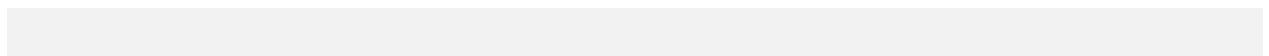


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LESSON 1

1. Computer	A device that can process data to produce an outcome
2. Program	A set of instructions that the CPU uses. Also known as software.
3. Operating system	Software that controls a computer
4. File	The basic unit of storage for computers
5. Mouse	A pointing device that often controls the cursor
6. Booting	The process of starting or resetting a computer
7. Start menu	The main menu in Windows
8. Window	A portion of the screen where an application can be seen
9. Desktop	The main work area on a computer screen
10. Icons	Small images used to access applications or folders
11. Recycle Bin	Used to manage files and folders to be removed
12. Shortcut	An icon that a user can use to immediately access a program, file, folder, or Web page
13. Double-click	To press and release the mouse button two times quickly.
14. Shutting down	The process to turn a computer off
15. Simulation	A method of modeling a process without using the real thing

LESSON 2

- | | |
|---------------------|---|
| 1. Windows Explorer | A file management software is an application that helps to organize files and folders in a computer |
| 2. Folder | A place to hold files that are related to each other |
| 3. Extension | The period and characters that follow a file name (.doc, .jpg, .xls, .ppt, .gif) |
| 4. Copy | To create an exact duplicate of the original item |
| 5. Move | To change where it is located |
| 6. Delete | To remove an item such as a file, a graphic, or text |
| 7. Sort | To arrange according to kind |
| 8. Backup | a duplicate copy of a file |

COMPUTER BACIS 1

1. Input	Refers to when a computer takes in information
2. Keyboard	An input device that is used to type text and commands into a computer
3. Scanner	An input device that is used to change images into information that a computer can read
4. Central processing unit (CPU)	The part of the computer that does most of the job
5. Storage	Refers to when information is saved by a computer
6. Hard disk	A magnetic storage device that can be used to store information inside a computer
7. Floppy disk	A magnetic storage device that can be used to store information outside a computer
8. Compact disc (CD)	An optical storage device that uses laser technology to store information outside a computer
9. Output	Refers to when a computer sends out information.
10. Monitor	An output device that displays text, objects, graphics, photographs, video, and animation on a screen
11. Printer	An output device that can reproduce documents on paper
12. Speakers	An output device that produces sound
13. Headphones	Output device that produces sound
14. Memory	The location within the CPU where electronic data is stored
15. RAM (Random Access Memory)	Memory that loses the data or instructions that it stores when the power is turned off

16. ROM (Read Only Memory)	Memory that does not lose its data or instructions when the power is turned off
17. Bit	One piece of memory
18. Byte	8 bits
19. KB (Kilobyte)	1,024 bytes of memory
20. MB (Megabyte)	1,048,576 bytes of memory
21. GB (Gigabyte)	1,073,741,824 bytes of memory



ETHICS

1. Acceptable Use Policy	An acceptable use policy is a document that describes what people may and may not do while using an organization's computer network
2. AES E-mail Simulation	The AES E-mail Simulation allows the user to learn how to use e-mail without using a real e-mail program
3. AES Internet Browser	The AES Internet Browser is a Web browser. A Web browser is software that enables people to access information on the Web.
4. AES Virtual Explorer	AES Virtual Explorer is file management software that is used in this course. This software can help a user organize files and folders on a computer. The user can copy, move, and rename files and folders that he or she owns.
5. AES Work	AES Work is a folder where you store files that you create
6. Anti-virus Software	Anti-virus software is used to defend computer files by scanning, or searching, a computer for viruses. Then it allows people to delete any viruses it finds
7. Attachment	An attachment is a file that is sent along with an e-mail message.
8. Axon	An axon is a symbol for the word "at." An axon separates an e-mail user name from the rest of an e-mail address
9. Body	The body of an e-mail message is the actual text of the e-mail message
10. Cable Television	Cable television is produced by sending signals from a television station through a network of wires and antennas into a customer's home
11. Cellular Phone	A cellular phone is a mobile telephone that is operated through a network of radio signals
12. Chat	A chat is a real-time conversation on a computer

13. Client	In a network, a client is any computer on the network other than the server.
14. Client-server Network	A client-server network is made up of a server and many clients. A server is the computer that controls the resources of the network. The clients are all of the other computers on the network
15. communications channel	A communications channel is the path that the information travels along. It may include phone, cable, digital, or wireless methods
16. Compact Disc	A compact disc, also known as a CD, is an optical storage device that uses laser technology to store information outside a computer
17. Computer	A computer is a device that can process data to produce an outcome.
18. Copy	To copy an item, such as a file, a graphic, or text, is to create an exact duplicate of the original item. Then there are two items
19. Copyright	A copyright is a creator's sole, legal right to copy, share, or sell his or her work.
20. Data	Data is an item of information.
21. Data Packet	A data packet is a unit of information transmitted from one device to another on a network.
22. Delete	To delete an item, such as a file, a graphic, or text, is to remove it.
23. Distance Learning	Distance learning is studying and learning at a distance using telecommunications tools
24. Distribution List	A distribution list is an e-mail program feature that allows people to send the same message to a group of people at the same time
25. Domain	The domain is the part of a Universal Resource Locator, or URL, that accesses a particular Web server. In an e-mail address, the domain can indicate what type of organization a person belongs to.

26. E-Commerce	Electronic commerce, or e-commerce, is a way in which companies sell and people buy products on the Internet. E-commerce Web sites are often run by large databases.
27. E-mail	E-mail is electronic mail. An e-mail message is like a letter that is sent from one person's computer to another person's computer.
28. E-mail Account	An e-mail account is a business arrangement between the Internet service provider, or ISP, and a user. The ISP provides software to send e-mail messages, and it often requires a fee from users
29. E-mail Address	An e-mail address is the unique address that lets an e-mail server know where to send a message.
30. Editing	Editing involves reviewing the work closely, fixing any problems, and preparing the information to be published.
31. Ethics	Ethics involves how people decide what is right and wrong in their actions.
32. Extension	An extension is the last part of a Universal Resource Locator's, or URL's, domain that describes the source of a Web site. Examples of extensions include ".com," ".org," ".edu," and ".gov."
33. Fax	Fax means to transmit text or graphics over telephone lines. Fax is another word for facsimile.
34. File	A file is the basic unit of storage for computers
35. File Extension	A file extension is the period and characters that follow a file name. It gives information about what type of file the file is.
36. File Management Software	File management software is an application that helps to organize files and folders in a computer.

