COMPUTER TECHNOLOGY: INTRODUCTION

Curriculum Content Frameworks

Please note: All assessment questions will be taken from the knowledge portion of these frameworks.

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Curriculum Content Frameworks

COMPUTER TECHNOLOGY: INTRODUCTION

Grade Levels: 7, 8 Course Code: 399040	Prerequisite: Keyboarding
Course Description: Computer Technology: Introduction is a one-semester course designed to prepare seventh- and eighth-grade students with an introduction to computers and business applications that are necessary to live and work in a technological society. Emphasis is given to data entry, computer concepts and operations, programming and design, computer software, implications of technology in society, and ethics. The course is designed to provide students with an understanding of the business, industrial, and scientific area in which the computer is used.	

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Unit 1: Computing Fundamentals
Hours: 15

Terminology: American Standard Code for Information Interchange (ASCII), Application software, Bit, Byte, Central Processing Unit (CPU), Computer, File extension, File name, Folder, Graphical User Interfaces (GUIs), Hardware, Icons, Input devices, Mainframe computers, Maximize, Menu bar, Microcomputer, Microprocessor, Microsoft's Disk Operating System (MS DOS), Minicomputer, Minimize, Motherboard, Network, Operating systems, Output devices, Plug and play, Random Access Memory (RAM), Read-Only Memory (ROM), Restore, Scroll bar, Software, Supercomputers, Systems software, Task bar, Technology, Title bar, Tool bar, Troubleshooting, Universal Serial Bus (USB), Utility software, Virus, Window

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
1.1	Define terminology	1.1.1	Prepare a list of terms with definitions	Foundation	Reading Writing	Applies/Understands technical words that pertain to computing fundamentals [1.3.6] Uses words appropriately [1.6.21]
1.2	Discuss types of computers, how they process information and how individual computers interact with other computer systems and devices	1.2.1 1.2.2 1.2.3 1.2.4 1.2.5	Compare categories of computers based on their size, power and purpose Identify the role of the CPU including speed and how it is measured Explain the difference between memory and storage including RAM, ROM and other storage devices Illustrate the binary number system Identify how computers share data, files, hardware and software (networking)	Foundation	Reading Writing	Applies/Understands technical words that pertain to computers [1.3.6] Uses technical words and symbols [1.6.20]
1.3	Describe the function of computer hardware components	1.3.1 1.3.2 1.3.3 1.3.4	Identify input, output and storage devices Locate the motherboard with the CPU, memory, power supply, expansion clots, ports, and drives Compare types of storage devices and their uses Identify how hardware devices are installed on a computer system	Foundation Thinking	Listening Reasoning Seeing Things in the Mind's Eye	Comprehends ideas and concepts related to CPUs, input/output devices, and RAM/ROM [1.2.1] Sees relationship between two or more ideas, objects, or situations [4.5.5] Organizes and processes images – symbols, pictures, graphs, objects, etc. [4.6.2]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
1.4	Discuss the factors that go into an individual or organizational decision on how to purchase computer equipment	1.4.1	Describe and illustrate the decision-making process involved in purchasing a computer	Thinking	Decision Making	Evaluates information/data to make decision [4.2.5]
		1.4.2	Identify the criteria for selecting a personal computer			
		1.4.3	Identify factors that affect computer performance			
		1.4.4	Identify hardware and software considerations when purchasing a computer including warranties and support agreements			
1.5	Describe how to maintain computer equipment and solve common problems related to computer hardware	1.5.1	Identify how to protect computer hardware from theft or damage	Thinking	Reasoning	Uses logic to draw conclusions for available information [4.5.6]
		1.5.2	Demonstrate routine maintenance along with troubleshooting techniques			
1.6	Discuss how hardware and software work together to perform computing tasks and how software is developed and upgraded	1.6.1	Identify how hardware and software interact	Foundation	Listening	Comprehends ideas and concepts related to operating systems hardware & software [1.2.1]
		1.6.2	Identify issues relating to software upgrades, such as pros and cons and methods to upgrade			
1.7	Discuss different types of software, general concepts related to software categories, and the tasks to which each type of software is most suited or not suited	1.7.1	Identify fundamental concepts and common uses relating to word processing, spreadsheets, databases, graphics and multimedia, and presentation software	Foundation	Listening	Comprehends ideas and concepts related to application software [1.2.1]
					Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]
		1.7.2	Identify the types and purposes of different utility programs	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
		1.7.3	Identify other types of software			
		1.7.4	Identify how to select the appropriate application(s) for a particular purpose, and problems that can arise if the wrong software product is used for a particular purpose			

