

HANDOUT: GLOSSARY OF ICT TERMINOLOGY

Applications

We can define application as a collection of programs that is used to perform the user's specific tasks. For example, if you want to write a letter, you use a word processing program like Microsoft Word, which is under word processing application. If you are organizing large quantities of data/information, you use a data management application. There are different application programs for different tasks.

Click

The act of pressing the button on the mouse: either left-click, right-click or double-click.

CD Drive

This is a device used to operate a CD-ROM.

CD-ROM

This is Compact Disc Read Only Memory. It stores information which, once it has been put there, cannot be changed but can be copied to any other location.

Computer

Can be defined as a machine that is capable of accepting input (Data), Processes, Stores and Output (Data). In other words, this can be summarized in four basic words: input, processes, storage and output. A computer can be divided into two parts: hardware and software.

A computer is composed of two devices:

- Input devices, which are devices that users use to enter information into a computer to perform their task, such as keyboard, mouse and digital camera.
- Output devices, which are devices, used to produce what a user has entered into the computer, such as monitor/screen, printer, scanner and speakers.

CPU (Central Processing Unit)

This is the most important part of the computer because it functions as its heart. This is where all the computer's processing work takes place. It is also defined as the brain of the computer.

Data

This is any kind of information, such as pictures, texts, videos, games or drawings that can be entered into and stored in the computer.

E-mail

Electronic mail, a way of communicating via the Internet.

Floppy Disk

This is a device on which you can store data and make changes.

Floppy Drive

This is a device used to operate a floppy disk.

Hard Copy

This is a piece of work produced on a piece of paper by a printer from a computer and it can be touched. The piece of work that is on the computer screen that cannot be touched but only be seen.

Hard Drive

This is the storage device on which information is stored. It is located inside the computer.

Hardware

The tangible components of a computer, such as the monitor/screen, keyboard, mouse or system unit.

Icon

An icon is a graphical image. Icons represent files, folders and applications. By double-clicking on them, you can open these files and folders.

ICT

Information and Communication Technology.

Internet

International Network of computers: computers are linked together and documents on all these computers can be shared between different people around the world.

Keyboard

This is a device that is used to type/enter information into a computer. It resembles a typewriter keyboard.

Mouse

A mouse is the hand-held device that allows you to point, click, and move objects on the monitor/screen. It has two buttons on the right and one on the left.

Operating System

This is the platform that operates software, such as MS Word, Excel or Power-Point, inside the computer. It also includes Windows, Mac OS, Unix and Linux.

PC

Personal Computer; this is a computer that can be used by one person at a time because its heart (CPU) can only respond to one user's needs at a time.

RAM

This means Random Access Memory. This is a temporary capacity to hold data when you are carrying out a particular task (copying a file, for example). These data can be lost if power goes before you have completed your task.

Scroll

Moving up and down or left to right, there are two scroll bars on the computer screen; these are the horizontal scroll bar and the vertical scroll bar.

Software

These are the instructions you give to a computer to perform what you want it to do, for example, MS Word to type a letter or MS PowerPoint to make presentations.

System Unit

This is the case that carries internal computer parts such as the CPU, hard drive, floppy drive, CD drive and RAM.

UPS

This means Uninterruptible Power Supply. It is a device that continues to supply power for some time to enable you to complete a task and shut down the computer if the power goes.

VDU

Visual Display Unit. This is another name for the monitor. Used to display data. Its function is to display what is happening inside the computer system.

W.W.W.

World Wide Web: global access to different information.