37. Fill-in-the-Blank Question	In a fill-in-the-blank question, you are asked to supply the word that correctly completes the sentence. A fill-in-the-blank question has only one right answer.
38. Firewall	A firewall is a combination of hardware and software that checks all of the information that comes through a network server.
39. Folder	A folder is a place to hold files that are related to each other. Each folder can hold many files and even other folders.
40. Freeware	Freeware is software that can be used for any length of time at no cost. It is free.
41. FTP	FTP, or File Transfer Protocol, is the set of rules used to send and receive large files over the Internet.
42. Grammar 43..	Grammar is the system of rules by which words are formed and put together to make sentences. Examples of correct grammar include complete sentences, subject-verb agreement, verb tense, and use of pronouns
44. Hacker	A hacker is a person who gains access to a computer system without permission.
45. Hardware	Hardware is the physical equipment of a computer. External hardware includes input devices, output devices, and storage devices. Internal hardware includes the CPU, ROM, RAM, I/O connectors, and drives.
46. Header	The header is the top part of an e-mail message that holds the data needed to send the message. It includes the "To" and "Subject" boxes.

47. Hologram	A hologram is a three-dimensional image that changes its appearance as the viewer changes the viewing angle. Some CDs have holograms printed on them to easily identify legal copies.
48. Home Page	A home page is the first page of a Web site. The home page plays an important role in creating a good impression with a Web site's audience.
49. Host	A host is a computer through which e-mail messages are sent and received. A host keeps track of e-mail messages.
50. HTML	HTML is a computer programming language that defines how a Web page will look. HTML stands for Hypertext Markup Language.
51. Hub	A hub is a device that provides a common connection point for the computers on a network. A hub forwards information to computers, printers, or other equipment on the local area network.
52. Hyperlink	A hyperlink is text or a graphic that connects information, especially on the Web. Hyperlinks are also referred to as "links." When a mouse pointer is placed on a link, it usually changes into a hand with a pointing finger.
53. Information	Information is data in a context.
54. Instant Messaging	Instant messaging is a private chat, or real-time conversation, on a computer.
55. Internet	The Internet is a world-wide collection of networks that uses high-speed communication lines to share information.
56. Internet Service Provider	An Internet service provider, or ISP, provides software to send e-mail messages, and it often requires a fee from users.

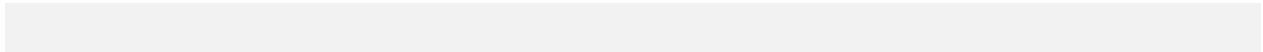
57. IP Address	An IP address, or Internet protocol address, is a unique series of numbers assigned to a computer when it is connected to a large network.
58. Key Question	A key question is a special short-answer question that can help you discover the main ideas of a unit. Key questions can help you think about what you already know about the topic you are preparing to study. And they can help you relate new ideas to this knowledge and see the "big picture" about the topic.
59. Link	A link is also referred to as "hyperlink." A hyperlink is text or a graphic that connects information, especially information on the Web. When a mouse pointer is placed on a link, it usually changes to a hand with a pointing finger.
60. Local Area Network	A local area network, or LAN, is a set of connected computers located close together, such as in the same building.
61. Local Computer	A local computer is any computer you can access without using a network. The computer you are currently working on is a local computer.
62. Location Field	A location field is a Web browser feature that shows the Universal Resource Locator, or URL, of a Web site or Web page.
63. Mailing List	A mailing list is a collection of people's names and e-mail addresses that allows information to be delivered quickly into their e-mail accounts.
64. Modem	A modem converts digital information from a computer into a form that can be transferred over phone or cable lines. It also converts information back into digital form when information is received through these types of lines.

65. Move	To move an item, such as a file, a graphic, or text, is to change where it is located. When an item is moved, the version in the original location is erased.
66. Multiple-Choice Question	In a multiple-choice question, you are asked to choose the correct answer from a list of several possible answers. A multiple-choice question has only one right answer.
67. Netiquette	Netiquette is etiquette for using a computer network. Netiquette includes unwritten guidelines that can help overcome the challenges of communicating over a network.
68. Network	A network is a set of connected computers. A network allows people to use computers to share resources.
69. Network Card	A network card is a device that allows a computer to connect to a network.
70. Newsgroup	A newsgroup is also referred to as an electronic bulletin board. People post articles to newsgroups, and then other people read the post and respond.
71. Password	A password is a string of text and numbers entered by a user to verify his or her identity.
72. Peer-to-peer Network	A peer-to-peer network connects computers without using a server. This type of network shares resources but also shares equal control over the resources. A peer-to-peer network can be inexpensive but can handle only limited amounts of information.
73. Protocols	Protocols are sets of rules that all of the computers and equipment on a network must use to communicate with each other.
74. Rename	To rename an item, such as a graphic or text, is to change its name.

75. Revising	Revising is the part of the writing process that involves evaluating what was written in the rough draft and then improving the writing by adding facts, removing details, replacing ideas, and rearranging sentences.
76. Router	A router is a device that forwards information to another network. A router also receives information from other networks.
77. Run-on Sentence	A run-on sentence is two or more complete sentences incorrectly written as one sentence.
78. Satellite	A satellite is an object that orbits Earth or another planet. Some satellites are purposely placed in orbit in order to relay communications signals or transmit scientific data.
79. Sentence Fragment	A sentence fragment is a group of words incorrectly written as a sentence that does not express a complete thought. For example, a sentence fragment may be missing a subject, a predicate, or both.
80. Server	A server is a computer on a network that controls the resources of the network.
81. Shareware	Shareware is software that can be used for a certain period of time. After the trial period expires, the software must be deleted or purchased.
82. Simulation 83..	A simulation is a method of modeling a process without using the real thing
84. Software	Software is a set of instructions that makes computer hardware work. Software is also known as programs.
85. Subject: Box	The Subject: box is the part of an e-mail message header that describes the content of the e-mail message.

