

Glossary

Absolute cell referencing: It refers to the method, when a cell references in a formula remain the same even when the formula is copied to a new location.

Adware: It refers to the software that posts unwanted advertisements on your computer. Generally, these advertisements are posted as pop-ups.

Analog Signal: A signal in which signal values increase and decrease in the same way as they are being transferred.

Animation: Visual effects that are added to the text as well as other objects in slides of your presentation.

Antivirus software: It refers to the software for identifying, preventing and taking action against malicious programs, such as viruses and worms, by deactivating or deleting them.

Antivirus software: Refers to software that protects your computer from unexpected virus attacks.

Application programs: It refers to the programs that are developed to solve the computing problems of the users.

Application software: Programs that perform operations for a specified task of a user.

Arguments: The values or cell references that are passed to a function.

Arithmetic Logic Unit: A digital circuit that is used to execute arithmetic and logical operations in a computer system.

Arithmetic operator: It is an operator that is used for performing the arithmetic operations.

Assembler: An assembler is a language processor that translates a program written in the assembly language into a machine language program.

Assembly language: Provides the same structure and set of commands as a machine language, but enables the programmer to use names instead of numbers.

Authentication: It refers to the process of recognizing the identity of a user.

Authorization: It is the process of providing access to various resources, such as databases and printers, to the authenticated users.

Auto shapes: Shapes inbuilt in the OpenOffice Writer.

AutoCorrect: A feature that checks the format of particular types of words for which you specify a defined format.

AutoFormat option: The option that allows you to change the appearance of the table by changing the border and colour of its cells.

AutoSpellcheck: A utility that automatically checks the spelling and grammar mistakes in a document.

AVERAGE() Function: The function that returns the average (arithmetic mean) of all the passing arguments.

Backdrop: It refers to the background of the Stage.

Backup utility: Refers to software that helps in securing data.

Bar Code Reader: An input device that is used to read information encoded on a bar code.

Batteries: It refers to small applications present in huge library of Python.

Binary code: It is a code that which comprises of 0s and 1s.

Binary operator: It is a type of arithmetic operator that operates on two operands.

Blank comment box: A text box that is used for writing comments.

Block marking: The selection of text is known as block marking.

Blocks Palette: It is a palette that contains a list of blocks.

Bluetooth: Refers to a wireless technology that creates small wireless networks, called personal area networks (PANs) between PCs and peripheral devices, such as connecting your mobile phone with the computer.

Blu-ray Disc: A disk that is used to record, store and playback high-definition video (video system of higher resolution), digital audio and computer data.

Bootting: It is the process of loading of the operating system files into the PC's primary memory.

Bottom bar: It refers to the horizontal bar at the bottom.

Browser: A software application used to locate and display web pages.

Built-in datatype: It is a datatype that is already defined in Python.

Bullets: Symbols used to present important text in the form of a list.

Bump: It allows the block to be attached to another block.

Byte code: It is a code in which the Python compiler translates the Python program.

Byte: A set of eight bits.

Category 5 Enhanced (Cat5e): A twisted pair cable that consists of four pairs of twisted copper wires.

Category 6 (Cat6): A twisted pair cable that consists of four pairs of twisted copper wires, which offer a bandwidth up to 250 MHz and can support 10GBASE-T(Gigabit Ethernet).

Cell referencing: A method by which you refer to a cell or series of cells in a formula.

Cell: The intersection of a row and a column.

Central Processing Unit: A device that controls computer operations.

Character formatting: The changes made to individual characters in a document is called character formatting.

Class: It is an abstract idea which can specify common behaviour of several objects of the class.

Clip Art and Pictures: Graphical objects that help in enhancing the appearance of a slide.

Coaxial Cable: A cable that can carry signals of higher frequency ranges than twisted pair cable.

Column headings: Names of the columns.

Columns spin-box: A box that is used to increase or decrease the number of columns.

Comments: The text remarks given by the author/developer/editor on a program or document for exchanging ideas, giving suggestions, etc.

Communication Channel: Refers to a medium that carries information from one place to another.

Compact Disc: An optical media that is used to store digital data.

Compiler: Compiler is a language processor that translates a high level language program into a machine language program.

Compression utility: Refers to software that helps in facilitating the compression of files.

Computer Network: A group of two or more computers that are linked to each other.

