Test 1 Review
Chapter 1

What is a computer?
1. Definition of computer
2. Data and information. Emphasize that data is processed into information.
3. Instructions
4. Describe the information processing cycle. (Input, process, output, and communication)
5. Hardware
6. Input device (six commonly used input devices: the keyboard, mouse, microphone, scanner, digital camera, and PC video camera)
7. Output device (three frequently used output devices: the printer, monitor, and speakers)
8. System unit (processor and memory, always connect to motherboard, CPU)
9. Storage device (difference of storage and memory, storage media, storage device)
10. Communications device (modem)

Advantages and disadvantages of using computers
1. Advantages of using computers (speed, reliability, consistency, storage, and communications)
2. Disadvantages of using computers: violation of privacy, impact on labor force, health risks, and impact on environment.

Networks and the Internet
1. Network
2. Resources that can be shared on a network. The world’s largest computer network is the Internet.
3. Major differences between server and client computers (Servers ordinarily have more power, more storage space, and expanded communications capabilities.)
4. Internet, web, web page, photo sharing community, blog.

Computer software
1. Software, or program
2. Difference between computer hardware and computer software
3. Purpose of a user interface
4. Graphical user interface (GUI) and icon
5. Identify the two categories of computer software: system software and application software
6. System software, two types of system software: Operating systems and utility programs
7. Tasks of Operating systems and utility programs
8. Application software
9. Install, run, load, execute, the process of installing and running a computer program
10. Programmer or developer
Personal computers
1. Personal computer
2. Two most popular series of personal computers — the PC and the Apple
3. Two major types of personal computers
4. Desktop computer (gaming desktop computer, Media Center PC, workstation)

Mobile computers and mobile devices
1. Mobile computer and mobile device
2. Notebook computer, or laptop computer (the most popular type of mobile computer)
3. Tablet PC, digital pen, how to input data into a tablet PC
4. Internet-enabled
5. Three popular types of mobile devices: handheld computers, PDAs, and smartphones
6. Handheld computer, how data is input into a handheld computer, stylus
7. PDA (personal digital assistant)
8. Smart phone
9. Trend of convergence
10. Handheld

**Game consoles**
1. Game console

**Servers**
1. Server
2. Terminal

**Mainframes, Supercomputers**
1. Supercomputer
2. The most important features of supercomputers is their capability to create complex, three-dimensional images almost instantaneously
3. Due to their size and expense, only large businesses and government agencies use supercomputers

**Embedded computers**
1. Embedded computer
2. Variety of products that contain embedded computers

**Elements of an information system, Examples of computer usage**
1. Five categories of computer users
2. Types of software employed by home users
3. Small office/home office (SOHO)
4. E-commerce
5. Types of software used in a small office/home office
6. Examples of mobile users
7. Types of computers and software utilized by mobile users
8. Examples of power users

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**Chapter 2**

**History of the Internet**
1. Advanced Research Projects Agency (ARPA) and ARPANET
2. Host
3. World Wide Web Consortium (W3C)
4. Internet is public

**How the Internet works**
1. Dial-up access
2. DSL (digital subscriber line)
3. Fixed wireless and satellite modem connections
4. Access provider
5. ISP (Internet service provider)
6. Wireless Internet service provider (WISP)
7. Internet backbone
8. Difference between a server and a client
Internet addresses
1. IP address (Internet Protocol address)
2. Domain name
3. Top-level domain
4. Domain name system (DNS) and DNS server

The World Wide Web
1. World Wide Web is not the same as the Internet
2. World Wide Web (WWW), or Web
3. Web server
4. Web browser, or browser
5. Home page
6. Downloading and uploading
7. URL (Uniform Resource Locator), or Web address
8. Http (Hypertext Transfer Protocol)
9. Link, or hyperlink

Searching for information on the Web
12. Subject directory
13. Search engine
14. How to use a subject directory
15. Search text, or keywords, and hits