86. TCP/IP	TCP/IP, or transfer control protocol/Internet protocol, is the set of rules used by computers around the world to connect to the Internet.
87. Technology	Technology is the use of all of the knowledge people have to solve problems and extend what they can do.
88. Telecommunications	Telecommunications is the use of technology tools to communicate, or send and receive information, over a distance. Telecommunications uses equipment that changes sound, text, or video into electrical signals so they can be transmitted over distances.
89. Telecommuting	Telecommuting is working outside of an office using technology tools. People use computer programs to share messages and files.
90. Teleconferencing	Teleconferencing is using audio and video equipment to hold meetings or discussions with people who are in different locations.
91. Telegraph	A telegraph is a system of communication in which coded electric impulses are transmitted through wires.
92. Thumbnail	A thumbnail is a miniature image of a complete photo file.
93. To: Box	The To: box is the part of an e-mail message header that holds the e-mail address of the person who will receive the message.
94. Universal Resource Locator	A Universal Resource Locator, or URL, is a Web site or Web page's Internet address.
95. Virus	A virus is a computer program that infects computer files by attaching itself to other programs. Viruses can cause files to be unusable.
96. Web Browser	A Web browser is software that enables people to access information on the Web.
97. Web Page	A Web page is a file on the World Wide Web. A group of related Web pages connected by hyperlinks forms a Web site.

98. Web Site	A Web site is a group of related Web pages connected by hyperlinks on the World Wide Web.
99. WebTRAC Server	The webTRAC Server is the server name in this course. Each class in this course has its own folder on the webTRAC server. In addition, each student in this course has a personal folder on the webTRAC server.
100. Wide Area Network	A wide area network, or WAN, is a set of connected computers located in wide geographic areas, like a city or the state. Most wide area networks are made up of several local area networks.
101. World Wide Web	The World Wide Web, or the "Web," is the part of the Internet that stores information in the form of text, sound, still images, animation, and video.



WORD

1. Alignment	Alignment is how elements on a page are positioned in relation to each other.
2. Annual report	An annual report is a document published by a company for its shareholders. Annual reports contain information on business operations, finances, and management.
3. AutoCorrect	A Word feature that automatically corrects common spelling errors as you type.
4. AutoText	AutoText is a shortcut for inserting text or graphics that are used often. Common types of AutoText include salutations, closings, and header and footer information.
5. Bulleted and Numbered Lists	Bulleted and numbered lists are used to organize and format points or steps. The bullet characters and the type of numerals can be customized.
6. Caption	A caption is a numbered label for a table or figure, such as "Figure 1."
7. Case	Refers to the use of upper or lowercase letters.
8. Citation	A citation is information that identifies a source.
9. Clipboard	A temporary storage area that can hold up to 24 selections at a time. When you copy or cut, the selected text is copied or cut to the Clipboard and is held there for the Paste command.
10. Compatible file type	A file type that Word can open, even though it was created and saved using a different program.
11. Contiguous 12. Noncontiguous	Next to or adjacent. Not next to or adjacent.
13. Copy	To create a duplicate of a selection and move it to the Clipboard.
14. Cross Reference	A cross-reference directs the reader to an object located elsewhere in the document.
15. Cut and Paste	To cut and paste means to move text or images.

16. Default	A default setting is automatically set by the software program.
17. Delivery Address	The recipient's address printed on the outside of an envelope.
18. Drafting	Drafting is the part of the writing process that involves turning prewriting notes into full sentences and paragraphs. After drafting, writers have a rough copy.
19. Drag-and-Drop	The action of using a mouse to drag a selection from its original location and drop it in a new location.
20. Drive A	Saves to or retrieves from a floppy.
21. Drive C	The hard drive on your computer.
22. Drive D	The CD drive
23. Editing	Editing involves reviewing the work closely, fixing any problems, and preparing the information to be published.
24. Fax	Fax means to transmit text or graphics over telephone lines. Fax is another word for facsimile.
25. File extension	A dot followed by three or four characters at the end of a file name, used to indicate the file type. For example, a .doc file extension indicates a Microsoft Word document file.
26. First Save	When saving a document for the first time, click <i>File</i> the click <i>Save As</i> .
27. Flush	Lined up evenly along an edge. Ex: Flush Left
28. Font	A font is a set of characters, including letters of the alphabet and numbers, that have a specific appearance.
29. Font Size	Font size refers to the height of the characters in a typeface. Font size is measured in points, and 72 points equals one inch.
30. Font Style	A font style is a variation that can be added to a font. Common font styles include italic, bold, underline, and color.
31. Footnote	A footnote is a section at the bottom of a page which contains additional information.

32. Form	A form is a structured document with spaces for entering information. Forms can be completed on paper, electronically, or on the Web.
33. Form Field	A form field is a space for entering information. Form fields include fill-in fields, check boxes, and drop-down lists.
34. Form Field Shading	Form field shading shows where form fields have been inserted.
35. Formatting	Formatting refers to the elements of design that make a document look a certain way. Formatting can include the style of text, the spacing between the lines of text, the way the text is arranged on the page, and any graphics on a page.
36. Full Block	A style of letter in which all lines start flush with the left margin—that is, without a first-line indent.
37. Gutter	Space added to the margin to leave room for binding.
38. Hanging Indent	Hanging indents indent each line after the first line.
39. Hard copy	A document printed on paper.
40. Highlight Formatting	Applying a color background to selected text.
41. Highlighting	Highlighting is used to indicate an item on which the user wants to apply an action.
42. Horizontal alignment	The position of text on a line in relation to the left and right margins.
43. Import	To import means to bring information, such as a file, from one program or document into another one.
44. Indent	An indent changes the position of text relative to the left and right margins.
45. Insert mode	The method of operation used to replace existing text in a document with new text.
46. Landscape Orientation	Landscape orientation is when text prints across the wide part of the page.
47. Leading	Line spacing measured in points.

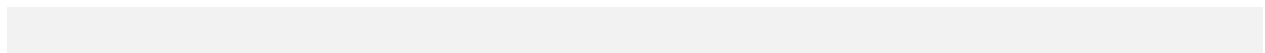
48. Letterhead	Paper with a company's name, address, phone/fax numbers, email address, web site URL address, etc., already printed on it.
49. Line Spacing	The amount of white space between lines of text in a paragraph.
50. Mail Merge	A mail merge takes data from one source and merges it into another document.
51. Margin	A margin is the portion of the page outside the main body of text that frames the document. The white space at the top, bottom, and side edges of the page are the margins.
52. Memo	A memo is another word for memorandum. A memorandum is a brief written note often used by businesses.
53. Mixed Punctuation	When a colon appears after the salutation and a comma appears after the complimentary close.
54. Modified Block	A style of letter in which some lines start at the center of the page at a tab setting.
55. Newsletter	A newsletter is a short document with articles of interest to a specific group of people.
56. Nonprinting characters	Characters such as paragraph marks and tab symbols that are not printed in a document but that can be displayed on the screen. Use the Show/Hide button to display the nonprinting characters.
57. Open Punctuation	When no punctuation appears after the salutation or complimentary close.
58. Orphan	An orphan occurs when the last line of a paragraph is by itself at the bottom of a page.
59. Outline	An outline can be used to organize a document. An outline can help the user see the overall structure and organization of a document.
60. Overtyping	Overtyping mode allows the user to replace the current text with new text.

