

# **Chapter 2**

## **Computer Software, Applications, & Networking**

***Computer software*** – a program or set of programs that tells the hardware what to do.

***Systems software*** – software written with the hardware in mind.

Operating systems –

Language processors –

*Applications software* – software written with the user in mind.

Word processor

Spreadsheet

Database

Graphics

Desktop Publishing

Computer-aided Design (CAD)

Project Management

Personal Finance

Tax Preparation

Legal Documents

Educational Software (math, English, history etc.)

Encyclopedias

Communications Software (internet, email etc.)

Games

# Word Processing

Word processing terms:

Hard return/soft return

Toggle switch

Copy command

Clipboard

Open command

Save As command

Thesaurus

Find command

Margins

Word wrap

Font

Header & Footer

Clip art

Insert mode/overtyping

Cut command

Paste command

Help menu

Save command

Spell check

Custom dictionary

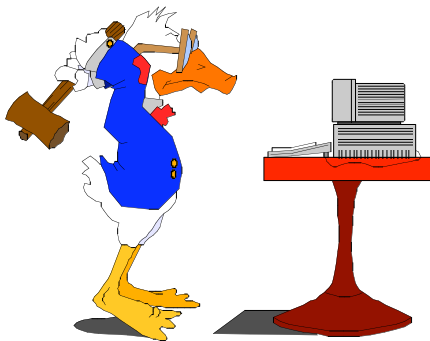
Replace command

Tab stop

Alignment (justified, right, left, & center)

Indent

Scrolling



Word art

WordArt

# Spreadsheet

## Spreadsheet terms:

Worksheet  
Spreadsheet  
Cell/Active cell  
Cell reference  
Constant  
Formula  
Portrait/Landscape orientation  
Range  
Relative cell reference  
Absolute cell reference  
Relational operator  
Function (built in function vs. formula)  
*What-if* Analysis  
VISICALC

Know what each of the following functions *return* and what their *arguments* represent.

=AVERAGE( )

=MAX( )

=MIN( )

=PMT( )

=SUM( )

=IF( )

# Database

Database terms:

Database

File

Record

Field

Data type

Query

Search

Sort

Primary key

# Computer Networks

A computer network is a collection of computing devices that are connected together for the purpose of sharing resources such as software, data files, or printers. Networks are normally connected using wires or cables. Some network connections are wireless and rely on infrared signals or radio waves to transfer data.

Node -

Data Transfer Rate -

Protocol -

Client/Server Model -

File Server -

Web Server -

## Local Area Network (LAN)

A local area network consists of a relatively small number of computers (nodes) in a small geographic area.

Topology -

Star Topology -

Ring Topology -

Bus Topology -

Wide Area Network (WAN) -

# **The Internet**

The Internet is a vast collection of smaller networks that have agreed to follow the same set of communication protocols to pass information to its final destination.

Internet Backbone -

Internet Service Provider (ISP) -

In the early days of the telecommunications, a phone modem was the only means of transferring information from one computer to another.

Modem -

Digital Subscriber Line (DSL) -

Cable Modem -

Broadband -

Download -

Upload -

Packet -

Transmission Control Protocol (TCP) -

Internet Protocol (IP) -

TCP/IP -

IP (Internet Protocol) Address -

URL (Uniform Resource Locator) -

**http://www.macarthurplace.com**

↑                    ↑                    ↑                    ↑  
communications    format            domain name        domain suffix  
protocol

The domain name identifies \_\_\_\_\_ that  
is responsible for the web page. The domain suffix identifies \_\_\_\_\_  
\_\_\_\_\_ Examples:

Firewall -