

**ICT 2 STUDENTS:** Review all of the following vocabulary we covered this year. Please practice your typing skills as much as possible!

ICT 2 Unit 1 Vocabulary-Orientation, Ethics, & Keyboarding

1. Caps lock- a button on a computer keyboard that, when pressed, causes all letters to be generated in capitals until deactivated.
2. Editing- the process of correcting, condensing, organizing, or otherwise modifying a work with the intention of producing a correct, consistent, accurate, and complete work
3. Accuracy- the quality or state of being correct or precise.
4. Function- a key on a computer keyboard that is used to perform various functions, such as executing a command or selecting options on a menu.
5. Cybercrime- criminal activities carried out by means of computers or the Internet.
6. Backspace- moves the display cursor one position backwards, deletes the character at that position, and shifts back the text after that position by one position.
7. GWAM (gross words a minute)- the overall typing speed regardless of how many errors you make.
8. Copyright- a law that gives the owner of a work (like a book, movie, picture, song or website) the right to say how other people can use it
9. Cursor- a movable, sometimes blinking, symbol that indicates the position on a display screen where the next character entered from the keyboard will appear, or where user action is needed.
10. Ethics- moral principles that govern a person's behavior or the conducting of an activity.
11. Delete key- a key on most computer keyboards which typically is used to delete either the character ahead of or beneath the cursor, or the currently-selected object.
12. Acceptable use policy- a document that outlines a set of rules to be followed by users or customers of a set of computing resources, which could be a computer network, website or large computer system. It clearly states what the user is and is not allowed to do with the resources.
13. Error- a mistake.
14. Home Row Keys- are the row of keys on the computer keyboard your fingers rest on when not typing
15. NWAM (Net Words a Minute)- it is the Gross Words A Minute (GWAM), minus any errors, that a person can type
16. Piracy- the unauthorized use or reproduction of another's work
17. Plagiarism- the practice of taking someone else's work or ideas and passing them off as one's own
18. Procedure- established or official way of doing something
19. Proofreading- examining your text carefully to find and correct typographical errors and mistakes in grammar, style, and spelling

20. Shift Key- a modifier key on a keyboard, used to type capital letters and other alternate "upper" characters
21. Site License- a type of software license that allows the user to install a software package in several computers simultaneously, such as at a particular site (facility) or across a corporation
22. Software License- legal instrument (usually by way of contract law, with or without printed material) governing the use or redistribution of software
23. Space Bar- long key on a computer keyboard for making a space between words
24. Tab- keyboard key used to advance the cursor to the next tab stop
25. Technique- a way of carrying out a particular task, especially the execution or performance of an artistic work or a scientific procedure
26. Word Wrap- (in word processing) a feature that automatically moves a word that is too long to fit on a line to the beginning of the next line

### ICT 2 Unit 2 Vocabulary-Lab Management & Networking

1. bandwidth: the amount of data that can be transmitted in a fixed amount of time
2. bluetooth: short-range wireless interconnection of mobile phones, computers, and other electronic devices
3. client/server network: A computer network in which one centralized, powerful computer (called the server) is a hub to which many less powerful personal computers or workstations (called clients) are connected. The clients run programs and access data that are stored on the server
4. communications channel: The communication path between two computers or devices.
5. digital subscriber line (DSL): family of technologies that are used to transmit digital data over telephone lines
6. ethernet: a system for connecting a number of computer systems to form a local area network
7. firewall: a part of a computer system or network that is designed to block unauthorized access while permitting outward communication
8. file transfer protocol (FTP): a standard network protocol used for the transfer of computer files between a client and server on a computer network
9. global positioning system (GPS): A set of satellites used to help determine location anywhere on Earth's surface with a portable electronic device
10. hub: the most basic networking device that connects multiple computers or other network devices together; common connection point for devices in a network
11. internet: a global wide area network that connects computer systems across the world
12. intranet: a private network designed for the exclusive use of computer users within an organization that cannot be accessed by users outside the organization
13. IP address: a unique string of numbers separated by periods that identifies each computer using the Internet Protocol to communicate over a network
14. local area network (LAN): a computer network that links devices within a building or group of adjacent buildings