61. Page Break	A page break is the point where the flow of text moves to the top of a new page.
62. Paragraph Mark (¶)	A nonprinting character inserted in a document to indicate where a paragraph ends.
63. Paragraph Spacing	The amount of white space between paragraphs.
64. Password	A password is a string of text and numbers entered by a user to verify his or her identity.
65. Portrait Orientation	Portrait orientation is when text prints across the narrow part of the page.
66. Prewriting	Prewriting is the part of the writing process that involves finding and exploring a topic and gathering ideas. Prewriting can include making lists or brainstorming.
67. Print Preview	Print preview is a tool that allows the user to see what a document on a computer will look like when it is printed on paper.
68. Proofreader Marks	Symbols written on a printed document by a copy editor or proofreader to indicate where revisions are required.
69. Publishing	Publishing is the part of the writing process that involves sharing the writing with others.
70. Read-only	A mode of operation in which revisions cannot be saved in the original document.
71. Résumé	A resume is an account of one's qualifications and experiences. A resume is usually submitted by a person applying for a job.
72. Return address	The author's address, typically appearing at the very top of the letter as well as in the upper-left corner of an envelope.
73. Reviewer	A reviewer is a person who proofreads a document after the author has written it.
74. Salutation	The line at the start of a letter including the greeting and the recipient's name, such as <i>Dear Mr. Doe</i> .
75. Sans Serif	A very plain font that has straight edges. Example: ABCDEFG

76. Script	A font that looks like handwriting.
77. Section	A section is a portion of a document that is different from the rest of the document.
78. Section Break	A section break divides a document into sections.
79. Selection Bar	A narrow strip along the left margin of a page that automates selection of text. When the mouse pointer is in the selection area, the cursor changes to an arrow pointing up and to the right.
80. Serif	A font that has curved or extended edges. Example: A O
81. Software	Software is a set of instructions that makes computer hardware work. Software is also known as programs.
82. Sort	To sort means to arrange according to kind or organize items into a specified order (ascending or descending).
83. Spelling Checker	A spelling checker is a computer software tool that examines the spelling of the words in a document. This tool can also help fix errors.
84. Style	A style is a group of formatting features that are applied to text. Styles help the text in a document look consistent and make documents easier to read.
85. Symbol	Shapes, mathematical and scientific notation, currency signs, and other visual elements you can insert in documents by using the Symbol dialog box.
86. Table	A table is a type of visual that is used to display information. In a table, information is organized in a grid, or a series of columns and rows.
87. Table of Contents	A table of contents is an outline of the information in a document that shows how the main topics of the document are arranged. It is usually found at the beginning of documents.
88. Template	A template is a pre-designed file that contains formatting and, in many cases, text, formulas, and other elements. Templates are used for frequently created documents.
89. Text Effects	Effects used to animate text on-screen.
90. Text Wrapping	Text wrapping is the way text is arranged around a graphic.

91. Thesaurus	A thesaurus is a list of synonyms for words. Synonyms are words with similar meanings.
92. Undo and Redo	Undo – The command for reversing a previous action. Redo – The command for reversing the Undo command.
93. Versions	Versions are saved copies of changes made to a document over time.
94. Vertical Alignment	The position of text in relation to the top and bottom page margins.
95. Widow	A widow occurs when the last line of a paragraph is by itself at the top of a page.
96. Word Processing	Word processing software allows people to type text and save an electronic copy of what they typed. They can go back to the text later and make changes easily. They can also reuse the text over and over again without ever having to retype it. The word processing software we are using is <i>Microsoft Word</i> .
97. Word Wrap	A feature that causes text to move automatically from the end of one line to the beginning of the next line.
98. Wrapping Style	Wrapping style is how text is arranged around a graphic. The wrapping style is also called "text wrapping."
99. Writing Process	The writing process includes five steps that guide people when writing. These steps are prewriting, drafting, revising, editing, and publishing.
100. WYSIWYG	An acronym that stands for "What You See is What You Get" We get WYSIWYG when using Print Layout View in Microsoft Word or when we use the Print Preview feature.

Note: You will also be expected to know Proofreader Marks. Look for a file called *Proofreader Marks* in the handouts from the BCIS CATE Web Site.



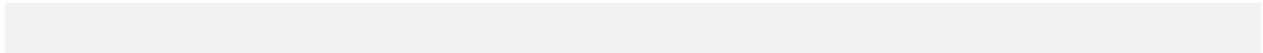
COMPUTER BASICS II

1. Application Software	Application software is a type of software that includes programs that help people do certain tasks.
2. Author	An author is a person who creates information.
3. Bookmark	A bookmark is a shortcut to a favorite Web site or Web page.
4. Central Processing Unit	The central processing unit, or CPU, is the part of a computer that does most of the job of using information. The central processing unit is also known as the microprocessor.
5. Compact Disc	A compact disc, also known as a CD, is an optical storage device that uses laser technology to store information outside a computer.
6. Computer	A computer is a machine that helps people do countless tasks quickly and accurately.
7. Database	A database is a collection of related data that is stored in a computer
8. Directory	A directory is a type of search tool in which the Web sites are collected by people. To search a directory, people browse categories to generate a list of hyperlinks that connect to related sites. People may also be able to search a directory using a search function and keywords to generate a list of hyperlinks that connect to related sites.
9. Drive	A drive is a device that connects a secondary storage device to a computer.
10. Floppy Disk	A floppy disk is a magnetic storage device that can be used to store information outside a computer.
11. Hard Disk	A hard disk is a magnetic storage device that can be used to store information inside a computer.
12. Hardware	Hardware is the physical equipment of a computer. External hardware includes input devices, output devices, and storage devices. Internal hardware includes the CPU, ROM, RAM, I/O connectors, and drives.

