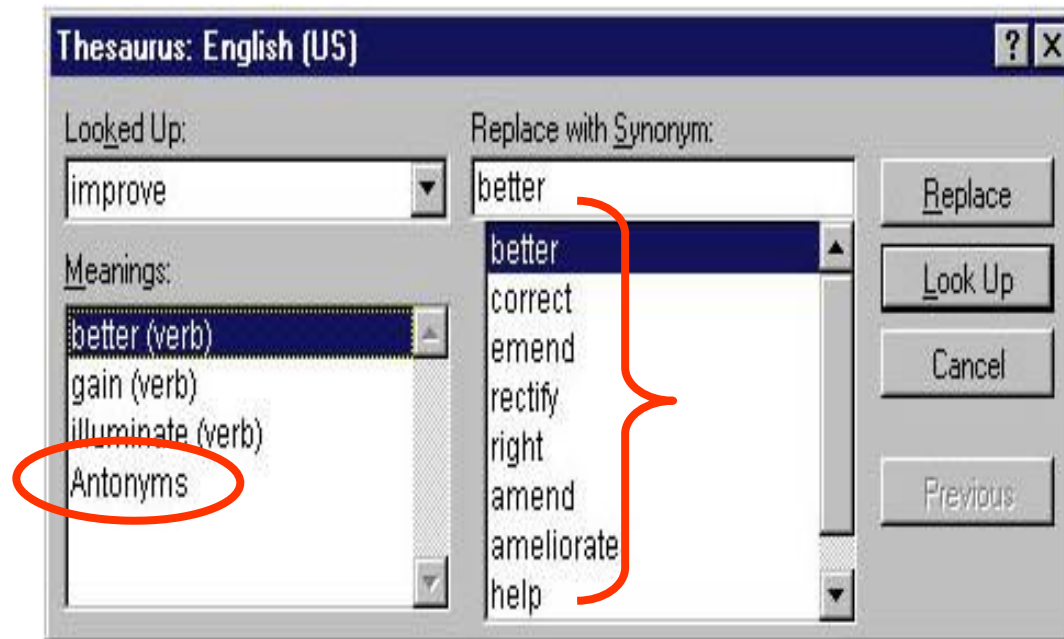


Computer Technology Review

Part III

Thesaurus

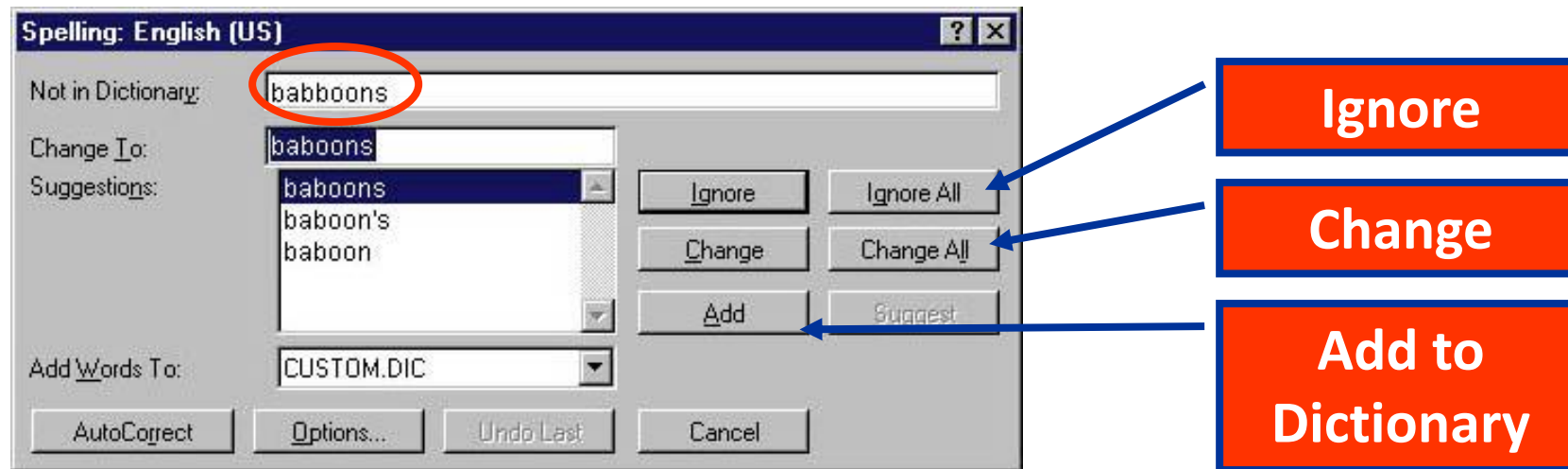
The thesaurus is an invaluable tool for finding just the right word.



Synonyms and **Antonyms** can be found in the thesaurus.

