

# GCSE ICT GLOSSARY

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Letter	Word	Definition
A	Audience profile	A description of the people your products are aimed at. It could include their age, the language they speak, their special needs, or any other characteristics relevant to the scenario you are given.
B	Backup	A copy of data that is made in case the original data is lost or damaged. The backup can be used to restore the original data.
B	Bandwidth	The amount of data that can fit through an Internet connection. You can compare it to a ten-lane motorway which can fit more cars on it than a four-lane motorway. Bandwidth is measured in bits per second (bps). This indicates the number of bits of information that can fit down the line in one second. Kb or Kbps means thousands of bits per second; Mb or Mbps means millions of bits per second.
B	Bias	Prejudice towards one viewpoint or against another.
B	Biometrics	An automated method of recognising a person based on physical characteristics. Among the features measured are face, fingerprints, hand geometry, iris and voice.
B	Blog	Short for 'web log', a shared online journal where people can post diary entries about their personal experiences and hobbies.
B	Bluetooth	Allows the exchange of data over short distances from fixed and mobile devices. In order for devices to communicate they must be able to understand the Bluetooth rules (protocols).
B	Blu-ray	A disk that enables the recording, rewriting and playback of high-definition video and the storing of large amounts of data. It has more than five times the storage capacity of traditional DVDs and can hold up to 25 GB on a single-layer disk and 50 GB on a dual-layer disk.
B	Broadband	A high-speed connection to the Internet.
B	Browser	A software application for retrieving, presenting and navigating information resources on the World Wide Web.
C	Cloud computing	A system in which all computer programs and data is stored on a central server owned by a company (e.g. Google) and accessed virtually.
C	Collaboratively	Working together to achieve common goals.
C	Compatible	The ability of a device to communicate and share information with another device.
C	Conditional formatting	A feature you can use to highlight values automatically. The colour can be made to change according to the value displayed. For example, you can use red to highlight negative values.
C	Consistency	In design terms, this means that all elements of the design (e.g. fonts, colour schemes, position of objects and buttons, animation styles) remain the same throughout the product.
C	Convergence	When one device is developed to carry out functions that were originally performed by several different devices.
C	Cookies	Small text files that are sent to your computer from certain websites. They track your behaviour and transactions.
C	Copyright	Gives the creator of an original work exclusive rights regarding that work for a certain period of time, including its publication, distribution and adaptation.
C	Credit card	A plastic card, issued by banks, building societies, retail stores and other

		businesses, which enables a person to buy goods and services without the need for cash. The holder agrees to pay back the money borrowed at a later date, sometimes with interest.
C	Cyber café	A cafe or coffee shop that has a number of personal computers connected to the Internet and available for use by customers. Most charge by the hour or fraction of an hour.
D	Data	Symbols, characters, images and numbers are all types of data. When data is processed and acquires meaning it becomes information. Computers process data to produce information.
D	Debit card	Similar to a credit card, but the money is taken directly from the holder's bank account.
D	Desktop computer	A stationary computer, usually consisting of a tower and separate monitor. It is generally more powerful and has a larger storage capacity than a portable computer.
D	Digital product	A product produced using ICT tools and viewed on-screen. It does not need to be printed out.
D	Digital Rights Management (DRM)	Allows the copyright holder or the owner of the media control over the number of viewings, plays and copies, and even which devices the media can be played or viewed on. If you download a film from iTunes, you cannot burn it on to a DVD because of the DRM encoded in the film.
D	Disaster recovery	The policies and procedures that a company or organisation has in place so it can carry on with normal business after a disaster, such as a major ICT failure, a fire, etc.
D	Dongle	A small piece of hardware that connects to a computer and has uses including data storage and picking up Bluetooth and 3G signals. A dongle may be portable like a USB pen.
D	Download	Transfer of a file, e.g. a video, from a central computer to your computer.
D	DVD	DVDs offer higher storage capacity than Compact Discs while having the same dimensions. Blank recordable DVDs (DVD-R and DVD+R) can be recorded once using optical disc recording technologies and supported by optical disc drives and DVD recorders and then function as a DVD-ROM. Rewritable DVDs (DVD-RW, DVD+RW, and DVD-RAM) can be recorded and erased multiple times.
E	E-card (electronic card)	A digital greetings card or postcard created and sent to someone via the Web.
E	E-commerce	Buying and selling goods electronically, usually over the Internet.
E	Emoticon	The use of icons or text to portray mood or facial expression, e.g. :) when happy and :( when sad.
E	Encryption	For security, data is translated into a secret code according to a set of rules in a special 'key'. To convert the data back into plain text, the receiver must also have the key.
E	Etiquette	A set of rules that people try to abide by out of respect for other people around them.
F	File format	The particular code that a file is stored in. Different software and devices use different formats, which can cause problems if a device cannot decode the information.
F	Firewall	A system designed to prevent unauthorised access to your computer when connected to a network such as the Internet.
F	Flash memory card	Used for fast and easily transferable information storage in digital devices such as mobile phones, media players and cameras. Flash memory is