Computer security: It is the process of ensuring the integrity, availability, and confidentiality of computer data and resources against threats, viruses and vulnerability.

Computer: An electronic device that takes input from the user in the form of data or instructions, processes the data according to the given instructions and generates the output.

Content Convergence: Integration of content from various sources on the Internet.

Control Blocks: These blocks are used for controlling scripts.

Control Unit: A digital circuit that supervises and monitors the functions performed by the entire computer system.

Cookie: It is a file that contains small textual information about the activity of a user.

Costumes tab: It contains blocks to modify or control the costumes of a sprite.

Current cell: A cell that is currently active.

Customized software: Customized software is developed as per the requirements of a particular individual or organization.

Cyber safety: It refers to the use of Information and Communication Technology (ICT) safely and responsibly.

Cyberstalking: It refers to a crime in which an attacker stalks or harasses a user by using the electronic means of communication such as e-mail, online chatting, etc.

Data source: Refers to the data source that generally stores the names and address-related information in a tabular format.

Data: Unprocessed raw facts and figures, such as a name or a number.

Database Management System (DBMS): Refers to the software that provides important tools to create and manipulate data in the database.

Database program: Facilitates storing, sorting and retrieving a large amount of data.

Database: A database can be regarded as a software application that allows you to store and manipulate data.

Datatype: It signifies the type of data stored into a variable or memory.

Deadline scheduling: It refers to a technique in which the job with the earliest deadline is selected first and assigned CPU time.

Desktop area: It refers to the attractive area in the center that fills most of the desktop screen.

Desktop publishing: Refers to the process of using the computer to create documents, such as brochures and magazines.

Device driver: It refers to a program that controls a device attached to a computer.

Device manager: It is a tool through which the operating system manages the various external devices connected to the computer.

Digital Camera: An input device that is used to capture pictures and record videos.

Digital Convergence: Integration of the Internet, telecommunication and leisure industries.

Digital Photography: A combination of advanced image sensor technology and memory storage that allows images to be captured in a digital format.

Digital Signal: A signal that converts the original information into a string of bits before transmitting it.

Directory (or folder): It is a place on storage medium in which a user keeps files and other directories (known as sub-directories).

Disk defragmentation: Refers to a utility program that tries to minimize the fragmentation on the disk.

Division operator: This operator is used to divide left operand by the right operand.

Document area: The area in the Writer where you type the text is called the document area.

Down Arrow key: The key that allows you to move down by one row in a table.

Drawing Objects: Objects that are used to enhance the appearance of a document.

Drawing Toolbar: A bar that allows you to insert commonly-used shapes, such as arrows, circles, banners, or lines in a slide.

DVD: An optical storage device to store data.

E-commerce: The practice of buying and selling goods and services through the Internet.

Edit box: It shows the name of the current project.

E-mail spoofing: It refers to unethical hackers create e-mail messages with fake or forged sender addresses.

Embedded Computer: A type of a computer that is embedded in the circuits of various electrical and digital appliances.

Event blocks: These blocks are used to trigger the scripts for execution on sensing some event.

Fiber Optic Cable: A type of cable that contains one or more optical fibers coated with plastic layers.

Fields: Refer to information, such as name and address, which has to be taken from the data source and merged with the main content.

Fill colour: The background colour of a drawing object.

Fill handle: A small form of a solid square that appears at the lower right corner of the cell, when you select a cell in a worksheet.

Filling a range: Allows the user to add duplicate entries or fill data series in the cells of a worksheet using the fill handle.

Firewall: It refers to the software and hardware that protect networks, servers and computers from virus and hacker attacks.

First-Come-First-Served (FCFS) scheduling: It refers to the scheduling technique in which the jobs would get CPU time according to the order in which they arrive.

Float datatype: It signifies floating point numbers which is a number that contains a decimal point.

Floppy Disk: The oldest type of secondary storage device that is used to transfer data between computers as well as store data and information.

Fontwork Gallery: A gallery that provides options to give shadowed, stretched, skewed or rotated appearance to your text.

Footer: It defines the area below the bottom margin of a page.

Format Paintbrush: It refers to a tool for copying the format of a text and applying it to other text.

Formatting toolbar: A bar that consists of tools for formatting the text.

Formatting: Process of arranging a document in a particular format by changing the alignments, font and size of the text.

Formula: An expression or equation that calculates data in a worksheet.

