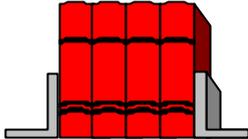


Glossary of terms

From the beginning of their learning programmes in ICT, students will meet and will therefore need to become comfortable with the terminology of ICT. This glossary of terms is provided to help in this process. It is not intended to be comprehensive, but lists the common terms used in the areas covered by the modules in the ICT syllabus, provides definitions, and, where appropriate, examples.

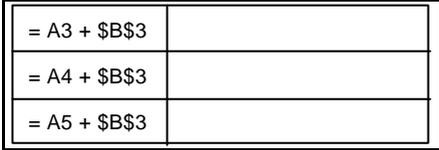
There are many glossaries, dictionaries and other guides available, e.g. The British Computer Society's 'A Glossary of Computing Terms' (Ninth Edition), published 1998 by Longman. Whichever reference materials you use, it is crucial that they are up to date, and that you use them with discrimination: carefully select the sufficient and relevant terminology for your students, their needs and interests, and the module requirements. The main focus of the Cambridge International Diploma in ICT is the development of well-founded practical ICT competence, not encyclopaedic knowledge for its own sake.

DOCUMENT PRODUCTION

Term	Definition	Example
blocks	Sections of text, which can, for example, be moved and copied as a single unit.	
bold	A type style that makes the text to which it is applied heavier than the surrounding text.	Normal bold
bullet	Mark used to set off a small block of text or individual items on a list.	● ◆
clip art	Collections of pre-prepared graphics which can be imported into other applications, e.g. word processing.	
clipboard	A special area of memory for temporary storage of data, a holding place where data, can be stored for further action, e.g. in cutting and pasting. Its contents are automatically replaced when you place new data there.	
copy	To take a copy of the currently selected data, e.g. text	
crop	To chop out a section of an image.	
cut	To take a copy and remove the currently selected data, e.g. text	
delete	To delete currently selected data, e.g. text	
dictionary	The list of allowable words which can be used in a particular application : standard, personal	
footer	A design element that is repeated at the bottom of each page.	Page numbers cf: header
format	(i) The structure or appearance of a part of a document. (ii) To change the appearance of selected text.	
font	A set of characters available in the same typeface, style, size and stroke weight.	Arial Wingdings Wingdings
grammar checker	A tool that checks the grammar within a document and usually tries to provide guidance as to correct usage.	
header	A piece of text which is repeated at the top of every page.	Module 101 Issue 3.0 Chapter titles cf. footer
insert	To insert new data, e.g. in a selected position	
italic	A type style in which the characters have a more cursive appearance than in a normal typeface and are evenly slanted towards the right.	<i>italic</i>

justification	Arranging characters so that they align with margins in specified way (left, right, full, centred)	
margins	The margins set round the edge of a page, top, bottom, left, right. Within the top margin a header margin can be set and within the bottom margin a footer margin can be set.	
move	To move selected data, e.g. text from one position to another in a document.	
orphan	A single line of text at the bottom of a page.	cf: widow
page	A division of whole of the display which will fit onto the print paper size specified for the file.	
page layout	The layout of the page with regard to features such as margins, headers, footers, page length, page width and page number.	
paste	To insert a previously copied or cut section.	
print preview	This allows you to look at the pages of your spreadsheet as they will appear when they are printed out.	
sans serif	A typeface with a more geometric appearance than a serif typeface; that is, it does not contain serifs. Used more frequently in display type such as headlines.	Arial typeface cf: serif
serif	A typeface whose characters contain short lines or ornaments at the upper and lower ends of the stroke. Considered easier to read for large bodies of text.	Times New Roman cf: san serif
spell-checker	A tool that checks the spelling within a document and usually tries to provide guidance as to correct usage.	
template	A pre-formatted page layout which can contain headers, footers and embedded objects.	
thesaurus	A word processing facility that allows the user to find alternatives to a given word.	
typeface	A specific named design of a set of printed characters.	Times New Roman
widow	A single line of text at the top of a page or column.	cf: Orphan
word wrap	Automatic wrapping of a sentence onto the next line without the need for a carriage return. This facility breaks lines automatically between words, so that when the text being entered on the line reaches beyond the right-hand margin, the whole of the last word is transferred to the beginning of the next line	
zoom in/out	Viewing a window at different levels of magnification.	