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
1.8	Explain what an operating system is and how it works, and solve common problems related to operating systems	1.8.1	State the purpose of an operating system	Foundation	Reading	Identifies relevant details, facts and specifications [1.3.16]
		1.8.2	Describe the difference between an operating system and application software		Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
		1.8.3	Cite examples of different operating systems including DOS, Windows, and Macintosh			
1.9	Discuss the operating system desktop, files, and disks	1.9.1	Identify elements of the operating system desktop	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
		1.9.2	Manipulate operating system such as minimizing the desktop window			
		1.9.3	Shut down, logoff and restart the computer			
		1.9.4	Use the operating system start menu and taskbar			
		1.9.5	Manipulate desktop folders and icons			
		1.9.6	Manage files using the operating systems file manager			
		1.9.7	Identify precautions one should take when manipulating files including using standardized naming conventions			
		1.9.8	Solve common problems associated with working with files			

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
1.10	Demonstrate how to change system settings, install and remove software	1.10.1	Display control panels	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
		1.10.2	Identify different control panel settings			
		1.10.3	Change simple control panel settings such as date and time settings			
		1.10.4	Display and update a list of installed printers			
		1.10.5	Identify precautions regarding changing system settings			
		1.10.6	Install software including updates from online sources			
		1.10.7	Identify commmon problems associated with installing and running applications			

Unit 2: Key Applications
Hours: 30

Terminology: Active cell, Alignment, Cell, Chart, Clipart, Clipboard, Column, Copy, Crop, Cut, Database, Default, Delete, Desktop Publishing, Document, Edit, Entry, Field, Field selector, Font, Footer, Formulas, Graphics, Grammar checker, Gridlines, Header, I-beam, Mathematical functions, Merge, Orientation, Overtype mode, Paste, Presentations, Preview, Query, Range, Record, Report, Row, Save, Scroll, Sizing handles, Slide design, Slide layout, Slide master, Sorting, Spell checker, Spreadsheet, Table, Template, Thesaurus, Toggle, Transitions, Value, View, Word Processing, Word wrap, Workbook, Worksheet

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
2.1	Define terminology	2.1.1	Prepare a list of terms with definitions	Foundation	Reading Writing	Applies/Understands technical words that pertain to key applications [1.3.6] Uses words appropriately [1.6.21]
2.2	Describe the state/exit procedures of an operating system application and the utilization of online help sources	2.2.1 2.2.2	Start and exit an operating system application Use various forms of automated help	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
2.3	Discuss common on screen elements of operating system applications, changing application settings and managing files within an application	2.3.1 2.3.2	Identify on-screen elements common to operating system applications (e.g. menus, toolbars, and document windows) Create and save a document	Foundation	Listening	Comprehends ideas and concepts related to Windows applications [1.2.1]
2.4	Identify common editing and formatting functions	2.4.1	Proofread and edit various documents (insert, cut, copy, move, undo, redo, repeat, Find/Replace, spell check, insert/modify pictures)	Thinking	Decision Making	Evaluates information/data to make best decision [4.2.5]
2.5	Identify common printing functions	2.5.1 2.5.2 2.5.3 2.5.4 2.5.5	Format a document for printing Preview a file before printing Print files, specifiying common print options Manage printing and print jobs Identify and solve common problems associated with printing	Thinking	Decision Making	Evaluates information/data to make best decision [4.2.5]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
2.6	Discuss formatting text and documents including the ability to use automatic formatting tools	2.6.1	Identify on-screen formatting information (select text, line/paragraph spacing, indent, create and modify, bulleted/numbered list, symbols, special characters, outline, including breaks, paragraph markers, date/time, document comments, ruler, tabs, page break, section break, page numbers, headers/footers, footnotes/endnotes, borders, shading, styles, format painter, track changes, document statistics)	Thinking	Knowing How to Learn	Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]
		2.6.2	Format text and documents using the automatic formatting tools			
2.7	Explain inserting, editing, and formatting tables in a document	2.7.1	Create a table	Thinking	Knowing How to Learn	Applies new knowledge and skills to tables [4.3.1]
		2.7.2	Insert, edit, and format tables in a document			
		2.7.3	Sort data in a table			
2.8	Discuss modifying worksheet data and formatting data in a spreadsheet	2.8.1	Apply basic spreadsheet features and functions to produce a spreadsheet	Foundation	Arithmetic/ Mathematics	Comprehends mathematical ideas and concepts related to spreadsheets [1.1.13]
		2.8.2	Create and save a spreadsheet			Uses computer in mathematical applications - information processing, problem solving [1.1.38]
		2.8.3	Retreive, edit, format, and print a spreadsheet			
		2.8.4	Create and modify arithmetic formulas			
		2.8.5	Use common function formulas (e.g. SUM, AUTOSUM, AVERAGE, and COUNT)			
		2.8.6	Identify common errors made when using formulas and functions			
		2.8.7	Create a chart from worksheet data			
		2.8.8	Apply table autoformat			
		2.8.9	Demonstrate an understanding between absolute and relative formulas			