Types of Web pages
1. Portal, web community
2. News Web site
3. Informational Web site
4. Business/marketing Web site
5. Educational Web site
6. Entertainment Web sites
7. Advocacy Web site
8. Blog (short for Weblog) and blogger
9. Content aggregator, RSS 2.0 (Really Simple Syndication) and Atom
10. Personal Web site

Evaluating a Web site, Multimedia on the Web
1. Multimedia
2. Graphic, or graphical image
3. BMP and TIFF formats are used less frequently on the Web
4. Thumbnail.
5. Animation
6. Audio
7. Streaming
8. Video, Moving Pictures Experts Group (MPEG)
9. Virtual reality (VR)
10. Plug-in
11. Web publishing
12. E-commerce, three types of e-commerce: business-to-consumer (B2C) e-comm
erce, consumer-to-consumer (C2C) e-commerce, and business-to-business (B2B) e-commerce.

Other Internet services
1. Additional services available on the Internet
2. E-mail (electronic mail).
3. E-mail address
4. SMTP (simple mail transfer protocol) and POP3 (the latest version of Post Office Protocol)
5. FTP (File Transfer Protocol)
6. FTP server, and anonymous FTP, news server
7. Message board
8. Mailing list
9. Chat and real time instant messaging (IM)
10. Instant messaging (IM)

**Netiquette**
1. Netiquette

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**Chapter 3**

**Application software**
1. Application software
2. Purposes for which application software is used
3. Categories of popular application software (categories are not mutually exclusive)
4. Packaged software
5. Custom software
6. Open source software
7. Shareware
8. Freeware
9. Public-domain software
10. System software
11. Relationship between a user, application software, system software, and computer hardware
12. Desktop, icon, button, click, pointer, menu, command, submenu, window, title bar
13. File, filename, WYSIWYG (what you see is what you get)

**Business software**
1. Business software
2. Business software applications and specify popular programs
3. Word processing software
4. Clip art, margins, wordwrap, scrolling, search, replace, spelling checker, header, and footer
5. Create and edit
6. Format, font, font size, font style
7. Save and print
8. Spreadsheet software
9. Organization of a worksheet
10. Cell and explain how cells are named
11. Three types of data that cells might contain
12. Value, formula, and function
13. Recalculation
14. Charting
15. Differentiate between a line chart, column chart (or bar chart), and pie chart
16. Database and database software
17. Record field
18. Query
19. Presentation graphics software
20. Note taking software
21. Personal information manager (PIM)
22. Variety of applications available for PDAs
23. Software suite, two more widely used software suites, Microsoft Office 2003 and Sun StarOffice
24. Project management software
25. Accounting software
26. Document management software and PDF (Portable Document Format)
27. Identify popular graphics and multimedia software
28. Computer-aided design (CAD) software
30. Desktop publishing (DTP) software
31. Paint software (or illustration software) and image editing software
32. Professional photo editing software
33. Video editing software, audio editing software
34. Multimedia authoring software
35. Web page authoring software

**Software for home, personal, and educational use**
1. Examples of software designed for home, personal, or educational use
2. Software suite (for personal use)
3. Personal finance software, online banking
4. Legal software
5. Tax preparation software
6. Personal DTP software
7. Personal paint/image editing software
8. Personal photo editing software
9. Clip art/image gallery
10. How video and audio editing software for personal use is different from its professional counterpart
11. Home design/landscaping software
12. Reference software
13. Computer-based training (CBT)

**Application software for communications**
1. Communications capabilities of computers
2. Utility programs, antivirus program, personal firewall, spyware remover, anti-spam program, Web filter, pop-up blocker, file manager, file compression utility, backup utility, CD/DVD burner, and personal computer maintenance utility
3. Web application
4. Application service provider (ASP)

**Learning aids and support tools for application software**
1. Resources available to help application software users
2. Online Help
3. Web-based Help
4. Web-based training (WBT)
5. Distance learning (DL)