**Vocabulary Drills 5 and 6**

Listed below are the terms you will use to complete the Vocabulary Assignment given by your instructor. ***Keep this page locked in your binder for reference***.

**Tech Basics Unit**

1. **Worm** – A type of virus that makes many copies of itself resulting in the slowing down or halting of tasks.

**2. Attachment**s – A document that is sent with an e-mail.

**3. IP Address** – A unique address assigned to a computer so that it may be located across the web.

**4. Serve**r – A computer that is dedicated to running applications and storing data.

**5. WAN** – A type of network by which computers over larger geographical areas can be connected.

**6. Logic Bomb** – A virus that tries to get your computer to do something impossible, like dividing by 0.

**7. LAN** – A network where multiple computers and devices connect within a confined space.

**8. URL** – Addresses used to locate websites on the world wide web.

**9. Shareware** – Software that is allowed to be used for free for a certain period of time.

**10. Input Device** – A device used for providing data to the computer. Ex: Keyboard, scanner, mouse

**11. Output Device** – A device used for obtaining processed information from the computer. Ex: printer, screen, speakers

**12. Boolean Operators** – Used to refine a search. Ex: AND, NOT, OR

**13. Domain** – Part of the URL that identifies the organization that owns the site. Ex: .org, .com, .gov

**14. CD-RW** – A compact disc that allows you to write information to it over and over again.

**Word Processing Unit**

**15. Template** – a predesigned and preformatted document available in Microsoft Word. Ex: Letter, Memo, Calendar

**16. Indent** – Text is shifted horizontally from the margins to set it apart from surrounding text.

**17. Textual Citation** – A way of citing a source in your document because you have used another person’s writing or ideas. Usually includes at least the author’s name and page number.

*Continued on next page*

**Presentations Unit**

**18. Resolution** – This is measured by the amount of pixels in an image.

**19. Animation** – The way an individual element enters or exits a slide.

**Spreadsheets Unit**

**20. Absolute Value** – Refers to cells in a specific location. The cell remains constant when a formula is copied.

**21. Function** – A predefined formula such as SUM or AVERAGE.

**22. Descending** – This refers to sorting something from Z to A or 100 to 1.

**23. Ascending** – This refers to sorting something from A to Z or 1 to 100.

**24. Relative Value** – Refers to cells relative to a position in a formula. Excel will automatically change column letters or row numbers to reflect the destination location.

**25. Filter** - A feature used in Excel to display only certain records within a list that meet specified criteria.

**Database Unit**

**26. Database** – An organized collection of related data.

**27. Field** – A category of information in a database.

**28. Record** - A group of fields within a table that are relevant to a specific entity.