Free and Open source: It refers to feature of a software that can be free downloaded from Internet.

Functions: Predefined formulas that are used to perform basic or complex operations on a specified range of cells.

Garbage collector (gc): It is a module present in Python for de-allocation of memory.

gedit: It refers to text editor available in BOSS operating system and is used for writing programs in Python.

General purpose software: General purpose software is used to perform a wide variety of tasks and is commonly used by all types of computer users.

GNOME: It refers to the desktop that provides you with the components, such as windows, panels, workspaces and applications.

Graph: The graphical object that allows you to draw relationship between objects in a slide.

Graphical blocks: These are the blocks that are joined together to create programs in Scratch.

Graphics: The word for pictures, shapes and stylish text.

Green flag icon: It lets you start the program in Scratch.

Grouping: The act of binding separate objects into a group.

Grow icon: It is used to make the Sprite bigger.

Guided Media: A transmission media that use cables to connect computers for transferring data.

Hacking: It refers to the act of gaining an unauthorized access to another person's computer to steal or destroy crucial data or information.

Handouts: Smaller printed versions of slides.

Hard Disk: A disk that is used to store all your programs and data.

Hardware: Hardware denotes the physical components of a computer.

Header: It defines the area above the top margin of a page.

Heap memory: It is a memory area allocated to objects in Python.

Highest Response Ratio Next (HRRN) scheduling: It refers to a technique in which the job with the highest response ratio is given preference for execution over other jobs.

High-level language: The language that is simple to understand by humans, as it includes easy-to-learn syntax for developing a program.

Horizontal scroll bar: Allows you to navigate a document in the left and right directions.

Hotspot: A public location that allows Wi-Fi access.

HTTP referrer: It is a URL that navigates a visitor of a particular website to another website.

Icon: It is an attractive picture representing Linux elements, such as files, folders and shortcuts.

IDLE: It stands for Integrated Development and Learning Environment.

IF() Function: The function that compares two values and returns one of them, depending on some predefined set of conditions.

Indentation: The space that you leave from the left margin.

Information: A combination of data, relevance and interpretation.

Infrared Waves: The light waves of a lower frequency than those that the human eye can receive and interpret.

Input Device: A device that lets you enter data or instructions in a computer.

Input line: The content of the selected cell or formula applied on the selected cell.

input() function: It is a type of function used for obtaining input from users.

Input: Sends the data and command to a computer.

int datatype: It signifies an integer number which is a number that does not have any decimal point or fraction part.

Integer division: This operator is used to perform Floor division in which it gives only integer quotient.

Interactive mode: It is a mode of Python which is mainly used for executing single line of statements.

Internet: A collection of an infinite number of computers spread across the world.

Interpreter: Interpreter is a language processor that translates a high level language program, line-by-line, into a machine language program.

InterSpace: A client/server program that allows multiple users to communicate online with real-time audio, video and text chat in dynamic 3D environments.

IP spoofing: It refers to a method in which unethical hackers create IP (Internet Protocol) packets with a fake IP address to hide the true IP of the sender or pose as another computer's IP.

Jigsaw puzzle: It is a puzzle in which pieces are joined together in a logical manner to resolve the puzzle.

Job scheduling: It is the activity or method of assigning priorities to different jobs to be executed by the CPU.

Joystick: A hand-held device that is used to control the movement of the cursor or other graphic elements of video games.

Just In Time (JIT) compiler: It is a compiler which can convert the byte code into machine code but with greater speed than interpreter.

Kernel: It is the central part of the operating system and is responsible for managing the computer's hardware.

Keyboard: An electronic device that has an arrangement of keys to help you enter data in a computer.

Keywords: These are the words that are reserved in Python.

Label: A text entry that contains alphabet or non-numeric characters, such as #, &, or *.

LAN: A localized network, which is used to connect two different departments in a building with data transfer rate up to 1000 Mbps.

Language processor: Translates the program written in high-level language to machine language.

Laptop: A portable computer integrated with a display screen, keyboard, trackball, processor and memory.

Laser Transmission: A transmission that is unidirectional and requires a direct line-of-sight.

Light Pen: A pointing device that uses a photoelectric (light sensitive) cell to indicate a position on the computer screen.

Line spacing: It refers to the space between two or more lines in a document.

Looks blocks: These blocks are used for setting or changing the appearance of a Sprite on Stage.

