- IP stands for Internet Protocol, the internationally standardized packet format used to send data (voice, data, video, or other format) across the Internet.

Kbps- Thousands of bits per second.

Local Area Network- A LAN supplies networking capability to a group of computers in close proximity to each other such as in an office building, a school, or a home. A LAN is useful for sharing resources like files, printers, games or other applications.

Mbps- Mega (one million) bits per second.

Modem- (modulator-demodulator) is a device that modulates an analog carrier signal to encode digital information, and also demodulates such a carrier signal to decode the transmitted information. The goal is to produce a signal that can be transmitted easily and decoded to reproduce the original digital data

Network- a group of computers and devices interconnected by communications channels that facilitate communications among users and allows users to share resources.

Online meeting service- An online meeting or conferencing service that offers the user an opportunity to view or present audio-video and multimedia files.

Router- A hardware device that links multiple computers to a single network. The computers can then communicate with each other, creating a local area network (LAN).

Search engine- **a** web search engine is designed to search for information on the World Wide Web and FTP servers. The search results are generally presented in a list of results and are often called *hits*. The information may consist of web pages, images, information and other types of files.

Spam- Junk or unsolicited email.

Upload- To move or copy files from your computer to another source. For example, businesses can upload or back up their critical files to other locations as a form of disaster protection.

VoIP- An acronym standing for Voice over Internet Protocol. In other words, phone calls over the Internet. (For example, Skype)

Web site - written in code, interpreted by a browser and located on a Host Computer that is registered with the Hyper Text Transfer Protocol. Web site addresses are typically: www.nameofsite.com. The (www) represents the folder the web files are in, the name of site is the registered name and the .com is a file extension.