Spelling Checkers

Spell Checkers flag words that do not match words in their dictionary or double words. It will not catch words spelled correctly but misused. (Here, hear; see, sea; their, there)

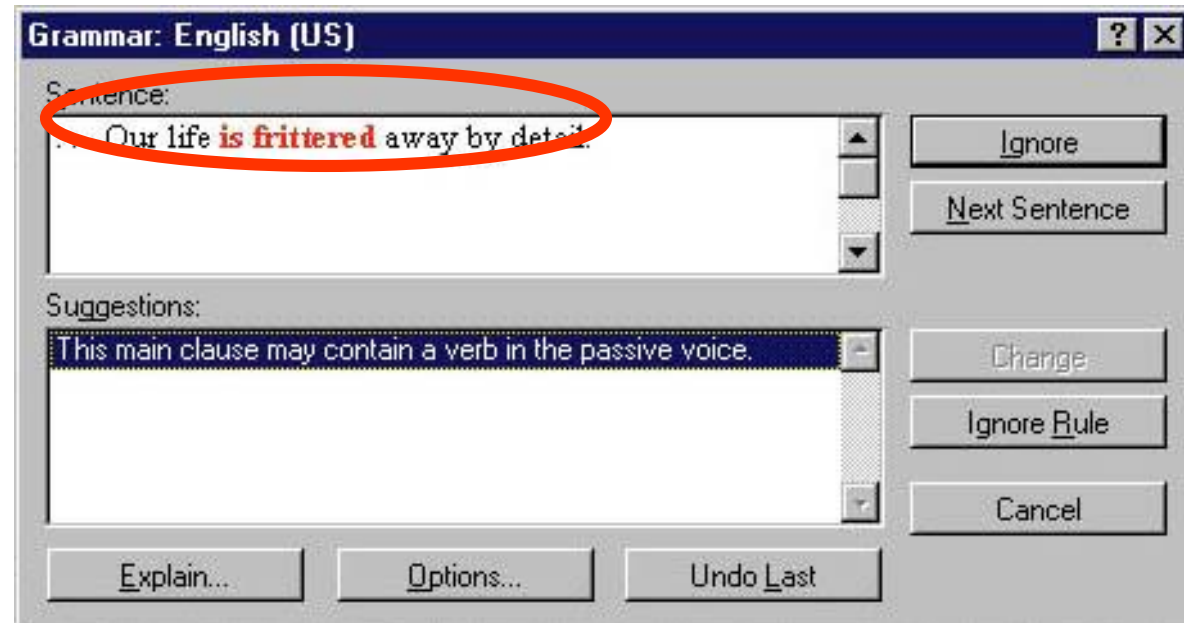


It's up to you to decide what to do.

Grammar and Style Checkers

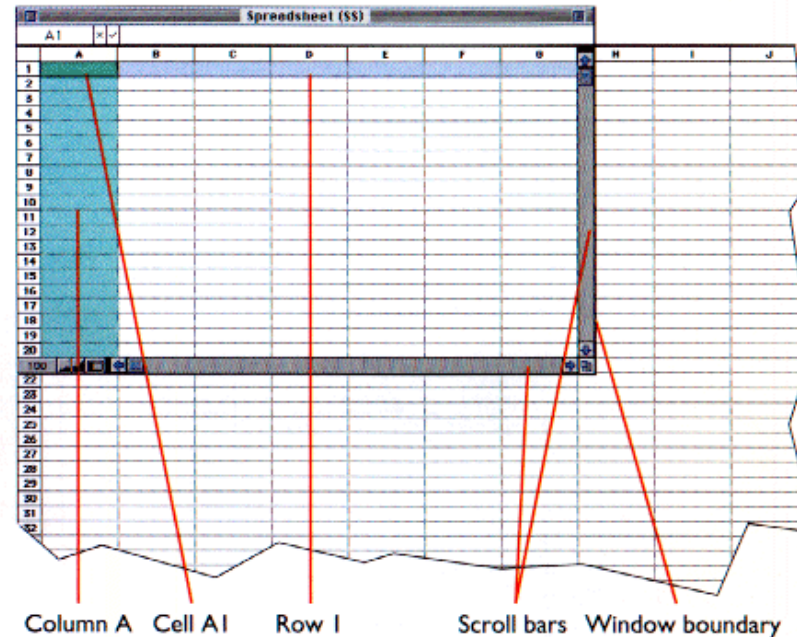
Grammar-and-style checking software analyzes each word in context, and offers

suggestions for common grammatical errors and stylistic foibles.



The Spreadsheet

- Active Cell - the one that is selected
- Spreadsheet software allows the user to take control of numbers and manipulate them.



The worksheet may be bigger than what appears on your screen. You can scroll vertically and horizontally to view the larger matrix.