		known as a solid state storage device, meaning there are no moving parts. Everything is electronic instead of mechanical and so it is ideal for mobile devices.
F	Flatfile database	A database held as a single table. It is structured with a row for every record.
F	Formula (plural formulae)	A statement or equation that automatically calculates a result based on values entered in the formula or in other cells.
F	Fraud	Tricking someone for personal gain or to damage them.
F	Function	A formula used in a calculation, such as IF or SUM.
F	Functionality	The different things that you can do with a website or other product, e.g. click on a link to go to another page, select check boxes, submit an online form.
F	Future proofing	Anticipating future developments when you buy something in the hope that it will not go out of date quickly. Future proofing can be expensive, as buying something top of the range will cost more than if you wait a short while.
G	Geotag	To attach the exact geographical coordinates of longitude and latitude to a digital image, giving the location of where it was taken.
G	Globalisation	The increasing integration of economies and societies around the world, particularly through international trade.
G	Global positioning system (GPS)	A navigational system used in many devices which gives current location, directions from current location to specified destination and distance from current location to specified destination using signals from satellites. Assisted GPS (AGPS) is a technology that has been built into mobile phones. When the signal between a mobile phone and satellites is weak, the signal is diverted to mobile masts which identify the phone's exact location and allow the user to carry on using the feature.
H	Hacker	Someone who gains unauthorised access to a computer in order to obtain data stored on it.
H	Hardware	The physical parts of a computer system, e.g. the CPU and the devices connected to it.
H	HDMI (high-definition multimedia interface)	Required for connecting devices to show high-definition video.
H	HDTV	High-definition TV.
H	High definition (HD)	The picture on a TV screen is made of lines of pixels. In a conventional TV there are 625 lines, which are refreshed 25 times per second. HD has either 720 or 1080 lines, so it produces a clearer sharper picture.
H	Home page	This is the first screen of an interactive digital product. It usually has some sort of introduction to the product and a table of contents.
H	Hot desking	Sharing desks or workstations between workers, as a way of saving space and resources.
H	Hotspot	A venue that offers a WiFi Internet connection. Many are located in hotels and restaurants and lots of them are free.
I	Identity theft	A crime that involves someone pretending to be another person in order to steal money or obtain other benefits.
I	Information overload	Having so much information available that the user feels overwhelmed and is unable to take any of it in, possibly leading to stress.
I	Internet service	A company that provides Internet access to its customers.