Low-level languages: The programming languages that are directly understandable by a computer and described as being “close to the hardware”.

Machine code: It is a code that is understandable to the machine.

Machine language: The binary representation of a computer program.

Magnetic Ink Character Recognition (MICR): Magnetic Ink Character Recognition (MICR) is a device that is used to read the special characters printed through the magnetic ink and store them to the computer.

Mail merge: A feature of Writer used to automatically generate a set of documents, such as a form, letter or label containing similar information that can be sent to different persons/customers with ease.

Main text document: Refers to the main body of the letter used in mail merge.

Mainframe: A large-sized computer that occupies a huge space and performs multitasking (tasks requested by many users simultaneously).

Maintaining privacy: It refers to maintaining confidentiality of information related to an individual or an organization.

Malware: It refers to malicious software that is designed to interrupt ongoing computer operations, collect private information and gain unauthorized access to a system’s resources.

MAN: A localized network that covers an area larger than LAN covering an area between 10 km and 100 km.

Margin: Margins refer to the blank white areas near the edges of a page.

Media Convergence: Integration of different media channels through digitization of content.

Media: Various means of communication, such as newspaper, magazine, music, radio, television, film, or entertainment software.

Medium: A channel through which information is transmitted.

Memory management: It is the process of allocating memory to different programs and freeing up the memory space when it is no longer needed by the programs.

Memory Stick: A removable flash memory card that is used in electronic products, such as mobile phones and digital cameras.

Memory: The area where you can store information and retrieve it.

Menu bar: A bar that consists of menus, such as File, Edit, View and Insert.

Menu: A drop-down list that provides several commands to operate on the content of a worksheet.

Merged document: Refers to a document that is generated after merging the information of the main text document and the data source.

Merging Cells: The act of combining sequential cells of a table.

Messaging Convergence: Integration of text and voice messages.

Microphone: An input device that records voice or sound and transforms the recorded voice into digital data so that a user can play back or edit the digitized voice as required.

Microwave: Refers to a radio system that uses high frequencies to send and receive data or information.

Modem: A device that is used to transmit data over a network.

Modulus operator: This operator is used to give remainder after division between two numbers.

Monitor: A screen that displays computer programs and allows users to interact with the software.

Motion blocks: These are used for controlling movement, rotation and position of a Sprite on the Stage.

Mounting: It refers to the process of preparing a device so that it can be used by an operating system.

Mouse: A pointing device that perfectly fits in your palm and allows you to perform certain activities on screen, such as clicking a button and placing the cursor at a specific location.

Movie Clip: A strip or part of an animated picture.

Multimedia Messaging Service (MMS): A mobile phone service, which is used for sending messages that include multimedia content.

Multimedia software: The software that enables a user to create animations and modify them using such programs.

Multimedia: A combination of text, graphics, sound, special effects and animation.

Name Box: A box that displays the address of the active cell or a range of selected cells.

Navigation: Navigation in a document implies moving around in a document.

Near Field Communication (NFC): A technology that facilitates wireless communication between devices like smartphones and tablets.

Network: A collection of devices connected together.

Non-preemptive scheduling: It is a job scheduling technique in which the processing or execution of a job

given to the CPU cannot be interrupted until the job is complete.

Non-printing characters: Those characters that get inserted into the Writer document when we press the Spacebar, Enter key and Tab key but are not visible in the printout of the Writer document.

Notch: It allows another block to be attached to a block.

Notes View: It allows you to add or edit notes in the slides.

Number of copies spin box: A spin box that allows you to select the number of copies to be given for the printout.

Numbering: Numbers that are applied only to the content that needs to be represented in a sequential order.

Object: It is an entity that has physical existence in the real world.

OpenOffice Writer (or Writer): A word processor that is part of the OpenOffice suite.

Operating system: It refers to the most important type of system software and acts as an interface between user and hardware resources of a computer system.

Operators blocks: These blocks are used for handling math equations and string values.

Optical Character Recognition (OCR): An automatic input device, which consists of a scanner and OCR software.

Outlines: Summarized version of slides that contain only the title and the main text.

Output Device: An electronic equipment that is connected to a computer and is used to communicate results of the processed data to the user.

Output: The result displayed by a computer.

Overwriting data: The process to replace the current content of the selected cell by a new entry.

Page formatting: It refers to the process of designing a page by giving the desired settings to the essential elements of the page, such as page size, orientation and margins.