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
2.9	Illustrate creating and formatting simple presentations	2.9.1	Identify effective design principles for simple presentations	Thinking	Creative Thinking	Uses imagination to create something new [4.1.1]
		2.9.2	Create and format a simple presentation		Knowing How to Learn	Applies new knowledge and skills to creating presentations [4.3.1]
2.10	Discuss managing slides, including: creating/inserting a new slide with a specified format; deleting a slide; and duplicating a slide	2.10.1	Insert and delete a slide	Thinking	Creative Thinking	Uses imagination to create something new [4.1.1]
		2.10.2	Change slide view		Knowing How to Learn	Applies new knowledge and skills to creating presentations [4.3.1]
		2.10.3	Change slide layout			
		2.10.4	Modify a slide background			
		2.10.5	Apply transitions to slides			
		2.10.6	Print presentation using various output elements (speaker's notes, handouts, etc.)			
		2.10.7	Present presentation to peers			
2.11	Explain databases	2.11.1	Apply basic database features to produce a simple record	Thinking	Creative Thinking	Uses imagination to create something new [4.1.1]
		2.11.2	Create and save a database file		Knowing How to Learn	Applies new knowledge and skills to databases [4.3.1]

Unit 3: Living Online
Hours: 15

Terminology: Address book, Artificial intelligence, Browser, Cache, Client, Computer crime, Computer fraud, Computer-based learning, Cookies, Copyright, Domain name, Electronic commerce, Electronic mail, Extranet, Hacking, Hits, Home page, Hub, Hypertext Markup Language (HTML), Hypertext Transfer Protocol (HTTP), Identity theft, Internet, Intranet, Keywords, Navigation, Netiquette, Newsgroup, Plagiarism, Public domain, Router, Search engine, Server, Software piracy, Spam, Spider, Uniform Resource Locator (URL), Virtual reality, Voice recognition, Web server, Wildcard character, Worm