DATA MANIPULATION

Term	Definition	Example						
absolute reference	A reference to a specific cell, that the application cannot automatically adjust	cf: relative reference						
alignment	The way in which the contents of a cell are arranged as flush left, centre or flush right.							
ascending sort	The sorting of a list with the lowest numerical value or lowest alphanumeric character first.	<table border="1"> <tr><td>ant</td><td>100</td></tr> <tr><td>bee</td><td>234</td></tr> <tr><td>cow</td><td>5678</td></tr> </table>	ant	100	bee	234	cow	5678
ant	100							
bee	234							
cow	5678							
cell	A unit (single box) on a spreadsheet matrix into which can be input via the keyboard, numbers or formulae. Each cell is located by reference to its column and row.							
cell border	The boundary of a cell or range which may be highlighted with an outline box.							
cell name	A name given to a cell which can be used in formulae or to locate the cell.	Outgoings Income						
cell reference	The unique description/address of a cell, identifying its location in the spreadsheet.	R3C2						
clear	The action of deleting the contents of a cell or range of cells.							
column	The vertical lines of cells which run down the length of a spreadsheet which are sometimes labelled with letters.							
column header	The unique identifier of a column.							
copy	To copy the contents of a cell or range of cells into others to avoid repetitive typing. When copying cell references they are automatically altered to keep in step with the appropriate row or column unless the cell contains an absolute reference.							
cut	To delete the contents of a cell or cells and store them in a temporary memory buffer. The contents can be returned to a chosen location of the spreadsheet matrix with the paste command.							
descending sort	The sorting of a list with the highest numerical value or highest alphanumeric character first.	<table border="1"> <tr><td>cow</td><td>5678</td></tr> <tr><td>bee</td><td>234</td></tr> <tr><td>ant</td><td>100</td></tr> </table>	cow	5678	bee	234	ant	100
cow	5678							
bee	234							
ant	100							
error value	A value in a cell displayed when the application cannot calculate the formula for that cell.							
file	A collection of related records.							

fill down	To copy the contents of a cell or row range down a column or columns. When copying cell references they are automatically altered to keep in step with the appropriate row or column unless the cell contains an absolute reference.	
fill right	To copy the contents of a cell or column range across a row or rows. When copying cell references they are automatically altered to keep in step with the appropriate row or column unless the cell contains an absolute reference.	
footer	A design element that is repeated at the bottom of each page.	page numbers cf: header
formula	A calculation which may include functions, operations or references to other cells.	= IF(A3 = 0, 0, B3/A3)
font	A set of characters available in the same typeface, style, size and stroke weight.	Frankenstein Wingdings Wingdings
freeze titles	To lock the top row or rows and or the left most column or columns so that they remain fixed in position on the screen or page as the rest of the screen display is scrolled.	
grid-line	Some spreadsheet applications allow you to display or print the lines which mark out the cells of the matrix.	
header	A piece of text which is repeated at the top of every page.	Module 102 Issue 2.2 Chapter titles cf: footer
justification	The way in which the contents of a cell are arranged as flush left, centre or flush right.	
label	The descriptive word or words used to describe the contents of ranges of cells.	Monthly Expenditure
margins	The margins set round the edge of a page, top, bottom, left, right. Within the top margin a header margin can be set and within the bottom margin a footer margin can be set.	
numeric format	The way in which a number is displayed in a cell. There are a number of common formats such as fixed, currency, comma, percent, leading zeros, true/false, time/date.	123.45 £123.45 123.45%
operator	These perform all the basic actions on numbers or characters. There are three basic groups, mathematical (e.g. +), relational (e.g. =) and logical (e.g. AND).	= A3 + B3 = IF (A3 = B3, "Same", "Different") = IF (AND(A3 = B3,A3 = C3), "Same", "Different")
page	A division of whole of the display which will fit onto the print paper size specified for the file.	

