**Technology Literacy Terms**

Chapter 1

1. augmented printing
2. augmented reality (AR)
3. bandwidth
4. cloud computing
5. computer
6. digital revolution
7. e-mail
8. embedded computers
9. emerging technologies
10. information technology (IT)
11. quick response (QR) codes
12. interactive books
13. smartphone
14. software as a service (SaaS)
15. software-defined storage
16. telecommuting
17. worker productivity
18. cybersecurity
19. data mining
20. digital divide
21. digital middle class

Chapter 2

1. arithmetic/logic unit (ALU)
2. booting
3. central processing unit (CPU)
4. clock speed
5. computer system
6. control unit
7. firmware
8. floating point operations per second (FLOPS)
9. hardware
10. input
11. input device
12. mainframe computers
13. memory
14. millions of instructions per second (MIPS)
15. motherboard
16. operating system (OS)
17. output
18. peripheral devices
19. personal computer
20. port
21. processing
22. random-access memory (RAM)
23. read-only memory (ROM)
24. server
25. storage
26. supercomputers
27. universal serial bus (USB)
28. audio-input devices
29. audio output device
30. data projector
31. image-input devices
32. keyboard
33. monitor
34. mouse
35. optical-character recognition (OCR)
36. output device
37. printer
38. ripping
39. stylus
40. text-input devices
41. touch screen
42. user interface (UI)
43. webcam
44. flash drives
45. hard disk drive
46. magnetic media
47. optical storage
48. solid-state drives (SSDs)
49. volume label

Chapter 3

1. American Standard Code for Information Interchange (ASCII)
2. assembly language
3. bit
4. byte
5. bytecode
6. code
7. complier
8. computer algorithm
9. data type
10. encoding
11. high-level programming language
12. interpreter
13. low-level programming language
14. machine language
15. object-oriented languages
16. procedural languages
17. programs
18. unicode
19. accessibility options
20. desktop theme
21. device driver
22. hibernation
23. language packs
24. platform
25. power down
26. power options
27. power states
28. sleep
29. system software
30. user account
31. utility programs
32. application software bugs
33. desktop publishing (DTP)
34. end user license agreement (EULA)
35. file format
36. for-purchase software
37. freeware
38. integrated development environment (IDE)
39. open-source software
40. podcasting
41. proprietary software
42. raster-based software
43. shareware
44. system requirements
45. template
46. vector-based software

Chapter 4

1. CamelCase
2. file association
3. file name
4. file name extension
5. file path
6. file tree
7. folder
8. folder name
9. library
10. naming conventions
11. nested
12. reserved symbols
13. subfolder
14. file management
15. root
16. sorting
17. wildcards
18. copy
19. destination
20. drag and drop
21. move
22. recycle bin
23. shortcut menu
24. source
25. backup
26. extracting
27. file attribute
28. file compression
29. file properties
30. help
31. system image

Chapter 5

1. all-in-one computer
2. computer model
3. needs assessment
4. disk cleanup
5. hardware maintenance
6. repair function
7. sectors
8. software maintenance
9. device firmware upgrade (DFU) mode
10. hard reboot
11. hard stop
12. rebooting
13. restore point
14. safe mode
15. soft reboot
16. task manager
17. troubleshooting

Chapter 6

1. access key
2. active window
3. cell
4. dialog box launcher
5. document template
6. insertion point
7. key tip badges
8. maximized
9. minimized
10. on-demand tab
11. presentation
12. restoring
13. ribbon
14. spreadsheet
15. windowed
16. backstage view
17. closing
18. collate
19. landscape
20. opening
21. portrait
22. print preview
23. printing
24. virtual printer
25. ascending order
26. bulleted list
27. character style
28. copy
29. crop
30. cut
31. descending order
32. editing
33. format painter
34. formatting
35. handles
36. inserting
37. move
38. numbered list
39. paragraph style
40. paste
41. sorting
42. style
43. system clipboard
44. typeface
45. protected view
46. read-only
47. zooming

Chapter 7

1. desktop publishing
2. font
3. justification
4. leading
5. line spacing
6. margins
7. master page
8. orphan
9. page layout
10. serifs
11. style sheet
12. tabs
13. touch system
14. typeface
15. visual design
16. widow
17. kerning
18. proofing
19. readability
20. track changes

Chapter 8

1. block-style letter
2. body
3. complimentary close
4. copy notation
5. enclosure notation
6. inside address
7. letterhead
8. mixed punctuation
9. modified-block-style letter
10. open punctuation
11. postscript
12. reference initials
13. salutation
14. signature block
15. subject line
16. analytical reports
17. citations
18. conclusions
19. data
20. endnotes
21. folio
22. footnotes
23. headings
24. informational reports
25. introduction
26. primary research
27. proposals
28. qualitative data
29. quantitative data
30. recommendations
31. secondary research
32. table of contents
33. antipiracy technology
34. common knowledge
35. copyright
36. Creative Commons (CC) license
37. Electronic User’s Bill of Rights
38. fair use doctrine
39. intellectual property
40. licensing agreement
41. open source
42. paraphrasing
43. patent
44. piracy
45. plagiarism
46. public domain
47. quotation
48. service mark
49. trademark