The Spreadsheet

Most popular spreadsheet programs include these features:

- Formulas
- Predefined functions
- Templates
- Charting capabilities

Internet Access Options

Internet Service Providers (ISPs)

- local ISPs provide connections through local telephone lines
- national ISPs offer connections on a nationwide scale

Netiquette

- Rules of the E-mail
 - Spamming
 - Bulk, mass, or repeated identical messages
 - Flaming
 - Expresses a strong opinion or criticism. Can be insulting.

E-mail Addresses

An Internet e-mail address includes:

username@hostname.sub.dom

- **username** is the person's "mailbox"
- **hostname** is the name of the host computer and is followed by one or more domains separated by periods:
 - host.subdomain.domain
 - host.domain
 - host.subdomain.subdomain.domain

E-mail Addresses


Top level domains (the last part of the address) include:

- .edu - educational sites
- .com - commercial sites
- .gov - government sites
- .mil - military sites
- .net - network administration sites
- .org - nonprofit organizations

E-mail Addresses


Examples:

`president@whitehouse.gov`



User **President** whose mail is stored on the host **whitehouse** in the **government** domain

`hazel_filbert@lane.k12.or.us`



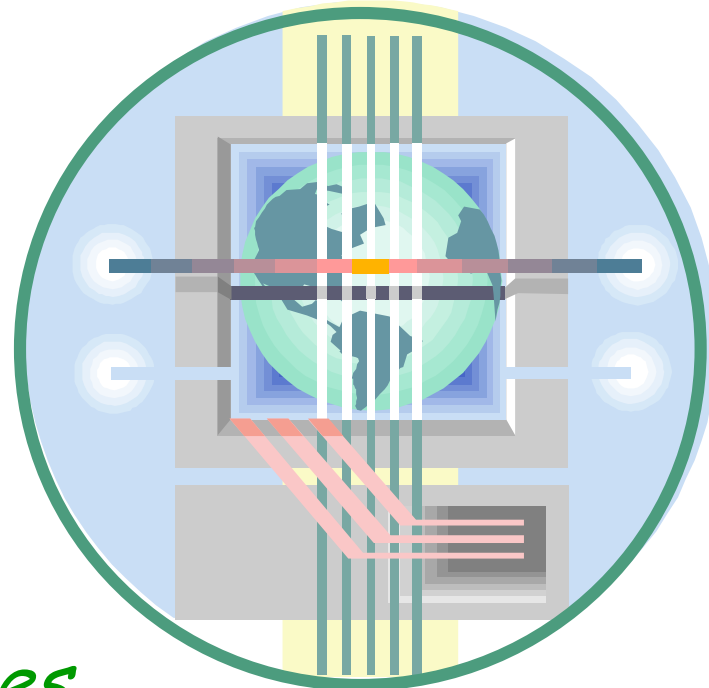
User **hazel_filbert** at the server for **Lane County, Oregon, k-12** school district

World Wide Web

Web browsers, such as **Internet Explorer** and **Netscape Navigator** are software that help locate information on the Web

Information is stored on *Web pages*

A group of Web pages make up a *Web site*



World Wide Web

Enter a Web page's unique address
(Uniform Resource Locator **URL**) to go to
the Web page



<http://www.prenhall.com.beekman>

Electronic Mail (e-mail)

“The great success of the Internet is not technical, but its human impact.”

Dave Clark

Why did E-mail lure people to the Internet?

- Availability
 - software made it easy to use
- Speed
 - messages can be created and delivered in minutes

Browsing the Web

- **Hyperlinks (links)** are words or pictures that act as buttons, allowing you to go to another Web page



Links are typically underlined or displayed in a different color

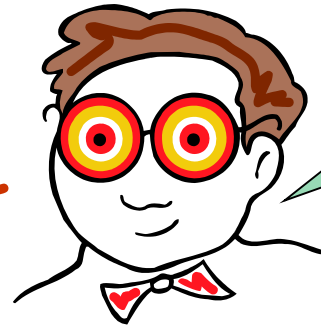
More on Browsing the Web

Web site Jargon

- **Links** allow you to locate information without knowing its exact location (it may move from time to time)
- **Back** and **Forward** buttons let you retrace your steps
- **Bookmarks** (or **Favorites**) can be set up to mark your favorite Web locations

Web Addresses

Go directly to any Web destination by typing its **URL** (Uniform Resource Locator)



Pronounced
Earl...like the
name

A typical URL looks like this:

<http://www.prenhall.com.beekman>

Web Addresses

Dissecting the address

The protocol used to transfer Web pages across the Net

The path to the resource on the host that contains the information

<http://www.vote-smart.org/help/database.html>

The domain name of the server containing the resource

Software Piracy and Intellectual Property Laws



- Software piracy is the illegal duplication of copyrighted software
- Shareware - try before you buy. Pay a fee
- Freeware

Software Piracy and Intellectual Property Laws

- Property laws:
 - Inventions are patented
 - Trade secrets are covered by contract law
 - The expression of intellectual property can be copyrighted
- Look-and-feel lawsuits can result from mimicking intellectual property

Software Sabotage

Sabotage of software can include a **Trojan horse**, **virus**, or **worm**

Often, all of these are referred to as a virus

Trojan horse:

performs a useful task while also being secretly destructive; time bombs are an example

Virus:

spreads by making copies of itself from program to program or disk to disk

Worm:

a program that travels independently over computer networks, seeking uninfected sites

Software Sabotage

- Virus detection software can find and remove most viruses
 - These programs need to be frequently revised
 - More than 200 new virus appear each month!



