

## Examrace

# Computer & Main Parts of Computer – Software and MS Word, Network Related Terms

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## Network Related Terms

- **Protocol** - It is set of rules and standards which is used by computers to exchange data or information with each other across a network.
- **Nodes** - It is a connect point where either data transmission ends or redistribution of data starts.
- **TCP/IP (Transmission Control Protocol/Internet Protocol)** - basic communication language or protocol of the Internet.
- **IPV4** - 32 bits numeric address
- **IPV6** - 128 bits hexadecimal address.
- **File Transfer Protocol (FTP)** is a standard network protocol used to transfer computer files between a client and server on a computer network.
- **Internet service provider (ISP)** is an organization that provides services for accessing and using the Internet.
- **Network Service Provider (NSP)** is a company that provides backbone services to an Internet service provider (ISP).
- **Web server** is a program that uses HTTP (Hypertext Transfer Protocol) to serve the files that form Web pages to users, in response to their requests, which are forwarded by their computers' HTTP clients. ♣
- **Website** is a collection of related web pages, including multimedia content, typically identified with a common domain name ♣
- **Web Page** is a hypertext document connected to the World Wide Web.
- **Home page** - the introductory page of a website.
- **Hyperlink** is a word, phrase, or image that you can click on to jump to a new document or a new section within the current document.
- **Hypertext Transfer Protocol (HTTP)** is an application protocol for distributed, collaborative, hypermedia information systems.

- **Wireless Application Protocol (WAP)** is a technical standard for accessing information over a mobile wireless network.
- **URL (Uniform Resource Locator)** is a form of URI and is a standardized naming convention for addressing documents accessible over the Internet and Intranet.

## Internet

- **Internet**- a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
- **Modem** - a combined device for modulation and demodulation, for example, between the digital data of a computer and the analogue signal of a telephone line.
- **Web Browser** - Web browser is a software application used to locate, retrieve and display content on the World Wide Web, including Web pages, images and video.

## Some Important File Extensions

.doc	Microsoft Word Document
.ppt	PowerPoint Presentation
.bmp	Bitmap Image File
.jpg	JPEG Image
.xls	Excel Spreadsheet
.exe	Windows Executable File
.bak	Backup File
<i>Some important file extensions</i>	

## Software

**Software** - the programs and other operating information used by a computer.

## Types of Software

System software	Application software	Programming software
Operating software	Educational software	Text editor

Loader	Spreadsheet software	Compiler
Data driver	Word processors	Interpreter
Firmware		
<i>Types of software</i>		

- Operating system software -An operating system (OS) is system software that manages computer hardware and software resources and provides common services for computer programs. The operating system is a component of the system software in a computer system.
- Functions of operating system - The basic functions of an operating system are: Booting the computer. Performs basic computer tasks eg managing the various peripheral devices eg mouse, keyboard. Provides a user interface, e.g. command line, graphical user interface (GUI).
- Spreadsheet software - A software interface consisting of an interactive grid made up of cells in which data or formulas are entered for analysis or presentation.
- Word processors - a program or machine for storing, manipulating, and formatting text entered from a keyboard and providing a printout.
- Compiler - A compiler is a computer program (or a set of programs) that transforms source code written in a programming language (the source language) into another computer language (the target language), with the latter often having a binary form known as object code.
- Interpreter - a program that can analyse and execute a program line by line.
- Database management system - software that handles the storage, retrieval, and updating of data in a computer system.
- Antivirus Software - Anti-virus software is a program or set of programs that are designed to prevent, search for, detect, and remove software viruses, and other malicious software like worms, trojans, adware, and more.
- Boot - The boot process is the name for the various steps the computer takes after you turn it on, all the way until the operating system is loaded.
- Cold Boot - The start-up of a computer from a powered-down, or off, state. Also called a hard boot.
- Warm Boot - restarting a computer via the operating system.

## Microsoft Office

**MS Office:** Microsoft Office or Microsoft Office System is a collection of computer programs made by Microsoft. The programs are created for all users. There are different versions of the software for home users and for business users.

- It was first announced by Bill Gates of Microsoft on August 1, 1988 at COMDEX in Las Vegas.
- MS office primarily includes Word, Excel, PowerPoint, Access and Outlook. It also includes OneNote, Groove, InfoPath and Publisher.

## MS Word

- Microsoft Word is a word processor developed by Microsoft.
- It is used for creating, editing, formatting, storing, retrieving and printing of a text document.
- Microsoft Word's native file formats are denoted either by a .doc or .docx file extension.

## Some Important Tools in Microsoft Word

- Header and Footer option is used to display information such as title and page number of the document.
- Title Bar -The bar at the top of the window that bears the name of the window.
- Menu Bar - A screen element of MS Word that is usually located below the title bar that provides categorised option.
- Thesaurus - is used for finding a synonym for a word in the document.
- Style - Changes the style of the selected text
- Font - Changes the font for the selected text
- Font Size - Changes the point size of the selected text
- Bold - Makes the selected text bold
- Italic - Makes the selected text italic
- Underline - Underlines the selected text
- Align Left, Align Right, Centre - Aligns the selected text/paragraph
- Justify - Justifies the selected text/paragraph
- New - Creates a new, blank document
- Open - Displays the Open dialog box so that you can retrieve an existing document

- Save, Print, Print Preview - Saves the active document to a specified location, prints active document Displays what the document will look like when you print it
- Spell Checker - Checks active document for spelling and grammatical errors
- Cut, Copy, Paste - Cuts the selected text and places it on the clipboard then Copies Select text and Pastes the contents of the clipboard to a new location
- Undo - Undoes the last document change
- Redo - Redoes the last action that was undone
- Insert Hyperlink - Creates a hyperlink from the selected text.

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