13. Headphones	Headphones are an output device that produces sound.
14. Hyperlink	A hyperlink is text or a graphic that connects information, especially on the Web. Hyperlinks are also referred to as "links." When a mouse pointer is placed on a link, it usually changes into a hand with a pointing finger.
15. I/O Connector	An I/O connector is used to connect an input or output device to a computer.
16. Information	Information is data in a context.
17. Input Device	An input device is a device through which a computer takes in information. Input devices include keyboards, mouse devices, scanners, and microphones.
18. Keyboard	A keyboard is an input device that is used to type text and commands into a computer.
19. Keyword	A keyword is a word that specifically describes a topic. To search a search engine, people type keywords.
20. Link	A link is also referred to as "hyperlink." A hyperlink is text or a graphic that connects information, especially information on the Web. When a mouse pointer is placed on a link, it usually changes to a hand with a pointing finger.
21. Location Field	A location field is a Web browser feature that shows the Universal Resource Locator, or URL, of a Web site or Web page.
22. Monitor	A monitor is an output device that displays text, objects, graphics, photographs, video, and animation on a screen.
23. Mouse	A mouse is a pointing device that often controls the cursor.
24. Operating System	An operating system is an important type of system software that controls a computer.

25. Output Device	An output device is a device through which a computer sends out information. Output devices include monitors, printers, and speakers and headphones.
26. Printer	A printer is an output device that can reproduce documents on paper.
27. Program	A program is a set of instructions that the CPU uses. Programs are also known as software.
28. Publishing	Publishing is sharing information with other people.
29. Random Access Memory	Random access memory, or RAM, is where information that is being used by the central processing unit, or CPU, is stored. Random access memory is also known as short-term memory.
30. Read Only Memory	Read only memory, or ROM, is memory where the information needed for a computer to operate is stored.
31. Reference	A reference lists information used to identify a source. It is a way to give credit to a source from which information is taken.
32. Scanner	A scanner is an input device that is used to change images into information that a computer can read.
33. Scroll Bars	Scroll bars, located on the right side and bottom of the screen, allow users to view information on a page that is too long or too wide to fit on the screen.
34. Search Engine	A search engine is a type of search tool in which the Web sites are collected by a computer. To search a search engine, people use a search function and keywords to generate a list of hyperlinks that connect to related sites.
35. Secondary Storage Device	A secondary storage device is a device on which long-term memory is found. Secondary storage devices include hard disks, floppy disks, CDs, and DVDs.
36. Software	Software is the instructions that tell a computer what to do. Software is also known as programs.
37. Speakers	Speakers are an output device that produces sound.
38. Sponsor	A sponsor is an organization that supports something.

39. System Software	System software is a type of software that includes programs that control and maintain a computer.
40. Universal Resource Locator	A Universal Resource Locator, or URL, is a Web site or Web page's Internet address.
41. Utility	A utility is an important type of system software that maintains a computer.
42. Web Browser	A Web browser is software that enables people to access information on the Web.
43. Web Page	A Web page is a file on the World Wide Web. A group of related Web pages connected by hyperlinks forms a Web site.
44. Web Site	A Web site is a group of related Web pages connected by hyperlinks on the World Wide Web.



LESSON 1

- | | |
|--|---|
| 1. Spreadsheet (worksheet) | Grid that is designed to hold data; used to calculate, manipulate, analyze, and even graph numerical data. |
| 2. Workbook | A group of spreadsheets in one file |
| 3. Column | Vertical line of data identified by a letter (In Excel, the last column is IV , 256.) |
| 4. Row | Horizontal line of data identified by a number (In Excel, there are 65, 536 rows .) |
| 5. Cell | Where a row and column intersect. |
| 6. Active Cell | Selected cell |
| 7. Highlight | The entry point which appears on the screen as a dark border around the cell |
| 8. Name box (cell reference, cell address) | A unique name for a cell, A cell is identified by its column letter and row number, for example G5 |
| 9. Formula Bar | Line at the top of the screen, shows the content of an active cell |
| 10. Templates | Already contain formatting and other elements for the document, such as text, tables, and graphics; save time |
| 11. XLT | File extensions for a template |
| 12. Spelling checker | A tool that can help find spelling errors |

LESSON 2

1. Values	Numbers that can be used in calculations
2. Labels	Text that consists of letters of the alphabet or nominal numbers, which are numbers used as text
3. Formula	An equation used to calculate values in a cell EX: =C5+D5+E8
4. Operand	A number or cell reference used in formulas EX: =A1 + 5 (operands are A1, 5)
5. Operator	Tells Excel what to do with the operands EX: +, -, *, /, ^
6. Filling	To copy material from one cell into its immediate neighbor

LESSON 3

- | | |
|----------------------|---|
| 1. Range | A group of cells located next to one another |
| 2. Function Formulas | An easy way to perform common calculations, such as sum and average |
| 3. Argument | The range of values or cell references that are used in a function |

Function name

- | | |
|-------------------|---------|
| 4. Addition | SUM |
| 5. Average | AVERAGE |
| 6. Smallest value | MIN |
| 7. Largest value | MAX |

Function Equations

- | | |
|--------------------|-----------------|
| 8. Addition | =SUM(A1:A2) |
| 9. Average | =AVERAGE(A1:A6) |
| 10. Smallest value | =MIN(A1:A6) |
| 11. Largest value | =MAX(A1:A6) |

LESSONS 4-5

1. Shade	Adds color to a cell to emphasize text
2. Pattern	Used to create a group of cells or to make specific cells stand out in a worksheet
3. Border	Lines that are placed around text for emphasis or decoration
4. Wrapped text	Begins a new line within the cell of a worksheet when the data exceeds the width of a column
5. Page orientation	The way text is printed across the page
6. Portrait	Prints across the narrow part of the page
7. Landscape	Prints across the wide part of the page
8. What-if analysis	Automatically and instantly calculates new results when inputs are changed
9. Scenarios	Use to create multiple what-if analyses and save the values
10. Scenario summary	Use to display to compare the results of scenarios




LESSONS 6-7

1. Find and Replace	Used to locate specific data in a file and replace it with new data
2. Sort	To arrange according to kind
3. Conditional formatting	Used to automatically apply a specified format to cells that meet a condition
4. IF function	Used to conduct a conditional test that has two possible results
5. Page Break	The point where the flow of text moves to the top of a new page
6. Chart	Type of visual that is used to display numerical information
7. Column (bar) graph	Graphic that compares data using rectangular bars to compares amounts
8. Line chart	Graphic that usually shows the trend of one or more categories of data over time
9. Scatter chart	Graphic that is used to show whether or not a pattern exists in data
10. Axis	A straight line used for measurement or reference
11. Pie chart	A graphic that compares the parts of a whole