Hacking and Electronic Trespassing

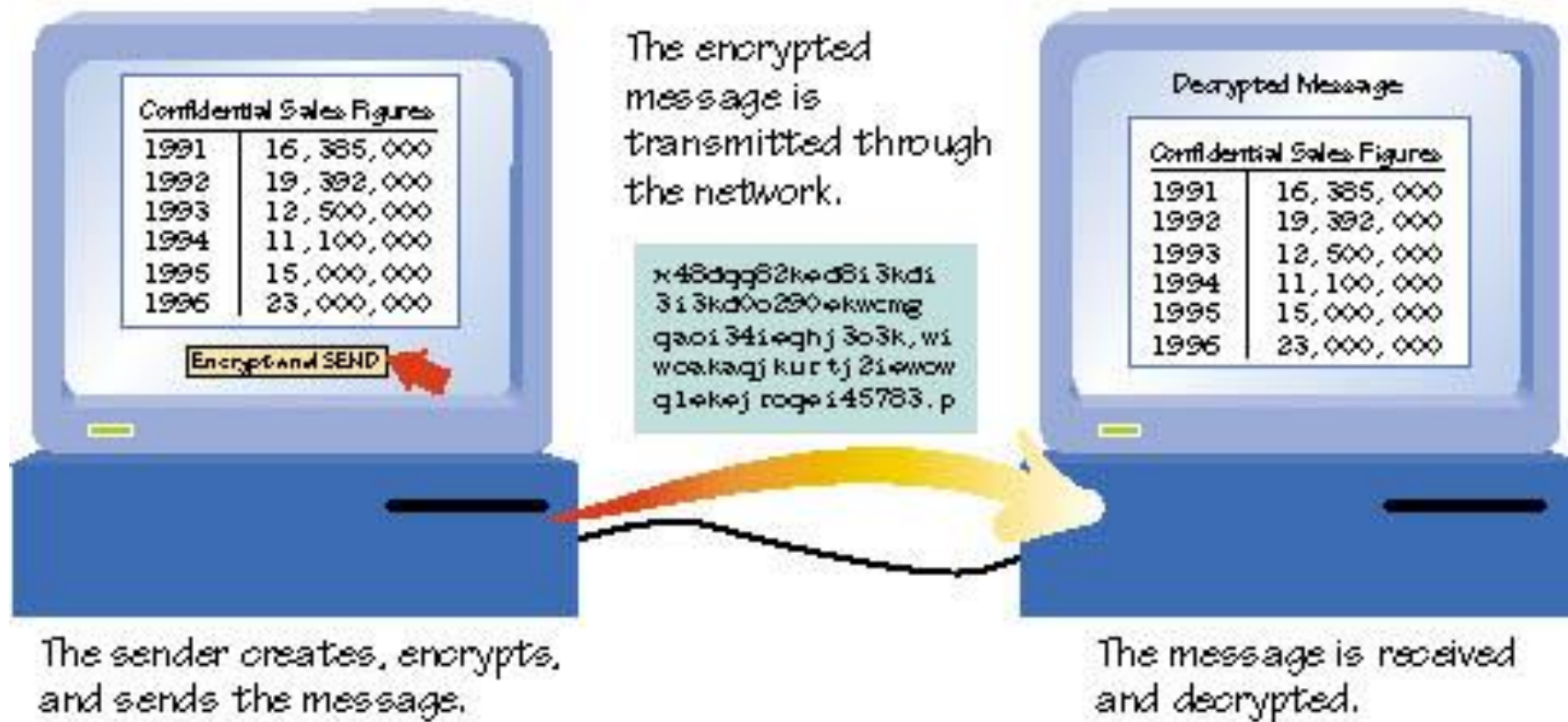
Electronic trespassing

- Breaking into other computer systems is called *electronic trespassing*
- Electronic crime rings focus on stealing credit card numbers and other valuable information

Encryption

- To make a message secure from outsiders requires encryption software
- Encryption software scrambles the sent message using a key
- A different key is needed to unscramble the received message

Encryption



Acceptable Use Policy

- Documents that govern the use of computers and networks owned by the company (or schools)