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
3.1	Define terminology	3.1.1	Prepare a list of terms with definitions	Foundation	Reading Writing	Applies/Understands technical words that pertain to being online [1.3.6] Uses words appropriately [1.6.21]
3.2	Discuss network fundamentals and the benefits and risks of network computing	3.2.1 3.2.2 3.2.3	Describe a network List and describe the types of networks List the benefits and risks of network computing	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
3.3	Describe the relationship between computer networks, other computer networks (like the telephone network) and the Internet	3.3.1 3.3.2	List and describe communications media List and describe network transmission hardware	Foundation	Listening Writing	Comprehends ideas and concepts related to computer networks [1.2.1] Communicates thoughts, ideas, and facts in written form in a clear concise manner [1.6.6]
3.4	Discuss how electronic mail works	3.4.1 3.4.2 3.4.3	Demonstrate how to send and receive an e-mail Demonstrate how to manage e-mail (reply, forward, save, delete) List the procedures for the secure use of electronic mail	Foundation Thinking	Writing Knowing How to Learn	Communicates thoughts, ideas, and facts in written form in a clear concise manner [1.6.6] Applies new knowledge and skills to e-mail [4.3.1]
3.5	Discuss the appropriate use of e-mail and e-mail "netiquette"	3.5.1	Create a professional and effective electronic communication	Foundation	Writing	Communicates thoughts, ideas, and facts in written form in a clear concise manner [1.6.6]
3.6	Discuss the different types of information sources on the Internet	3.6.1 3.6.2	List types of Internet resources Evaluate Web sites	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
3.7	Explain how to search for information online	3.7.1	Demonstrate the use of a Web browsing application	Foundation	Listening	Comprehends ideas and concepts related to Web browsing [1.2.1]
		3.7.2	Label the parts of the browser window		Science	Uses equipment and techniques for Web browsing [1.4.23]
		3.7.3	Use several search engines to find information	Thinking	Knowing How to Learn	Uses available resources to apply new skills [4.3.6]
		3.7.4	Search for information using various search techniques			
		3.7.5	Save, copy, and print text, Web pages, and images from the Internet			
3.8	Discuss how computers are used in different areas of work, school, and home	3.8.1	List common uses of the Internet	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
3.9	Discuss the risks of using computer hardware and software online	3.9.1	Cite ways you can prevent data loss	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
		3.9.2	Identify types of computer crimes			
		3.9.3	Identify computer viruses			
3.10	Discuss how to use computers and the Internet safely, legally and responsibly	3.10.1	Describe ways to protect privacy and personal security online	Thinking	Decision Making	Considers risks when making a decision [4.2.3] Demonstrates decision-making skills [4.2.4]
		3.10.2	Identify legal and ethical issues pertaining to the use of technology			
		3.10.3	Describe responsibilities of technology users			

Glossary
Unit 1: Computing Fundamentals

1. American Standard Code for Information Interchange (ASCII) – coding system that computers of all types and brands can translate
2. Application software – also called productivity software; helps you perform a specific task, such as word processing or spreadsheets
3. Bit – in binary, a bit represents a zero or one
4. Byte – a byte is another word for character; generally represented by eight bits
5. Central Processing Unit (CPU) – also known as the microprocessor; the brains of the computer
6. Computer – electronic device that receives data, processes data, stores data, and produces a result
7. File extension – the part of a file name that comes after the period called a “dot”
8. File name – the name assigned for identification
9. Folder – a way to organize files into manageable groups
10. Graphical User Interfaces (GUIs) – operating systems with graphical symbols representing files, programs, and documents
11. Hardware – the tangible, physical equipment that can be seen and touched
12. Icons – graphic images or symbols that represent applications (programs), files, disk drives, documents, embedded objects, or linked objects
13. Input devices – enable the user to input data and commands into the computer
14. Mainframe computers – large, powerful computers that are used for centralized storage, processing, and management of very large amounts of data
15. Maximize – to enlarge a window on the computer to fill the computer screen
16. Menu bar – the horizontal bar near the top of a window that lists the different types of menus to choose from when working with documents
17. Microcomputer – sometimes called a personal computer; used at home or at the office by one person; can fit on top of or under a desk
18. Microprocessor – an integrated circuit silicon chip that contains the processing unit for a computer or a computerized appliance
19. Microsoft’s Disk Operating System (MS-DOS) – originally introduced with the IBM PC in 1981
20. Minicomputer – type of computer that is designed to serve multiple users and process significant amounts of data; larger than a microcomputer, but smaller than a mainframe

21. Minimize – to reduce a window on the screen to a button on the taskbar

22. Motherboard – a circuit board that contains all of the computer system's main components

23. Network – connects one computer to other computers and peripheral devices

24. Operating systems – systems software that provide an interface between the user or application program and the computer hardware

25. Output devices – enable the computer to give you the results of the processed data

26. Plug and play – technology that allows a hardware component to be attached to a computer so that it is automatically configured by the operating system, without user intervention

27. Random Access Memory (RAM) – where instructions and data are stored on a temporary basis; this memory is volatile

28. Read-Only Memory (ROM) – permanent storage; instructions are burned onto chips by the manufacturer

29. Restore – to return a maximized or minimized window to its previous size

30. Scroll bar – band on the right side or bottom of a window that you click to bring different parts of a document into view

31. Software – intangible set of instructions that tell the computer what to do

32. Supercomputers – largest and fastest computers, capable of storing and processing tremendous volumes of data

33. Systems software – a group of programs that coordinate and control the resources and operations of a computer system

34. Task bar – the horizontal band at the bottom of the desktop that includes the Start button, minimized window buttons, and a row of icons usually related to input and output devices