15. modem: a hardware networking device that connects your computer to an internet service provider (ISP) and converts data to a signal so it can be easily sent and received over a phone line, cable, or satellite connection
16. network: a set of computers connected together for the purpose of sharing data and devices like printers
17. router: connects multiple networks and routes network traffic between them
18. switch: a computer networking device that connects devices together on a computer network
19. topology: the physical arrangement of a computer network
20. video conferencing: a live, visual connection between two or more people residing in separate locations for the purpose of communication
21. web: an information system on the internet which allows documents to be connected to other documents by hypertext links
22. wide area network (WAN): a computer network that spans a relatively large geographical area
23. wi-fi hotspots: A network of computers connected via the internet so that files and devices (like printers) can be accessed and shared by all those on the network physical locations where people may obtain wireless internet access
24. wireless adapter: a computer hardware device that enables computers to connect to the internet wirelessly and to communicate wirelessly over a network
25. wireless local area networks (WLAN): a wireless computer network that links two or more devices using wireless communication to form a local area network (LAN) within a limited area such as a home, school, computer laboratory, campus, office building etc
26. peer-to-peer-network: A network of computers connected via the internet so that files and devices (like printers) can be accessed and shared by all those on the network

### ICT2 Unit 3 Vocabulary-Financial Literacy

1. Asset - property owned by a person or company, regarded as having value and available to meet debts, commitments, or legacies
2. Bank - a financial establishment that invests money deposited by customers, pays it out when required, makes loans at interest, and exchanges currency
3. Bankrupt - when an individual or company is unable to pay their debts
4. Budget - an estimate of income and expenses for a set period of time
5. Career - an occupation undertaken for a significant period of a person's life and with opportunities for progress
6. Cash flow - the total amount of money being transferred into and out of a business
7. Certificate of Deposit - a certificate issued by a bank to a person depositing money for a specific length of time
8. Charitable giving - a gift made by an individual or an organization to a nonprofit organization, charity or private foundation
9. Check - a written order directing a bank to pay money as instructed
10. Collateral - property pledged by a borrower to protect the interests of the lender

11. Collection agency - an entity used by lenders to recover funds that are past due or accounts that are in default
12. Compensation - something, typically money, awarded to someone as a recompense for loss, injury, or suffering
13. Credit - the ability of a customer to obtain goods or services before payment, based on the trust that payment will be made in the future
14. Credit bureau - a private business that compiles information on consumers' creditworthiness and provides this information to lenders
15. Credit card - a card authorizing purchases on credit
16. Credit report - a detailed report of an individual's credit history prepared by a credit bureau
17. Credit score/rating - a number assigned to a person that indicates to lenders their capacity to repay a loan
18. Debt - something, typically money, that is owed or due
19. Disposable Income - income remaining after deduction of taxes and other mandatory charges, available to be spent or saved as one wishes
20. Emergency fund - an account for funds set aside in case of the event of a personal financial dilemma, such as the loss of a job, a debilitating illness or a major repair to your home
21. Employee benefits - form of compensation paid by employers to employees over and above regular salary or wages
22. Entrepreneur - a person who organizes and operates a business or businesses, taking on greater than normal financial risks in order to do so
23. Expenses - the cost required for something; the money spent on something
24. Finance charge - a fee charged for the use of credit or the extension of existing credit. It may be a flat fee or a percentage of borrowings, with percentage-based finance charges being the most common
25. Financial aid - any grant or scholarship, loan, or paid employment offered to help a student meet his/her college expenses
26. Financial plan - summary of a company's financial needs or goals for the future and how to achieve them
27. Financial literacy - the education and understanding of various financial areas including topics related to managing personal finance, money and investing
28. Income - money received, especially on a regular basis, for work or through investments
29. Insurance - a practice or arrangement by which a company or government agency provides a guarantee of compensation for specified loss, damage, illness, or death in return for payment of a premium
30. Investments - the investing of money or capital in order to gain profitable returns, as interest, income, or appreciation in value
31. Job - a paid position of regular employment
32. Lease - a contract by which one party conveys land, property, services, etc., to another for a specified time, usually in return for a periodic payment
33. Loan - a thing that is borrowed, especially a sum of money that is expected to be paid back with interest

34. Mortgage - a legal agreement by which a bank or other creditor lends money at interest in exchange for taking title of the debtor's property, with the condition that the conveyance of title becomes void upon the payment of the debt
35. Personal finance - as the management of money and financial decisions for a person or family including budgeting, investments, retirement planning and investments
36. Personal income - an individual's total earnings from wages, investment enterprises, and other ventures
37. Savings - the money one has saved, especially through a bank or official scheme
38. Take-home pay : the pay received by an employee after the deduction of taxes and other obligations

### **When I apply for a loan:**

1. The lender will request my credit score in a credit report from the credit bureau.
2. If my cash flow is right and my credit is good the creditor will make the loan.
3. I might have to have some assets to use as collateral so that if I don't pay the loan back the lender will still get something in return for their investment.
4. There will be finance charges for the loan in the form of interest.
5. I will use the employee compensation of income to pay the loan back. If I have personal income or savings I can use it to pay the loan back as well.
6. If I don't pay it back, the lender will take my collateral and turn the account over to a collection agency to collect the money owed.