LESSONS 8-9

1. Workbook	A group of spreadsheets in one file
2. Worksheet	Another name for a spreadsheet
3. Hyperlink (Link)	Text or a graphic that connects information, especially on the Web
4. 3-D reference	Allows a user to calculate data in the same cell on multiple worksheets within a workbook
5. Import	To bring information, such as a file, from one program or document into another one
6. Filtering	Allows the user to locate and work with a subset of data within a spreadsheet
7. Save as Web Page	A command that saves the current document as a Web page for publishing on the Internet

LESSON 1

1. Data	An item of information
2. Access	A program known as database management system
3. Database	A collection of related data that is stored in a computer
4. Record	A complete set of data about a person or thing. (appears as a row)
5. Field	A category of data (appears as a column)
6. Field Name	A name that identifies a field
7. Entry	The data entered into a field (One piece of data.)
8. Table	A collection of data about a specific topic. A table contains records and fields.
9. Form	A structured document with spaces for entering information
10. Navigation buttons	Buttons used to move around the database
11. Record pointer	The arrow that helps to keep track of the current record 
12. Field selectors	The rectangles at the top of a table that contain the field name 
13. Record selectors	The squares to the left of the first field 

LESSONS 2-3

1. Data type	Allows a user to control and limit the way data is entered into a field
2. Primary key	A field that contains data that is unique for each record in a database; prevents the duplication of data and records
3. Relationships	Maintain a connection with the data in the tables
4. Referential integrity	Prevents users from accidentally changing related data; set of rules that ensures that relationships between records in related tables are valid
5. Query	A question that allows a user to search the data stored in a database to find answers to questions
6. Criteria	Most complex part of queries; can be expressed with a word or phrase that the user is seeking

LESSONS 4-5

1. Report	Allows you to summarize, organize, and print data
2. Report Wizard	Helps create reports
3. Grouping	Allows you to break a report into parts based on the contents of a field
4. Summaries	Calculations performed in a report
5. Layout	The way data is arranged in a report
6. Style	The appearance of a report
7. Band	The horizontal line that separates each section of a report
8. Data type	Allows a user to control and limit the way data is entered into a field
9. Text	Allows letters and numbers
10. Number	Holds numeric data
11. Date/Time	Holds dates and times
12. Currency	Formatted for dealing with currency
13. AutoNumber	Numbers the records
14. Yes/No	Holds logical values. True/False or On/Off
15. Description	Explains the data in the field; clarifies the field name
16. Design View	View where you design and modify
17. Datasheet View	View where you enter records
18. Primary key	A field that contains data that is unique for each record in a database

LESSONS 6-9

- | | |
|---------------------|---|
| 1. Lookup Wizard | Used to create a drop-down list in a field, limits the data that is entered into that field |
| 2. Input mask | Limits the data that is entered into a field, should be used for a phone number field, \ (999) "000\ -0000) |
| 3. Forms | A customize layout of database information |
| 4. Form Wizard | Helps create a form |
| 5. Data Access Page | Makes a database accessible to others over a network or over the World Wide Web |
| 6. Page Wizard | Helps create a data access page |
| 7. Importing | The transferring of data into a database table from another source |
| 8. Exporting | The transferring of data from a database table to another source |
| 9. Label Wizard | Helps create labels in the Report object |

DESKTOP PUBLISHING

1. Adjective	An adjective is a word that modifies, or describes, another word.
2. AES Internet Browser	The AES Internet Browser is a Web browser. A Web browser is software that enables people to access information on the Web.
3. Alignment	Alignment is how elements on a page are positioned in relation to each other.
4. Arrange	The arrange feature in desktop publishing software allows a person access to the element without moving it or the element in front of it.
5. Attachment	An attachment is a file that is sent along with an e-mail message.
6. Audience	The audience is the group of people who will view, read, or listen to another person's work.
7. Body Text	Body text is the main block of text in a publication.
8. Bold	Bold is a font style that is heavier and darker than a normal font style.
9. Boldness	Boldness means to place one strong, dominating element on each page. This element will draw the reader's attention and provide interest for the page.
10. Characters	Characters can include letters, numbers, and symbols.
11. Clip Art	Clip art includes pre-drawn illustrations, photographs, video, or other media files.
12. Color	Color is a valuable tool to help send a message. Color can help to put ideas in order, draw attention to key facts, add emphasis, and set the mood of the document or publication.

13. Color Scheme	In publishing software, a color scheme is a set of five or six colors. A color scheme can be applied to boxes, lines, backgrounds, and headings.
14. Color Separations	In desktop publishing, a color separation is a form of printing that results in a separate printed page for each color used on a page in the document. Each separation shows only what will be printed in a particular color.
15. Color Wheel	A color wheel shows the primary colors, which are red, blue, and yellow, as well as the secondary colors, which are violet, green, and orange.
16. Column	In documents, a column is a vertical arrangement of text. Columns can be separated from other items by a blank space or a line, which can make a page more interesting and easier to read.
17. Commercial Printing Services	Commercial printing services are businesses that use large printing machines to print high-quality publications.
18. Complementary Color	Complementary colors are opposite each other on the color wheel, and they contrast each other.
19. Composite	In desktop publishing, a composite shows all elements and all colors for a page on one printed page. The composite shows a commercial printer what each page should look like.
20. Computer	A computer is a device that can process data to produce an outcome.
21. Consistency	A layout should be consistent. Layouts maintain consistency with spacing, fonts, alignment, and repetition.
22. Contrast	Contrast is how objects stand out against each other. It involves distinction and boldness or strength. A layout should have contrast to draw the reader's eye into the page.
23. Crop	To crop means to cut out a portion of the graphic that the person does not want displayed. Cropping a graphic can change its focus. The portions of the graphic that are cropped are not lost, only hidden from view.

24. Design	Design is the way that the elements are arranged and work together.
25. Design Checker	The automatic design checker is a tool to review publications for design problems.
26. Desktop Publishing	Desktop publishing is the use of software to create publications.
27. Dialog Box	A dialog box is a window that appears in an application that allows or requires a response from the user.
28. Display Font	Display, or ornamental, fonts are fonts that stand out and are unique
29. Distinction	If items in a layout are different, they should appear very different. The distinction should be obvious to the reader. Using different colors and fonts can present strong contrast.
30. Double-click	To double-click is to press and release a mouse button quickly two times in the same location.
31. Download	To download is to transfer a file, document, or Web site from one computer to another.
32. DPI	DPI, or dots of ink printed per inch, is the unit used to measure the quality of a printed page. DPI is also called the resolution.
33. Drop Cap	A drop cap is a large capital letter at the beginning of a text block.
34. E-mail	E-mail is electronic mail. An e-mail message is like a letter that is sent from one person's computer to another person's computer.
35. Font	A font is a set of characters, including letters of the alphabet and numbers, that have a specific appearance.
36. Font Scheme	A font scheme is a collection of fonts that complement each other. Elements of font scheme include font, font size, color, and style.
37. Font Shape	Font shape is the way a font is structured. Serif and sans serif are font shapes.