Page orientation: We can print text either length-wise or widthwise by setting the page in the required orientation.

Page Preview feature: The feature that allows you to view how the document will appear after printing.

Page Preview toolbar: The toolbar that allows you to magnify or reduce the size of a page and check the page breaks in a document.

Paint new sprite icon: It opens a paint editor in which you can draw a Sprite.

Paragraph formatting: The formatting of a paragraph by setting its right, left, top and bottom margins, applying a

border, and setting the space between text lines is called paragraph formatting.

Partial modification: Means that overtyping of the complete content of the selected cell is not required.

Password cracking: It refers to a technique that cracks the password of a computer and then accesses the computer through a remote computer.

Password: It refers to a secret word or phrase that is generally used for gaining access to some device.

Pen blocks: This block is used for controlling the different attributes of a pen in a project.

Pen/Thumb Drive: A data storage device.

Personal Digital Assistant (PDA): A small, hand-held computer designed to use as a personal organizer with communication capabilities.

Personal Information Manager (PIM): Helps you to organize information.

Phishing: It refers to a technique of obtaining personal information, such as login name, password and credit card details.

Plotter: A device similar to a printer, which produces a hard-copy output.

Polymorphic Virus: It consists of encryption algorithm that changes the code, and thus provides protection from antiviruses.

Portable Memory Devices: Portable storage devices.

Presentation Graphics Software: An application software that is used to create professional-looking visual aids.

Presentation mode icon: It hides all scripts and programming tools and makes the Stage area take up almost your entire monitor.

Presentation program: Enables us to represent information in various attractive formats.

Presentation Slide: An electronic page that contains information about the presentation topic.

Presentation: A sequential collection of slides in which each slide displays some information in the form of text or graphics.

Primary Memory: The main memory in a computer system where data is stored for quick access by the CPU.

Print statement: It is a statement which is used for displaying output or results of a program in Python.

Printer: An output device that prints the data processed by a computer.

Printout: The printed copy of an electronic file.

Process Control Block (PCB): It refers to a data structure that represents or defines a process in an operating system.

Process state: It refers to various states (which are defined by the current activity of a process) that a process undergoes in the course of its execution.

Process: The work done by a computer with the help of hardware and software.

Processor management: It refers to the management of a processor (or CPU) by an operating system.

Program: It is a set of instructions.

Programming: It is a mechanism of writing programs.

Python compiler: It translates the Python program into some other code known as byte code.

Python library: It is very useful for programmers to develop efficient programs.

Python Virtual Machine (PVM): It uses an interpreter which can understand the byte code and translates into machine code.

Radio Waves: The longest electromagnetic waves in the electromagnetic spectrum.

RAM: The main memory used in a computer system.

Range of cells: A group of contiguous cells.

Ransomware: It is a kind of malware in which the resources or data of a user's computer is locked using encryption process and a payment is demanded for releasing the resources or decryption of data.

Raw memory allocator: It ensures whether enough memory is available to store objects.

Receiver: A person or device that uses the communication equipment to receive data.

Relative cell referencing: It refers to the method, when a formula is copied to a new location in a worksheet, and cell references in the formula change in relation to the new location of the formula.

Repeat block: It is a count controlled loop which executes statements a specific number of times.

Response time: It refers to the time taken between the submission of a request and the generation of the first response by the CPU.

ROM: A built-in computer memory containing data that normally can only be read but not changed.

Round-robin scheduling: It refers to a scheduling technique in which each job is executed at least once.

Row headings: Row numbers.

Rows spin-box: A box that is used to increase or decrease the number of rows.

Ruler: Helps in formatting the horizontal and vertical alignments of the text. It allows you to set tabs, margins and indents in a page.

Satellite: The satellite wireless media is a special type of microwave media.

Scalable: It refers to feature in Python due to which programs written in it can be executed or moved on to other operating systems or hardware.

Scanner: An input device that scans images, printed text, or an object and converts it into a digital image.

Scratch: It is a visual programming language and online community environment that allows its users to create games, interactive stories, simulations and animations, and also to share them online.

Script Mode: It is a mode in which a program in the text editor and then save it with the extension .py.

Script: It is a block or a group of blocks arranged to carry out a task.

Scripts Area: It is a region where blocks can be dragged and dropped in an arrangement to develop coding scripts.