page layout	The layout of the page with regard to features such as margins, headers, footers, page length, page width and page number.	
paste	Pasting the contents from a copy or cut action onto the screen at a specified location.	
print preview	This allows you to look at the pages of your spreadsheet as they will appear when they are printed out.	
range	An area of the spreadsheet made up of one or more rows and or one or more columns.	
range name	The name given to a range which can be used in formulae or to locate the range.	
relative reference	A reference to a cell which is relative to the current cell's position.	cf: absolute reference
replicate	To repeat or copy the same formula in other cells without altering cell references.	
row	The horizontal strips of cells which run across the width of a spreadsheet which are usually labelled with numbers.	
row header	The unique label of a row, usually a number.	
scrolling	The action of moving around to view the portions of a spreadsheet when only a part of the spreadsheet is visible on the screen at any one time because of its size.	
sort	A utility which allows rows or columns to be put into alphabetical or numerical order.	
text format	The appearance of text in relation to font (e.g. Times New Roman), font size (e.g. 12 point), font style (e.g. bold) or font position (e.g. subscript).	Times New Roman

COMMUNICATION

Term	Definition	Example
bookmark	A method of saving pointers to frequently visited locations on the global network.	
copy	To make a copy of a highlighted item and store it in a temporary memory buffer. The contents can be returned to a chosen location with the paste command.	
cut	To delete the contents of a cell or cells and store them in a temporary memory buffer. The contents can be returned to a chosen location with the paste command.	
download	To transfer a file from a remote computer to your own computer for display or saving.	
e-mail	Electronic Mail – mail sent between users electronically.	
e-mail address	Userid@domain.name.country The part of the e-mail address to the right of the @ symbol is called the domain name and is sufficient for any ISP to find another ISP on the Internet. The part to the left is called the userid. This is the user's account name.	e.g. J.Smith@bbcnc.org.uk.
fax modem	A modem which can send and receive faxes.	
frequently asked question (FAQ)	A document that allows users to quickly access the answers to commonly accessed questions.	
home page	A main page associated with a person, organisation or topic.	
hypertext	Text which incorporates associative links which enable the user to jump around the text. A key word is linked to another section of text. By selecting the keyword, usually a double click with a mouse, the jump is made to the linked part of the text. Most hypertext application packages allow links to be made between different files as well and on the WWW links can be made between different IP sites. And just to complete the scene, key pictures, as well as key words, can be used as the jumping off point in a hypertext link.	
hypertext mark-up language (HTML)	A way of turning ordinary documents into hypertext as used on the WWW, this involves the inclusion of special code relating to the format of the document and any hypertext links.	
Internet	The collection of interconnected networks that allow communication between computers.	

Internet service provider (ISP)	An organisation which allows users to connect their computers via a modem to the Internet . An ISP has a dedicated connection to the Internet .	
mailing list	A list of e-mail addresses which will all be sent the same messages.	
modem	A device for enabling digital information to be converted into analogue information and back again. Computers work with digital signals, normal telephone lines work with analogue signals.	
newsgroup	An electronic noticeboard or bulletin board from which messages can be read and to which messages can be sent.	
search engine	A WWW site for finding pages on the Internet.	
surfing	Browsing the WWW moving from site to site via hypertext links.	
universal/uniform resource locator (URL)	An accepted way of expressing a web site's location on the Internet.	URL's include <i>http, ftp, gopher, telnet and mail-to and news</i> .
uploading	Copy files from local host to the remote host.	
userid	That part of an e-mail address unique to the user.	
web browser	A software application to allow a user to access the hypernet environment of the WWW using a graphics user interface.	
web page	A HTML document to be found somewhere on the WWW.	
world wide web (WWW)	The hypertext based system for linking information and files on different computers around the Internet.	

CREATING CHARTS

axis label/title

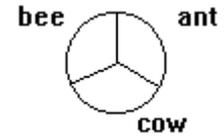
The text to describe the type of data represented by the axis of a graph or chart.

chart

A chart or graph is a graphical representation of a set of values, e.g. bar chart, pie chart, line graph.