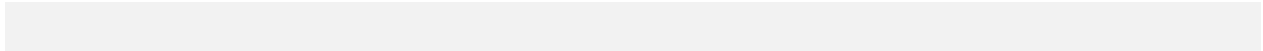
38. Four-Color Process Printing	Four-color process printing mixes ratios of these four colors: cyan, magenta, yellow, and black.
39. Frame	A frame is the space where objects are placed in a document. Frames allow objects to be moved, resized, or formatted in unique ways.
40. Gradient Fill	A gradient fill contains different shades of one or more colors.
41. Graphics	Graphics are images. Graphics include photographs, animations, or clip art.
42. Grouping	Grouping links separate elements to make them one. When items are grouped, they can be moved around the page as one element. Grouping is particularly helpful when elements have been arranged to overlap.
43. Handles	Handles are several small circles around an object when it is selected.
44. Headline	A headline is a title for a magazine or newspaper article.
45. Impact Font	Impact fonts are often a much larger size than the body text, so they stand out from the rest of the text.
46. Import	To import means to bring information, such as a file, from one program or document into another one.
47. Information	Information is data in a context.
48. Ink-Jet Printer	An ink-jet printer is a machine that prints documents by spraying ink onto paper. Ink-jet printers are often slower than laser printers, but less costly.
49. Intermediate Color	Intermediate colors are created by mixing primary and secondary colors. Turquoise and lime are intermediate colors.
50. Internet	The Internet is a world-wide collection of networks that uses high-speed communication lines to share information.

51. Italic	Italic is a font style that is slanted to the right.
52. Laser Printer	A laser printer is a machine that prints documents by using static electricity. Laser printers have a higher resolution than ink-jet printers.
53. Layout	Layout is how all of the elements on a page are arranged and work together.
54. Layout Guide	In desktop publishing, layout guides are a framework or grid for the text, columns, graphics, and headings that are repeated on every page.
55. Letterhead	Letterhead is a sheet of stationery printed with the name and address of an organization.
56. Link	A link is also referred to as "hyperlink." A hyperlink is text or a graphic that connects information, especially information on the Web. When a mouse pointer is placed on a link, it usually changes to a hand with a pointing finger.
57. Margin	A margin is the portion of the page outside the main body of text that frames the document. The white space at the top, bottom, and side edges of the page are the margins.
58. Master File	Master files are files that can be used as the starting point for new publications. Master files are saved as regular publication files and can be saved anywhere.
59. Masthead	A masthead is the name of a publication typically displayed at the top of the first page.
60. Newsletter	A newsletter is a short document with articles of interest to a specific group of people.
61. Nudge	In desktop publishing, to nudge is to gently push an object, such as a graphic or text box, one pixel at a time.
62. Object	An object is a distinct entity, separate from any other object on a page. In desktop and Web publishing, everything on a page is treated as an object.
63. Objective	An objective is a purpose or a goal.

64. Pattern Fill	A pattern fill contains a simple design that repeats.
65. Primary Color	Primary colors are red, blue, and yellow.
66. Print Preview	Print preview is a tool that allows the user to see what a document on a computer will look like when it is printed on paper.
67. Printing	Printing is the process by which documents are reproduced on paper.
68. Program	A program is a set of instructions that the CPU uses. Programs are also known as software.
69. Publication	Publications are often printed and shared with other people.
70. Publishing	Publishing is sharing information with other people.
71. Resolution	Resolution, or dots of ink printed per inch, is used to measure the quality of a printed page.
72. Ruler	Rulers are found in most desktop publishing programs, usually along the top and left side of the screen. Rulers are used to help place and size elements in a document.
73. Ruler Guide	Ruler guides are a framework, or grid, for the text, columns, headings, and graphics in a publication. Ruler guides are added by the user.
74. Ruler Guide	Ruler guides are a framework, or grid, for the text, columns, headings, and graphics in a publication. Ruler guides are added by the user.
75. Scanner	A scanner is an input device that is used to change images into information that a computer can read.
76. Scratch Area	A scratch area is the area outside a document's boundaries that is used as a holding area to store elements until they are needed.
77. Secondary Color	Secondary colors are violet, green, and orange.
78. Serif Fonts	Serif fonts have little strokes at the bottom of the letters. In newspapers, serif fonts are often used for body text because they are usually easier to read in small sizes.

79. Simplicity	A layout should be simple. Layouts maintain simplicity according to the number of elements, or objects, and the use of white space.
80. Snap	In desktop publishing, snap to means that as an element is moved close to a layout guide and released, it will automatically align with the nearby layout guide.
81. Software	Software is a set of instructions that makes computer hardware work. Software is also known as programs.
82. Spelling Checker	A spelling checker is a computer software tool that examines the spelling of the words in a document. This tool can also help fix errors.
83. Spot Color	Spot color printing uses black ink and one or more other colors of ink.
84. Template	Templates are files that can be used as the starting point for new publications. Template files are saved in a special location.
85. Text	Text is the words, numbers, and symbols on a page. It is written information.
86. Text Box	A text box is the frame where text is placed in paint and drawing programs and in desktop publishing publications.
87. Text Wrapping	Text wrapping is the way text is arranged around a graphic.
88. Thumbnail	A thumbnail is a rough drawing on a smaller scale that shows the overall plan for a publication.
89. Tone	Tone is the feeling an audience is likely to get when looking at a piece of work.
90. Toolbar	A toolbar helps people to work with documents by showing buttons for commands that are used often.
91. Ungrouping	Ungrouping separates elements that have been grouped. When elements are ungrouped, single items can be edited and moved.
92. Verb	A verb is a word that expresses action or a state of being.