Scripts tab: It contains different categories of blocks for scripting a project.

Secondary Memory: External devices used to store data.

Self-destructing Computer: A type of computer that can locate and, if necessary, destroy a computer's hard drive.

Sender: A person or device that uses the communication equipment to send data.

Sensing blocks: Sensing blocks are used for implementing different functionalities in a project.

Sheet tabs: Names of the worksheets present in a workbook.

Shell: It serves as a means for the user interaction with the operating system and, in turn, with the computer.

Shielded Twisted Pair (STP) Cable: A cable that has a metal shield covering each pair of insulated wires.

Shift+Tab keys: The key combination that allows you to move one cell to the left in a table.

Shortest Job Next (SJN) scheduling: It refers to the scheduling technique in which the job with the shortest execution time is given priority in execution.

Shrink icon: It is used to make the Sprite smaller.

Side bar: Consists of icons used for opening panes including Properties, Styles and Formatting, Gallery and Navigator.

Sidebar: A bar that contains the icons for displaying panels, such as Properties, Master Pages, Custom Animation, Slide Transition, Styles and Formatting, Gallery and Navigator.

Slide Layout: A pre-defined and organized set of slide elements that helps in creating a new slide in your presentation.

Slide Master: The design theme that helps in defining the formatting and layout of all the elements used for creating a slide.

Slide Show View: It allows you to see each slide of your presentation in full screen on your computer.

Slide Show: An electronic presentation, which can be run on the screen of your computer system or any projection device.

Slide Sorter View: A view that shows thumbnail versions of all the slides arranged in horizontal rows.

Slide View Buttons: Buttons that allow you to view a presentation in different views or modes.

Slides Pane: A pane that displays the thumbnails of the slides of your presentation.

Small stage layout option: It shrinks the Stage and gives more space to the Scripts area.

Smartphone: A mobile phone embedded with multiple features like sending mails and accessing the Internet.

Software: A set of programs necessary to carry out operations for a specified job.

Solid State Drive: A storage device that does not contain any moving parts, such as spinning platters and heads.

Sound blocks: These blocks are used for controlling sound and musical instrument digital interface.

Sound Card: A hardware device that converts voice into digital data.

Sounds tab: It contains the block to apply or edit the sounds of the sprites.

Speaker Notes: Small pictures of slides along with some descriptive notes.

Speaker: An output device that produces the sound.

Specific purpose software: Specific purpose software is designed to carry out the tasks related to a particular job role.

Spelling and Grammar: A utility that you need to start manually for checking spelling and grammar mistakes.

Splitting Cells: The act of dividing a single cell into any number of rows or columns.

Spoofing: It refers to technique used by unethical hackers to certify fake data over the Internet for stealing confidential information.

Spreadsheet application: An application that is mainly used for manipulating and arranging data in a grid of rows and columns.

Spreadsheet program: A spreadsheet program allows you to do the organization, analysis and storage of data in tabular form.

Sprite List: It refers to area that displays names and thumbnails for all the sprites of your project.

Sprite: It is a character that is usually found in a game or story.

Spyware: It refers to a type of malicious software that is installed on a user's computer to monitor and gather information about his or her activities on that computer.

Stack blocks: These are the blocks that can be fit either below or above other kinds of blocks.

Stage: It is a blank area where we can add different Sprites and backdrops.

Standard toolbar: A bar that consists of tools for performing basic functions, such as open, save, copy, cut and paste.

Status bar: A bar that displays information about the current document.

Stop icon: It lets you to end your program in Scratch.

str datatype: It signifies a string datatype in Python which represents a group of characters.

Structure: The structure of a function, which starts with the name of the function and ends with the opening and closing parentheses.

Stylus: A special type of pen used to write text and select options on the LCD screen.

Subscript: A text that is smaller in size than the normal text and is placed slightly below the line of the regular text.

Subtitle: The description of the slide data giving emphasis to the central idea of the slide.

Supercomputer: A computer that consists of a large number of processors and occupies a huge amount of space.

Superscript: A text that is smaller in size than the normal text and is placed slightly above the line of the regular text.

System software: A set of programs defined to handle the internal computer operations.

System Unit: A Cabinet consisting of various smaller components, such as Motherboard, Hard disk, Random Access Memory (RAM), Central Processing Unit (CPU) and Sound card.

Tab key: The key that allows you to move one cell to the right in a table.