35. Technology – the application of scientific discoveries to the production of goods and services that improve the human environment

36. Title bar – the horizontal band in a window that displays the name of the program, data file, or another type of window

37. Tool bar – a band near the top of a window that has groups' icons or buttons that will execute certain commands when clicked

38. Troubleshooting – analyzing problems to correct faults in the system

39. Universal Serial Bus (USB) – standard for computer ports that support data transfer rates of up to 12 million bits per second

40. Utility software – systems software that perform tasks related to managing the computer's resources, file management, diagnostics, and other specialized chores

41. Virus – a computer program that is written to cause corruption of data

42. Window – rectangular area of the screen used to display a program, data, or other information

Unit 2: Key Applications

1. Active cell – a selected cell in a worksheet
2. Alignment – describes how text is positioned between the left and right margins on a page – left, center, right, or justified
3. Cell – the intersection of a single row and a single column
4. Chart – a graphical representation of worksheet or table data
5. Clipart – prepared pictures and other artwork you can insert into a document
6. Clipboard – a temporary storage area for text and/or graphics that are to be cut or copied and then pasted to another location
7. Column – in a worksheet, columns run down the screen vertically and are identified by a letter across the top of the grid
8. Copy – to duplicate a selection, file, folder, etc., so that you can place it in another position or location
9. Crop – to trim a graphic
10. Cut – to remove text or graphics from a document, and place it on the clipboard
11. Database – a collection of related information organized for rapid search and retrieval
12. Default – a setting that is automatically used unless another option is chosen
13. Delete – remove the character from the right of the insertion point
14. Desktop Publishing – the process of using a computer to combine text and graphics to create an attractive document
15. Document – a data file in a software application
16. Edit – to change an existing document
17. Entry – data entered into a cell
18. Field – a single piece of information in a database
19. Field selector – a small box or bar that you click to select a column in a table in a database
20. Font – the general shape and style of a set of characters
21. Footer – text and/or graphics appearing at the bottom of each page of a document
22. Formulas – equations used to calculate values in a spreadsheet cell

23. Graphics – items other than text including photos, clip art, and drawing objects

24. Grammar checker – checks each sentence in the document, and points out grammatical errors, such as subject and verb agreement, sentence fragments, sentence structure, sentence length, and punctuation

25. Gridlines – nonprinting lines that display on the screen to show the boundary lines of a table

26. Header – text and/or graphics appearing at the top of each page in a document

27. I-beam – the shape the mouse pointer takes when it is positioned on text in a document

28. Mathematical functions – perform calculations that you could do using a scientific calculator

29. Merge – to combine multiple cells into a single cell, usually to create a title or informational text for the worksheet

30. Orientation – determines whether your document will be lengthwise or crosswise on a sheet of paper

31. Overtype mode – in this mode, new text replaces existing characters

32. Paste – to place text or graphics from the clipboard into a document

33. Presentations – slide shows created using special graphics application software that can be displayed on screen or projected using a projector attached to a computer

34. Preview – allows the document to be viewed in full page format to check the layout prior to printing

35. Query – enables you to locate multiple records matching a specified criteria in a single action

36. Range – a selected group of cells

37. Record – a group of fields in a database

38. Report – a database object that allows you to organize, summarize, and print all or a portion of the data in a database

39. Row – in a worksheet rows across the screen horizontally and are identified by numbers at the left of the grid

40. Save – to store a document file on a disk or other storage medium

41. Scroll – to move (using scroll boxes or scroll arrows) through a list, a block of text, a document, or any display larger than the current window or screen

42. Sizing handles – small squares or circles surrounding a graphic or object, indicating that it is selected

43. Slide design – specifies a color scheme, text format, background, bullet style, and graphics for all the slides in a powerpoint presentation

44. Slide layout – the way text and objects are arranged on a presentation slide

45. Slide master – a template used to make uniform changes to slide characteristics such as background color, repeated graphics or text, font, and text color

46. Sorting – the process of creating a list organized on a specific criterion

47. Spell checker – the process of checking the spelling of words in a document against a dictionary of known words and offering advice on how to make corrections