	provider (ISP)	
I	IP (Internet Protocol) address	The personal address of your computer (just like your home address), so that servers know where to send the information you have requested.
L	Latency	The time delay between the moment something is initiated and the moment it becomes detectable.
L	Legend	A key that explains the patterns or colours that represent the different data series or categories in a chart.
L	Link	Allows users to navigate around a product. By clicking on a link, the user can 'jump' to a new screen.
M	Malware	Software that is designed to cause problems for users.
M	Metadata	Provides information about the content of a digital item, e.g. each digital image from a digital camera has a file attached listing such things as date, time, camera and shutter speed.
M	Microchip	A miniature electronic circuit used to control computers and most other electronic devices.
M	Multifunctional	Having the ability to do many different things using the same device.
M	Multimedia	A combination of different content types such as text, audio, still images, animation and video.
M	Multitask	To perform more than one task at the same time.
N	Navigation	If a product is interactive, the user must be able to move around it easily. Navigational aids such as buttons and links are an important feature of interactive digital products.
N	Navigation bar	Usually placed along the top or side of the screen, this consists of a series of links to other screens. The navigation bar appears in the same position on every screen of the product, making it easy for users to find their way around.
N	Netbook	A small portable laptop computer designed for wireless communication and access to the Internet.
N	Network	Devices connected together to allow communication and exchange of data.
O	Online banking	A service offered by banks that allows account holders to view their account information online and carry out various financial transactions.
O	Online forum	An online message board where people can share their ideas and views.
O	Open source software	Software that is available to download free of charge, e.g. OpenOffice.org, which is a suite of applications.
O	Optical Media	Optical media such as the compact disk (CD) - are storage media that hold content in digital form and that are written and read by a laser; these media include all the various CD and DVD variations, as well as optical jukeboxes and autochangers.
O	Outsourcing	Using an external service provider to carry out a business function.
O	Overheads	The ongoing expenses of operating a business, e.g. rent, fuel bills, salaries.
P	Peer-to-peer (P2P)	Sharing files among groups of people who are logged on to a file-sharing network.
P	Peripherals	External devices connected to a computer, e.g. printer, microphone.
P	Personalised learning	Learning that is tailored towards the individual to allow them to make progress.
P	Phishing	A form of Internet fraud that aims to steal valuable information such as credit card details, usernames and passwords.

P	PIN (Personal Identification Number)	A type of password applied to a credit or debit card.
P	Pixelation	An effect caused by displaying a bitmap or a section of a bitmap at such a large size that individual pixels (small single-coloured squares that the image is made of) are visible to the eye.
P	Plagiarism	Copying someone else's work and presenting it as your own.
P	Portable computer	Designed to allow the user to use the computer on the move, e.g. laptop, notebook, netbook and PDA.
P	Presence awareness	A common IM feature that gives you a quick view of the people who are logged on at that time.
P	Primary source	Information or data that you have collected yourself.
P	Primary storage	Built-in storage designed to be directly accessed by the central processing unit (CPU).
P	Protocol	A set of rules used by computers to communicate with each other across a network. Without protocols, computers would not be able to communicate effectively.
P	Public domain	Materials that are available for anyone to use for any purpose (not subject to laws of copyright).
R	RAID (redundant array of inexpensive disks)	A hard disk drive where data is written on to lots of disks at the same time. If one disk gets damaged, data can be accessed from another disk.
R	Real time	The actual time during which something takes place, without noticeable delays.
R	Relational database	A database that uses more than one table. Tables are linked together by common data items, such as ID number, known as keys.
R	Remotely	From a different location.
R	Repetitive strain injury (RSI)	Damage caused to the muscles, tendons, ligaments, nerves or joints, usually because of repeating the same action.
R	Ripping	The process of copying audio or video content to a hard disk drive, typically from removable media such as a CD.
S	Sat nav	A device, usually used in a car, that gives directions based on information received from a series of satellites.
S	SD and SDHC cards	Secure Digital (SD) cards are one type of flash memory card which store up to 2 GB of data. Secure Digital High Capacity (SDHC) cards are another type of flash memory and they are ideal for video cameras because they can store up to 32 GB of data.
S	Secondary source	Information or data that has been produced by someone else.
S	Secondary storage	Storing data on another device, such as a CD or USB pen.
S	SSL (Secure Sockets Layer)	A method of encrypting data to provide security for communications over networks such as the Internet. TLS (Transport Layer Security) is a later version of SSL.
S	Smart phone	A phone offering advanced features, e.g. the ability to send emails, surf the Internet.
S	Social networking	An online community where people can communicate and share information.