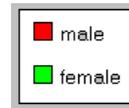
data label

This shows the spreadsheet value from which a category in a pie chart, for example, is calculated.

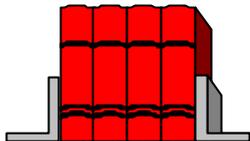


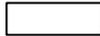
legend

A key on a graph or chart to tell you what the patterns, colours or markers mean that fill areas of the display.



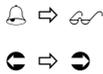
DESKTOP PUBLISHING

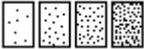
Term	Definition	Example
body text	The name for the plain, flowing text in a document.	
bold	A type style which makes the text to which it is applied heavier than the surrounding text.	Normal bold
bullet	Mark used to set off a small block of text or individual items on a list.	● ◆
camera ready copy	The final copy of a document which could be sent to a printers for reproduction.	
clip art	Collections of pre-prepared graphics which can be imported into other applications, e.g. word processing.	
crop marks	Small marks which indicate where the document will be trimmed (cropped) to size.	
drop cap	An oversize initial letter usually used at the beginning of a section. Can look cluttered if used for every paragraph.	S omething like this
footer	A design element that is repeated at the bottom of each page.	page numbers cf: header
format	(i) The structure or appearance of a unit of data. (ii) To change the appearance of selected material.	
font	A set of characters from a particular typeface in a particular style, size and stroke weight.	Frankenstein Wingdings ♠)(■)♣)(■)♣
frame	The area on a page reserved for either text or graphics	
grid	The basic framework for a document including such things as margins, columns and gutters.	
gutter	Traditionally the space left for the spine of the document but now also used for the space between columns.	
header	A piece of text which is repeated at the top of every page.	Chapter titles cf: footer
heading	A word or groups of words put at the top of a section.	
hyphenation	The usually automated process of introducing hyphens in multi-syllabic words at the end of a line of a text.	

italic	A type style in which the characters have a more cursive appearance than in a normal typeface and are evenly slanted towards the right.	<i>italic</i>
justification	Type that is spaced so that both either the left or the right or both sides of a column are flush. Or text can be centred, so that lines are aligned on the central character of each line.	
kerning	The spacing between pairs of letters.	Pa
landscape	The orientation of a sheet of paper when the paper is wider than it is tall.	 cf: portrait
leading	The space between lines of type named after the thin strips of lead that were originally used for this purpose.	Type ↕ type
line break	The end of a line of text which may be manually set by the user.	
line spacing	Distance between adjacent base lines.	Type ↕ Type
orphan	A single line of text left at the bottom of a page or column.	cf: widow
page layout	The layout of a page with regard to features such as margins, headers, footers, page length, page width and page number.	
paper size	The size of the paper in the chosen output device.	A4, B4, A3
point size (pt)	Unit of measure (usually $\frac{1}{72}$ of an inch) used to indicate character height and the amount of space between lines of text.	12 point 15 point
portrait	The orientation of a sheet of paper where it is taller than it is wide.	 cf: landscape
rule	A line used as a design element on a page, particularly useful in breaking a page down into linked components.	<hr/>
sans serif	A typeface with a more geometric appearance than a serif typeface; that is, it does not contain serifs. Used more frequently in display type such as headlines.	Arial typeface cf: serif
serif	A typeface whose characters contain short lines or ornaments at the upper and lower ends of the stroke. Considered easier to read for large bodies of text.	Times New Roman cf: sans serif
style sheet	A collection of predetermined styles that are adopted for different sections of the article.	

sub heading	Word or words used as a title for a subsection.	
typeface	A specific, named design of a set of printed characters.	Times New Roman
white space	The blank areas on a page which contains neither text nor illustrations. Poorly designed documents often suffer from a lack of white space making the document difficult to read.	
widow	A single line of text at the top of a page or column.	cf: orphan