Table: A grid of cells created by the intersections of corresponding rows and columns.

Tablet: A type of microcomputer integrated with touch screen and software that recognizes letters written on a screen.

Tasks Pane: A pane that displays the panels, such as Properties, Master Pages, Custom Animation, Slide Transition, Styles and Formatting, Gallery, and Navigator on the basis of the selected icon in the sidebar.

Technological Convergence: A practice by which information technology, telecommunication and media sectors that previously functioned autonomously are brought together to work on a common platform.

Text alignment: Refers to the uniform setting of the text with respect to the page margins.

Text attributes: Text attributes, such as bold, italic, all caps, underline, etc., are used to modify the appearance of fonts as per your requirement.

Text box: A box where you can type your text.

Text editor: Refers to utility software that assists you to create an editable text file.

Text layout: The arrangement of the text on a page refers to the layout of the text.

Throughput: It is defined as the amount of work that the CPU can do during a given time period.

Title bar: Displays the name of the application and the document on which you are currently working. It is located at the top of the screen.

Title: Heading of the slide.

Toolbar: A bar that contains the most commonly used options and commands, such as cut, copy and paste.

Top bar: It refers to the horizontal bar at the top of the desktop.

Track Changes: The functionality for tracking or recording the changes of each user.

Transition Effects: Special effects that are applied between the slides in a presentation, which are seen during a slide show.

Transmission Media: Refers to a medium that enables you to transfer data from one computer to another.

Trojan horse: It refers to a program that appears or pretends to be a genuine application but actually causes damage to the executable files on the computer.

Turbo mode option: It increases the speed of some blocks.

Turnaround time: It refers to the time period between the submission of a job and its completion.

Twisted Pair Cable: A pair of two twisted wires that use copper as a conductor.

Undelete option: It can bring back the last block, script, sprite, costume, or sound that you deleted.

Ungrouping: The act of separating objects that are grouped together.

Unguided Media: A transmission media that use waves to connect computers for transferring data.

Universal Product Code (UPC): A pattern of bars printed on the product to be sold.

Unshielded Twisted Pair (UTP) Cable: A cable that is used in Ethernet networks and telephone systems.

Up Arrow key: The key that allows you to move up by one row in a table.

User: It refers to the person who uses the application software installed on the computer system.

User-defined datatype: It is a datatype that is defined by a user in a Python program.

Utility software: A set of essential software that helps a computer perform various functions, such as analyzing and configuring data, optimizing and maintaining resources.

Variable: It is defined as the reserved memory locations to store some value.

Vertical scroll bar: Allows you to navigate up and down a document. You can also click the arrows present at each end of the bar to navigate vertically in the document.

Virtual storage: It is a technique that allows a user to execute a program even if there isn't sufficient memory for it in the main memory.

Virus: A malicious code that when executed produces unexpected, undesirable and unusual results.

Waiting time: It refers to the amount of time during which a process needs to wait in the ready queue.

WAN: A type of network used to cover a wide geographical area or region located entirely within a state or country, or it may be interconnected around the world.

Watermark: A picture or text that is placed in the background of a slide.

Web Camera: A device used to capture real time images and transfer the captured images on the computer of the other person (engaged in the communication).

Website: It refers to a collection of related Web pages linked to each other by hyperlinks.

Wi-Fi: Stands for Wireless Fidelity that connects your computer over the network without any wired connection between the sender and the receiver.

Wildcard: It is a special character that is used to match multiple files and directories simultaneously in a search.

Window control buttons: Allow you to minimize, maximize and close the current window.

Word processing program: A word processor enables you to enter, edit, format and print text.

Word processor: A computer application that is used to create, edit and organize a document.

Word wrapping: Word wrapping is a special feature of Writer that allows you to arrange words according to the set margins in a page.

Work Area: The area displaying the selected slide.

Workbook: A collection of worksheets.

Worksheet: A single sheet in the OpenOffice Calc application.

Worldwide Interoperability for Microwave Access (WiMAX): A wireless communication media.

Worms: It refers to malicious programs that can copy themselves and use the network to send copies of themselves to other computers.

x-coordinate: It indicates the Sprite how far it can move horizontally on the Stage.

y-coordinate: It indicates how far the Sprite can move vertically on the Stage.

Zoom Controls: Controls that allow you to set the magnification level for your presentation.