	site	
S	Software	Programs that give instructions to a computer and which allow the user to carry out different tasks.
S	Spam	Unwanted or junk email sent to lots of recipients at the same time.
S	Specification (spec)	The technical details of a device or system.
S	Spreadsheet model	A simulation of a real-life situation. For example, a spreadsheet model might be used to help plan an event like a school trip or concert. The organisers could use a model to help them decide how much they need to charge to cover their costs.
S	Spyware	Software that can be installed on your computer without your knowledge, which collects information about your logins and passwords and sends details to another computer on the Internet.
S	Storyboard	A series of illustrations or images shown in sequence for the purpose of planning a movie, animation or website interactivity.
S	Streaming	Content is sent in compressed form over the Internet and displayed by the viewer in real time. When streaming video, a web user does not have to wait to download a file to play it. Instead, the media is sent in a continuous stream of data and is played as it arrives on a special player.
T	TB	Terabyte or 1024 gigabytes.
T	Teleworking	Working from home but staying in touch with others with the help of technology.
T	Test buddy	Someone who provides feedback on the digital products that are being developed. They tell the developer what is good about the product and what should be improved.
T	Third generation (3G)	Third-generation wireless communication allows high-speed wireless data transfer.
T	Third-party payment processor	A business that offers customers an alternative fast, safe method to pay for online goods and services.
T	Timeline storyboard	A series of screens shown in sequence used for planning a movie or an animated sequence.
T	Trojan	A program that appears legitimate but which performs some harmful activity when it is run. It may be used to locate password information, or make the system more vulnerable to future entry, or simply destroy programs or data on the hard disk drive. A trojan is similar to a virus except that it does not replicate itself. It stays in the computer doing its damage or allowing somebody from a remote site to take control of the computer. Trojans often sneak in attached to a free game.
U	Upload	Transfer a file from your computer to a central computer, e.g. your ISP.
U	Usability test	Asks users to carry out a set of instructions using a given product.
U	USB (Universal Serial Bus)	A standard method of connecting devices such as keyboards and printers to a computer.
U	User interface	The way in which a user interacts with a system such as a computer or mobile phone, e.g. keypad, screens, menu and icons.
V	Validation	The process of checking that the data entered is reasonable or one of the expected options, e.g. that a person's age has not been entered as 200.
V	VAT (Value Added Tax)	A charge added to most goods and services in the UK. The standard rate of VAT charged is currently 17.5%. However, the rate of VAT does sometimes change so it is important that it is easy to change this in your

		spreadsheet.
V	Verification	The process of checking that the data entered is accurate. The data could be valid but still inaccurate, e.g. someone could enter their age as 81 when they are really 18.
V	Viral marketing	A marketing strategy that encourages people to pass on a marketing message to their friends. It uses interesting and entertaining content that people will want to share. Viral marketing uses multimedia to make the message memorable.
V	Virus	A program designed to cause other programs on a computer to malfunction or stop working altogether.
V	VoIP (Voice over Internet Protocol)	This technology is used to make telephone calls via the Internet, usually at a cheaper cost.
W	Web app (web application)	Any application that can be accessed using a web browser. The application can be as simple as a message board or guest sign-in page on a website, or as complex as a spreadsheet.
W	White space	The blank (not necessarily white) area between screen components such as text and images. White space is an important design element.
W	WiFi	Wireless fidelity. It is similar to Bluetooth in that it is used to exchange data, but the signals can travel further distances.
W	Wiki	A type of website that encourages collaboration by allowing users to add, edit and remove content.
W	Wizard	Part of a program that helps the user to create a new document, chart, etc. A sequence of dialogue boxes guides the user through the steps needed to create the item required.
Z	Zip	A compressed file format for emailing files or downloading.