COMPUTER GRAPHICS

Term	Definition	Example
brush shape	Some packages allow the shape of the freehand brush to be altered e.g. oval, round or oblique straight.	
copy	To make a copy of a highlighted item and store it in a temporary buffer in computer memory.	
crop	To mark out a section of the screen and save from the main body of the screen.	
cut	To delete the contents of a cell or cells and store in a temporary memory buffer. The contents can then be returned to a chosen location with the paste command.	
fill	A tool in paint packages which fills a shape with a specified colour or shade of grey.	
flip	The processes whereby a highlighted shape is redrawn as its mirror image.	
freehand drawing	Drawing a shape with a mouse using a pencil or brush tool.	
lighten/darken scan	A utility of scanning software where the individual pixels of a picture are lightened or darkened to make a picture more in keeping with the needs of the user.	
mirror	To reproduce a number of elements that are reflections of the original by reference to some axis.	
paste	Pasting the contents from a copy or cut action onto the screen at a specified location.	
phototouch	A utility of scanning software where a picture can be blown up, sometimes to show the individual pixels, so that direct alteration of the shading can be made.	
pixel	The smallest unit of resolution in a digitised image.	
pixel editing	The phototouch technique at the level of individual pixels.	
plotter	An output device for drawing lines on a paper, often used to produce two-dimensional graphic output from a computer.	
positive/negative scan	A utility of scanning software where the negative can be made of a picture and vice versa.	
printer	An output device producing characters or graphics on paper.	

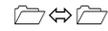
rotate	To move a highlighted object around on a axis.	
scan settings	Most scanners have the facility to set the grey scale and the pixel density for a scan.	
scanner	A device for converting an image on paper into a digitised form for use by a computer.	
shape drawing tools	Tools which allow the drawing of ovals, oblongs etc.	
sharpen/soften scan	A scanning software utility to sharpen or soften a digitised image.	
spray	A drawing tool which gives the effect of spraying like that from an aerosol can.	
spray density	The density with which the spray tool operates.	
tool selection	The way in which a tool is selected for drawing, usually by clicking with a mouse.	
zoom	The term applied to the operation of magnifying or condensing the size of a screen image.	

DATABASE OPERATIONS

Term	Definition	Example				
condition	An expression which can be evaluated as being either True or False.	date of birth < 01/01/90				
data type	A definition that states the kind of data that can be entered into a data field.	real, integer, text, date				
data validation	The process of ensuring, as far as possible, that information is correct by checking it against specific rules and other data, performed during input and editing of forms.	for a day of month an integer between 1 and 31 for a sex field only accepting male or female				
date type	A data type used to hold dates in a predetermined format.	13 March 1994				
field	A space on the screen or in a record where data can be entered or stored.					
file	A collection of related records.					
flat-file	A term used to describe a category of databases that will only allow the user to work with one file at a time, ie it is impossible to create a data link between more than one file using a flat-file database.					
form	Analogous to a paper form used in an office, a database form is a screen containing blank space called fields into which data items are entered before being saved as a record in memory.	<div style="border: 1px solid black; padding: 5px;"> Surname // Forenames // Sex //////////////// Age //////////////// </div>				
index	A set of 'pointers' stored in a file that allows fast access to individual records as well as the ability to access records in a specific order.					
integer	A whole number	1, 5000, -27				
key	A data value upon which an index is based	An employees reference number key will let you find individual employee details quickly and produce reports in employee reference number order.				
operator	Used in searches to set the conditions upon which the database is interrogated.	= < >				
query	The specification of search criteria that are used to interrogate a database.					
record	A unit of related data items in a file expressed in named data fields.	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="padding: 2px;">Smith</td> <td style="padding: 2px;">John</td> <td style="padding: 2px;">Male</td> <td style="padding: 2px;">17</td> </tr> </table>	Smith	John	Male	17
Smith	John	Male	17			
record view	A display of one record at a time from a database file.					

relational

The combining of data from two or more data files normally achieved by the linking of common key-values e.g. customer details with customer orders linked via a common account-number field.



stock file

supplier file

report

A view of the data contained within the database with suitable headings and groupings and possibly summary information.

search criteria

The conditions upon which a database is interrogated.

sex = "female" AND age <20

string

A data type used to hold a collection of characters.

ant, bee, cow

subset

A grouping within a larger group.

table view

A display of a collection of records each with the same set of fields (but different data), arranged in columns for each field.