### **ICT 2 Unit 4 Vocabulary-Spreadsheet Applications**

1. Active Cell-refers to a cell in Excel spreadsheet that is currently selected by clicking mouse pointer or keyboard keys. Only one cell can be an active cell at a time. An active cell is bounded by a heavy border around it.
2. Autofill-a function in some computer applications typically containing forms which fills in the fields automatically according to the information that the user has previously used. This works on most common forms for fields such as names, addresses, telephone numbers and email addresses, which saves the user time compared to manually having to type the same information every time a different website asks for it.
3. Average function formula-Function in Microsoft Excel that returns the average of the values (numbers) listed
4. Bar chart-a graph that shows horizontal bars with the axis values for the bars displayed on the bottom of the graph. It is a graphical object used to represent the data in your Excel spreadsheet. You can use a bar chart when: You want to compare values across categories.
5. Cell-An area on a spreadsheet where data can be entered. Each cell acts as an individual entity in the spreadsheet. Cells are boxes formed by the intersection of vertical and horizontal lines that divide the spreadsheet into columns and rows. Columns are labeled by letters of the alphabet while the rows are numbered.

6. Cell Reference-Refers to a cell or a range of cells on a worksheet and can be used in a formula so that Microsoft Office Excel can find the values or data that you want that formula to calculate.
7. Chart-tool that allows you to visually display data in a variety of different chart formats such as bar, column, pie, line, area, doughnut, scatter, surface, or radar charts.
8. Clip art- simple pictures and symbols made available for computer users to add to their documents.
9. Column-a vertical (up and down) series of cells in a chart, table, or spreadsheet
10. Column chart-used to compare values across categories by using vertical bars
11. Embedded chart-a chart inserted on top of another worksheet
12. Fill handle-a small black box at the bottom right corner that allows the user to extend (and fill) a series of numbers, dates, or even text to a desired number of cells
13. Filter-allows you to view specific rows in an Excel spreadsheet, while hiding the other rows
14. Formula-an expression which calculates the value of a cell
15. Formula bar-A toolbar at the top of the Microsoft Excel spreadsheet window that you can use to enter or copy an existing formula in to cells or charts
16. Function formula-predefined formulas and are already available in Excel
17. Header- the colored row of letters used to identify each column within the sheet, or workbook. The column header row is located above the row one
18. Landscape orientation-horizontal (side to side) orientation mode used to display wide-screen content, such as a Web page, image, document or text
19. Legend-linked to the data being graphically displayed in the plot area of the chart
20. Line chart-used to display data over time
21. Maximum function formula-returns the largest numeric value (number) in a range of values
22. Minimum function formula-returns the smallest value (number) from the numbers provided
23. Pie chart-used to display the contribution of each value (one slice) to a total ( whole pie)
24. Portrait Orientation- a page that is taller than it is wide
25. Range-a collection of selected cells in a spreadsheet
26. Row-the range of cells that go across (horizontal) the spreadsheet/worksheet
27. Scroll Bars-allows the user to scroll through the data in its worksheets
28. Sorting-the process of arranging objects in a certain sequence or order according to specific rules
29. Spreadsheet-an electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations
30. Spreadsheet program-an interactive computer application such as Excel, OpenOffice Calc, or Google Sheets that mimics a paper spreadsheet
31. Sum function formula-adds all numbers in a range of cells
32. Text box-An on-screen rectangular frame into which you type text
33. Title Bar-a horizontal bar at the top of a window, bearing the name of the program and typically the name of the currently active document
34. Workbook-a single file containing several different types of related information as separate worksheets