Chapter 9

1. attention grabbed
2. clincher
3. external audience
4. graphics
5. internal audience
6. presentation
7. scope
8. slide master
9. theme
10. animating
11. background image
12. hyperlink
13. transitions
14. chart
15. handouts
16. presentation notes

Chapter 10

1. active cell
2. cell
3. columns
4. formulas
5. killer app
6. numbers
7. range
8. rows
9. spreadsheet
10. text
11. what-if analysis
12. workbook
13. worksheet
14. absolute cell address
15. ascending order
16. descending order
17. filtering
18. fraction
19. merge
20. percentage
21. relative cell address
22. sorting
23. wrap text

Chapter 11

1. arguments
2. function
3. logical functions
4. principal
5. term
6. bar chart
7. chart
8. comma-separated values (CSV) file
9. conditional formatting
10. embedding
11. line chart
12. linking
13. pie chart

Chapter 12

1. database
2. database management system (DBMS)
3. design view
4. field
5. primary key
6. record
7. table
8. datasheet view
9. foreign key
10. form
11. one-to-many relationship
12. relational database
13. report
14. calculated field
15. criteria
16. query
17. searching
18. statistical field

Chapter 13

1. Boolean operators
2. browser
3. download
4. human-computer interaction (HCI)
5. hypertext markup language (HTML)
6. packet
7. plug-in
8. protocol
9. public switched network
10. search engine
11. uniform resource locator (URL)
12. upload
13. alignment
14. cascading style sheet (CSS)
15. contrast
16. external style
17. inline style
18. internal style
19. JavaScript
20. PHP hypertext processor
21. proximity
22. repetition
23. semantic tag
24. tag
25. validation

Chapter 14

1. analog
2. bandwidth
3. client
4. digital
5. Ethernet
6. host
7. hotspot
8. hub
9. network adapter
10. Open Systems Interconnection (OSI) model
11. ports
12. router
13. sampling
14. switch
15. transmission rate
16. Wi-Fi
17. bus topology
18. daisy chain topology
19. extranet
20. Internet area network (IAN)
21. intranet
22. local area network (LAN)
23. mesh topology
24. metropolitan area network (MAN)
25. network topology
26. peer-to-peer (P2P) topology
27. ring topology
28. star topology
29. tree topology
30. virtual private network (VPN)
31. wide area network (WAN)
32. authentication
33. encryption
34. firewall
35. password
36. Wi-Fi Protected Access (WPA)
37. Wired Equivalent Privacy (WEP)

Chapter 15

1. address book
2. archiving
3. auto-respond option
4. contact group
5. credential
6. digital citizenship
7. e-mail client
8. e-mail server
9. Internet message access protocol (IMAP)
10. junk e-mail
11. message header
12. netiquette
13. out-of-office message
14. post office protocol (POP)
15. simple mail transfer protocol (SMTP)
16. spam
17. username
18. blog
19. carrier
20. cell
21. cellular technology
22. flaming
23. forum
24. instant messaging (IM)
25. multimedia messaging service (MMS)
26. really simple syndication (RSS)
27. short messaging service (SMS)
28. streaming
29. videoconferencing
30. Voice over Internet Protocol (VoIP)
31. collaboration
32. comment
33. cyberbullying
34. digital footprint
35. emoticon
36. libel
37. online presence
38. online status
39. slander
40. social media
41. standard capitalization
42. telepresence

Chapter 16

1. adware
2. antivirus software
3. bot
4. censorship
5. completely automated public Turning test to tell computer and humans apart (CAPTCHA)
6. computer virus
7. computer worm
8. cookies
9. data vandalism
10. hacking
11. malware
12. phishing
13. ransomware
14. scareware
15. spyware
16. Trojan horse
17. e-mail filters
18. ethics
19. identity theft
20. online piracy
21. pharming
22. gateway
23. passphrase
24. personal firewall
25. strong password
26. uninterruptable power supply (UPS)

Chapter 17

1. chief information officer (CIO)
2. cloud architects
3. computer programmer
4. computer support technician
5. computer systems analyst
6. database administrator
7. IT manager
8. project management
9. security analyst
10. software developer
11. technical support
12. virtualization
13. web developer
14. 529 plan
15. career and technical student organizations (CTSOs)
16. career plan
17. certification
18. ergonomic
19. formal education
20. Gantt chart
21. goal
22. informational interviewing
23. networking
24. portfolio
25. postsecondary education
26. résumé
27. scholarship
28. self-assessment
29. SMART goals
30. storyboarding