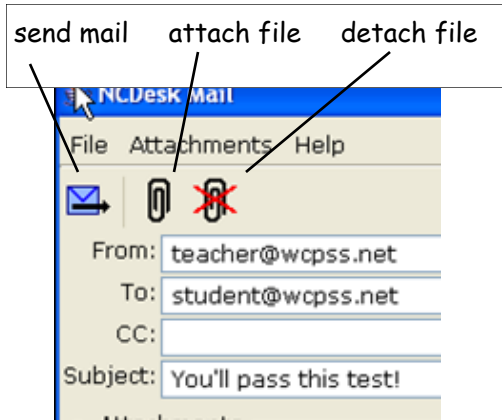


# Telecommunication

## Telecomputing:

The use of a computer, modem, or LAN and phone line to exchange information.



## Understanding Email

jbode@hotmail.com

- ❖ user name - jbode
- ❖ domain name - hotmail
- extension - .com

## What are the different domain extensions?

- ❖ .com = commercial
- ❖ .edu = educational
- ❖ .gov = government
- ❖ .org = organizational
- ❖ .net = network

## What is the difference between

- \* Virus - attaches to a file and infects your computer
- \* Worm - a computer program that replicates itself and affect other peoples computers as well as yours
- \* Hacker - someone who tries to enter other individuals' computers

## What is a network?

A group of computers that are hooked together and share information

## What is LAN? (Local Area Network)

A computer that is close by and shares information with other computers.

## What is WAN? (Wide Area Network)

A computer that is hundreds or thousands of miles away and shares information with other computers.

URL: Uniform Resource Locator

WWW: World Wide Web

## Hyperlink

a link that connects to hypermedia or hypertext documents. (Arrow becomes a hand)

## Hypertext

- ❖ a hyperlink that links to text

## Hypermedia

- ❖ a hyperlink that links to other forms of media: graphics, sound, video, etc.

**Multimedia = any software or program that combines graphics, sound, video, animation or text. PowerPoint is an example.**

**It can be:**

- \* Linear ~ (In order) 1, 2, 3

**OR**

- \* Non-linear ~ (not in order) This allows you to view the slides in different order (1, 4, 2, 5). Buttons are used to navigate non-linear presentations.

# Computer Competency Study Guide



## Review for the Test of Computer Skills for 8th Graders

### 2005-06

### Practice Websites for the Computer Competency Test:

#### To download NCDesk to practice at home

#### First, download Java :

[http://java.sun.com/products/archive/j2se/5.0\\_03/index.html](http://java.sun.com/products/archive/j2se/5.0_03/index.html)

#### Then, download NCDesk:

<http://cuacs8.mck.ncsu.edu/ncdesk/current.asp>

<http://www.watauga.k12.nc.us/br/>

[Quiz\\_Computer\\_Vocabulary.htm](http://www.watauga.k12.nc.us/br/Quiz_Computer_Vocabulary.htm) (computer vocabulary quizzes)

<http://its.guilford.k12.nc.us/resource/techinstruct/index.htm> (help documents for vocab and how-to skills)

<http://www.gaston.k12.nc.us/resources/teachers/quizwcpss.htm> (68 practice mult choice questions)

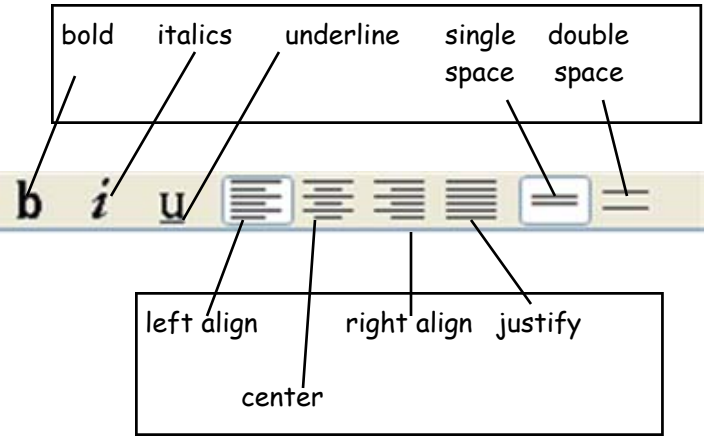
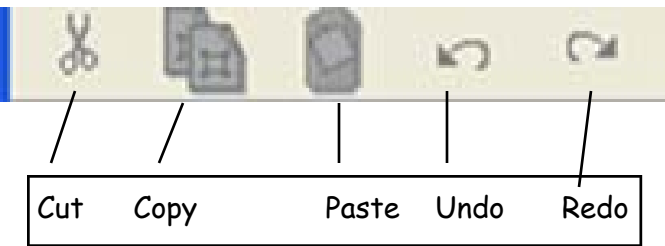
## Desktop Publishing

Desktop Publishing combines text with graphics to create a professional looking document. It is used to type letters, book reports, autobiographies and journals, etc.

- ❖ **Always highlight text** before changing font, size, and style
- ❖ **Use 2 spaces after a period** at the end of a sentence.

### Step to cut and paste

1. Highlight text
2. **Edit → Cut**
3. Click where you want to paste
4. **Edit → Paste.**



## Database

A Database is a collection of data with a common theme that is organized for search and retrieval.

### Database definitions:

- ❖ **File**-Collection of related records (ex. EWMS Students)
- ❖ **Fields**-Item or category of information – Vertical in database-columns (ex. Name)
- ❖ **Records**-Collection of related fields –horizontal in database-row (ex. Andrew Williams)

To insert a field, click on the field beside which you want your new field. Go to **Insert → Field or Record,**



### Ways to locate information in a database:

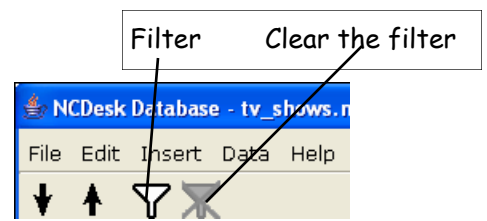
- ❖ Find or Filter
- ❖ Sort

### Examples of Keywords for Sorting:

Lowest, highest, most, least, first, & last

### 2 ways to sort information:

- ❖ Ascending  

 Alphabetically: A, B C, ...Z  
 Lowest to Highest (1,2,3...)
- ❖ Descending  

 Reverse Alphabetical: Z,Y, X...  
 Highest to Lowest (99, 98, 97...)



## Spreadsheet

A spreadsheet is an application program that arranges data into columns and rows.

### A spreadsheet has:

- ❖ Columns
- ❖ Rows
- ❖ Cells

### Examples of Cell addresses:

B4, C25, AB44. BZ345

### A spreadsheet can:

- ❖ Calculate
- ❖ Create Charts (Graphs)
- ❖ Answers “what if” statements

### 3 types of data that can be entered into a spreadsheet are

- ❖ Labels (text)
- ❖ Values (numbers)
- ❖ Formulas/functions

### Calculating in a spreadsheet:

- ❖ Use Formulas = (b2+c2)
- ❖ Use Functions =sum(b2:g2)

### Creating a Chart:

- \* Always **HIGHLIGHT** the information you want to display in the chart
- \* Highlight the row with the column headings. This makes the legend.
- \* Highlight the column with the labels (usually column A)