## ICT 2 Unit 5 Vocabulary-Database Applications

1. ascending sort - arranging in order from lowest to highest
2. data type - a data storage format that can contain a specific type or range of values
3. datasheet view - refers to row wise and column wise viewing of data in a table in database applications such as spreadsheets, Access, Excel, and so on
4. descending sort - arranging in order from highest to lowest
5. design view - a means of organizing design information
6. field - a space that holds specific parts of data from a set or a record
7. field name - assigned name for a field (NAME, ADDRESS, CITY, STATE, etc.) that will be the same in every record
8. field property - describes the characteristics and behavior of data added to that field
9. form - a window or screen that contains numerous fields, or spaces to enter data
10. form letter - written from a template, rather than being specially composed for a specific recipient
11. form view - used to display a single record from a data source in a table
12. format property - uses different settings for different data types and affects only how data is displayed not how it is stored
13. mail merge - the automatic addition of names and addresses from a database to letters and envelopes in order to facilitate sending mail, especially advertising, to many addresses
14. primary key - one or more columns that uniquely identify each row in a table
15. query - a request for data or information from a database table or combination of tables
16. record - composed of fields, each of which contains one item of information; set of them makes a file
17. report - the formatted result of database queries and contains useful data for decision-making and analysis
18. sort - arranging in an ordered sequence
19. table - an arrangement of data in rows and columns, or possibly in a more complex structure
20. task pane - a utility feature that helps the user have quick access to common features, information, and commands in Microsoft Office

## ICT 2 Unit 6 Vocabulary-Design Applications

1. attributes: qualities or features regarded as characteristics or inherent parts of something
2. breaking load: stress or tension steadily applied to an object and just sufficient to break or rupture it
3. center point: same distance from all the extremities of a figure
4. computer aided design/drafting (CAD): used by architects, engineers, drafters, artists, designers, and others to create precision drawings or technical illustrations that are two-dimensional (2-D) or three-dimensional (3-D) models

5. component: an identifiable part of a larger program or construction; usually provides a particular function or group of related functions
6. constraints: limitations or restrictions
7. dimensions: measurable attributes, such as length, width, depth, or height
8. drafting: drawing or sketching the outlines or plans of something
9. engineer: a person who designs, builds, or maintains engines, machines, structures, etc
10. landscaping: the process of making a yard or other piece of land more attractive by altering the existing design, adding ornamental features, and planting trees, shrubs, flowers, etc
11. measurement: the size, length, or amount of something, as established by measuring
12. mock-up: a model or replica of a machine or structure, used for instructional or experimental purposes
13. model: a three-dimensional representation of a structure, typically on a smaller scale than the original
14. origin: the point or place where something begins, arises, or is derived
15. perspective: the art of drawing solid objects on a two-dimensional surface so as to give the right impression of their height, width, depth, and position in relation to each other when viewed from a particular point
16. plane: a flat two-dimensional surface
17. plans: a detailed proposal for doing or achieving something
18. prototype: a first, typical or preliminary model of something, especially a machine, from which other forms of it are developed or copied
19. scale: a system of ordered marks at fixed intervals used a reference standard in measurement; the size of one object in relation to the other objects in a design
20. scale model: a model used to represent an object that is too large or too small to be built at actual size
21. space (verb): to position two or more items at a distance from one another
22. specifications: detailed description of the design and materials used to make something
23. structural weight: the total mass of a completed structure without furnishings, people, etc
24. three-dimensional (3D): having 3 dimensions, such as height, length, and width, which gives thickness or depth (for ex. a model of something, an actual object, etc.)
25. two-dimensional (2D): having 2 dimensions, such as height and width, but no thickness/depth which causes the object to appear flat (for ex. a drawing on paper)
26. vertex: the top or apex (highest point) of something; also, each angular point of a polygon, polyhedron, or other figure

#### ICT 2-Unit 7-Graphic Design Applications-Vocabulary

1. alignment-lining up text or graphic elements on a page in relation to the top, bottom, sides, or middle
2. balance-a condition in which different elements are equal or in the correct proportions; the placement of elements in a graphic design

3. color-An element of art made up of three properties: hue, value, and intensity
4. contrast-the degree of difference between tones in an image
5. line-used to add style, enhance comprehension, create forms, and divide space by being a border around other design elements or divider between them
6. mass-a solid body or a grouping of visual elements
7. proximity/unity-nearness in space
8. shape-an area that is contained within an implied line, or is seen and identified because of color or value changes
9. size- a thing's overall dimensions or magnitude; how big something is
10. texture-An element of art that refers to the way things feel, or look as if they might feel if touched
11. value-The lightness or darkness of tones or colors