48. Spreadsheet – an organized table of financial or other numerical information

49. Table – a file in a relational database management systems or information arranges in rows and columns so readers can easily understand the information

50. Template – a file that contains formatting and text that you can customize to create a new document similar to, but slightly different from, the original

51. Thesaurus – a feature in word processing software that allows you to quickly find alternative words or synonyms for a word in your document

52. Toggle – use the same procedure to turn an option on or off

53. Transitions – determine the changes in the display that occur as you move from one presentation slide to another

54. Value – a single piece of numeric data used in the calculations of a worksheet

55. View – example normal view, print layout view, web layout view, reading layout view and outline view

56. Word Processing – software you use to prepare text documents such as letters, reports, flyers, brochures, and books

57. Word wrap – text automatically moves to the next line when it reaches the right margin

58. Workbook – a collection of related worksheets

59. Worksheet – a grid of rows and columns containing numbers, text, and formulas

Unit 3: Living Online

1. Address book – a feature of some email applications that stores names and email addresses in an accessible format
2. Artificial intelligence – type of software that can process information on its own without human intervention
3. Browser – software program used to retrieve document from the World Wide Web (WWW or Web) and to display them in a readable format
4. Cache – a storage location on a computer's hard disk used to temporarily store Internet files
5. Client – a computer that uses the services of another program
6. Computer crime – criminal act committed through the use of a computer, such as getting into someone else's system and changing information or creating a computer virus and causing damage to others' information
7. Computer fraud – manipulation of a computer or computer data in order to obtain money, property, or value dishonestly or to cause loss
8. Computer-based learning – using the computer for learning and instruction
9. Cookies – small text files created by some Web pages when you visit the site that may include information about your preferences for the Web page; cookie files are stored on your computer
10. Copyright – the exclusive right granted by law for a certain number of years, to make and dispose of literary, musical, or artistic work
11. Domain name – identifies a site on the Internet
12. Electronic commerce – business conducted over the Internet; also called e – commerce
13. Electronic mail – transmission of electronic messages over networks
14. Extranet – a network configuration that allows selected outside organizations to access internal information systems
15. Hacking – invading someone else's computer, usually for personal gain or just for the satisfaction of invading someone else's computer
16. Hits – any time a piece of data matches search words you specify
17. Home page – first page that is displayed when a browser is launched
18. Hub – a junction where information arrives from connected computers or peripheral devices and is then forwarded in one or more directions to other computers and devices
19. Hypertext Markup Language (HTML) – protocol that controls how Web pages are formatted and displayed
20. Hypertext Transfer Protocol (HTTP) – protocol that defines how messages are formatted and transmitted over the World Wide Web

21. Identity theft – the crime of obtaining someone else's personal data and using it for financial gain or to defraud or deceive

22. Internet – the largest network used as a communication tool

23. Intranet – a network designed for the exclusive use of computer users within an organization that cannot be accessed by users outside the organization

24. Keywords – words that describe the information the user is trying to locate

25. Navigation – ability to move through a Web page

26. Netiquette – often used to describe rules for proper online behavior

27. Newsgroup – discussion forum or a type of bulletin board

28. Plagiarism – claiming someone else's words as your own

29. Public domain – information or content to which copyright protection does not apply and that is available for anyone to copy

30. Router – a device that directs traffic on a network by dividing data into smaller packets that travel by different routes and then are reassembled at their destination

31. Search engine – software program used to search the Internet through the use of keywords

32. Server – a computer that handles requests for data, e-mail, file transfers, and other network services from other computers (clients)

33. Software piracy – the illegal copying or use of computer programs

34. Spam – unsolicited commercial e-mail that is sent to many people at the same time to promote products or services; also called "junk" e-mail

35. Spider – program that searches the Web; called a spider because it crawls all over the Web

36. Uniform Resource Locator (URL) – address that tells the browser where to locate the page; it is typed into the address bar

37. Virtual reality – an artificial environment used in education, medicine, training, research, and other fields

38. Voice recognition – input devices that are used to issue spoken or voice commands to the computer

39. Web server – computer that houses and delivers Web pages

40. Wildcard character – the asterisk (*) symbol; used to search for words that the user is not sure how to spell or for word variations

41. Worm – computer virus that makes many copies of itself, resulting in the consumption of system resources that slows down or actually halts tasks