93. White Space	White space is an area on a page where there are no images or text.
94. Word Art	WordArt is decorative text that can help make a document look more interesting.
95. Word Processing	Word processing software allows people to type text and save an electronic copy of what they typed. They can go back to the text later and make changes easily. They can also reuse the text over and over again without ever having to retype it.
96. Wrapping Style	Wrapping style is how text is arranged around a graphic. The wrapping style is also called "text wrapping."
97. WYSIWYG	WYSIWYG stands for "What You See Is What You Get." This means that when a publication is printed on paper, it will look exactly as it did on the computer screen.
98. Zoom	To zoom is to enlarge or decrease the way a small portion of the document appears on the screen. Zooming can be used to see the document in better detail.



LESSONS 1-2

1. Electronic presentation	A set of slides that may combine background, font scheme, text, visuals, sounds, hyperlinks, and special effects
2. Normal view	Shows a presentation's current slide, slides tab, outline tab, and notes pane; default view
3. Slide Sorter view	Shows thumbnails of a presentation's slides on the entire screen; makes it easy to reorder, add, and delete slides
4. Notes Page view	Shows a slide along with a large notes area; makes it easy to add notes
5. Slide Show view	Shows each slide in a presentation on the full screen; used to preview presentation
6. Placeholder	Boxes with dotted or hatch-marked borders used for text, graphics, etc.
7. Spelling checker	Can help find & fix spelling errors in a presentation
8. Header	A block of text that is printed at the top of a slide or page
9. Footer	A block of text that is printed at the bottom of a slide or page
10. Text	Words, numbers, and symbols in a presentation
11. Layout	The way text and visuals are arranged on a slide
12. Layout template	Applies a pre-designed layout to a slide
13. Introduction	Should get the audience's attention
14. Body	Should cover the main points of the presentation
15. Conclusion	Leaves the audience with a memorable final impression

LESSONS 3-5

Lesson 3

- | | |
|----------------------|---|
| 1. Background | The surface of a slide upon which text and visuals are displayed |
| 2. Font scheme | A collection of fonts that complement each other; font, font size, color, and style |
| 3. Slide Master | Controls and stores information about a design template |
| 4. Color scheme | The background of slides in a presentation; set of complementary colors |
| 5. Design template | Applies a pre-designed design concept to slides; includes a background and a font scheme |
| 6. Fill effects | Gradients, textures, patterns, and pictures |
| 7. Transitions | Special effects that affect the way slides appear in a presentation |
| 8. Animation schemes | Special effects that may affect the way the title text appears on slides and the way the body text and content appear on slides |

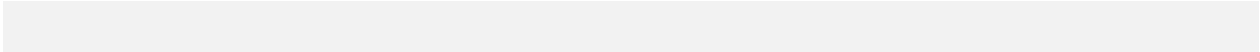
Lesson 4

- | | |
|--------------|---|
| 9. Content | Visuals and sounds |
| 10. Pictures | A type of visual; illustrations and photographs |
| 11. Movies | A type of visual; animation, film, and video |
| 12. Sounds | Narration, music, and special audio effects |
| 13. WordArt | A special effect that is used to create decorative text |

Lesson 5

14. Table	Information is organized in a grid, or a series of columns and rows
15. Graphs	Display numerical information; bar, line, and circle
16. Diagrams	Display conceptual information; organization, radial, and Venn
17. Speaker presentation	Show is presented with a live speaker
18. Individual	Shared with other people for their review
19. Kiosk	Shows a self-running presentation that runs unattended by a speaker

Lesson 6	
1. Comment	An annotation made to a slide that may highlight information, ask a question, provide instructions, or give advice
Lesson 7	
2. Hyperlink	Text or a graphic that connects information; to another slide in the presentation, a Web page, an e-mail address, or another file
3. Custom animation	Special effects that can be applied to objects on a slide; include entrance, emphasis, exit, and motion paths
Lesson 9	
4. Objective	The purpose or goal of the presentation; verb to inform, persuade, entertain, etc.
5. Audience	Group of people who will view the presentation; age, gender, education level, culture, and interests
6. Tone	The feeling the audience is likely to get when viewing the presentation' adjectives- serious, funny, exciting, relaxing, etc.



INTEGRATION

1. Cell	A cell is a grid block where a row and column intersect, or meet.
2. Chart	A chart allows people to present data in a visual format. Charts are also called graphs.
3. Copy and Paste	Copy and paste is a method of integrating information. With the copy and paste method, there is no link, or connection, between the source document and the destination document.
4. Curriculum Viewer	Curriculum Viewer is a tool used to view and interact with this course.
5. Curriculum Viewer	Curriculum Viewer is a tool used to view and interact with this course.
6. Destination	The destination document or application is the document or application that contains the integrated information.
7. Dialog Box	A dialog box is a window that appears in an application that allows or requires a response from the user.
8. Electronic Presentation	An electronic presentation is a set of slides that may combine background, font scheme, text, visuals, sounds, hyperlinks, and special effects.
9. Embedding	Embedding is a method of integrating information. When information is embedded, a copy of the entire source document is saved within the destination document.
10. Formula	A formula is an equation that performs a calculation.

11. Header and Footer	A header is a block of text that is printed at the top of a slide or page. A footer is a block of text that is printed at the bottom of a slide or page.
12. Hyperlink	A hyperlink is text or a graphic that connects information, especially on the Web. Hyperlinks are also referred to as "links." When a mouse pointer is placed on a link, it usually changes into a hand with a pointing finger.
13. Integration	Integration is sharing information between applications. Methods of integration include: copying and pasting, linking, and embedding.
14. Integration Link	In integration, a link is a connection between the source document or application and the destination document or application.
15. Link	A link is also referred to as "hyperlink." A hyperlink is text or a graphic that connects information, especially information on the Web. When a mouse pointer is placed on a link, it usually changes to a hand with a pointing finger.
16. Linking Method	Linking is a method of integrating information. When information is linked, changes to a source document can automatically be shown in a destination document.
17. Overlay Mode	Overlay mode is a type of page in Curriculum Viewer that allows the user to have several software applications open at the same time.
18. Source	The source document or application is the document or application that originally contained information that has been integrated.
19. Spreadsheet	A spreadsheet is a grid that is designed to hold data. After data is entered, the spreadsheet can be used to do a wide variety of things. Spreadsheets are used to calculate, manipulate, analyze, and even graph numerical data.
20. Text	Text is the words, numbers, and symbols on a page. It is written information.
21. Web Publishing	Web publishing is sharing information by placing documents and related files on the Internet, or the World Wide Web.

22. Word Processing	Word processing software allows people to type text and save an electronic copy of what they typed. They can go back to the text later and make changes easily. They can also reuse the text over and over again without ever having to retype it.
23. Worksheet	In spreadsheet software, a worksheet is another name for a spreadsheet.