

# **Computer Dictionary Deluxe**

*The Fastest Way to Learn Computer Terms.*

Click on a Category in the window to the left,  
to view terms in this window.

Copyright © 1995 by Gary FitzGerald

# Sample Contents

## See Complete Contents

### **2. System Unit**

Motherboard

Computer Memory

Random Access Memory

### **5. DOS**

Partitioning a hard drive

Directory Commands

Basic DOS Utilities

### **6. Windows**

Multitasking

An Application Window

Window Controls

### **8. Using Software**

Main Menu

Clipboard

DDE

OLE

### **10. Networks**

Network Topology

Client Server Computing

# Complete Contents

## See Sample Contents

### 1. Hardware

- System Case
- Input & Output
- Keyboard
  - Cursor Movement Keys
  - Command Keys
- Pointing Devices
- CD-ROM
- Monitor
  - Monochrome Monitors
  - Color Monitors
- Printer
  - Printer Fonts
  - Mechanical Printers
  - Printer Operation
- Sound
- Modem
  - Modem Standards
- Other Peripheral Devices

### 2. System Unit

- Circuits
- Printed Circuit Board
- Motherboard
  - Bus
  - Central Processing Unit
- Controller Cards
  - Serial Port
  - Parallel Port
- Computer Memory
  - Magnetic Disk Memory
  - Hard Disk
  - Floppy Disk
- Random Access Memory
  - Cache
  - Upper Memory
  - Extended Memory

### 3. Power-On Start Up

- CONFIG.SYS
- Other CONFIG.SYS
- AUTOEXEC.BAT
- Other AUTOEXEC.BAT
- TSR Programs

### 4. Operating System

- Characters
- User Interface
- Command Line
- Defaults
- Software
- Files

Directories  
Choosing

## **5. DOS**

Disk Commands  
Partitioning a hard drive  
Directory Commands  
File Commands  
File Attributes  
Screen & System  
Basic DOS Utilities  
Power DOS Utilities  
Misc. DOS Utilities

## **6. Windows**

Starting Windows  
Desktop  
Using Win Applications  
Windows Hot Keys  
Multitasking  
Types of Windows  
Parts of a Window  
An Application Window  
Colors  
Fonts  
Print Manager  
File Manager  
DOS Applications  
Multimedia  
Window Controls  
OS/2

## **7. Types of Software**

Software Slang  
Installing Software  
Word Processor  
Spreadsheet  
Database  
Communications  
    Software Settings  
    BBS Systems  
Graphics  
    Graphics File Formats

## **8. Using Software**

Software Actions  
Menu System  
Main Menu  
    File Menu  
    Edit Menu  
    Window Menu  
    Help Menu  
Clipboard  
DDE  
OLE

## **9. Programming Yourself**

- Creating a Batch Program
- Batch Commands
- Other Batch Commands
- Bits & Bytes
- Computer Programming
- Programming Languages

## **10. Networks**

- Network Types
- Local Area Networks
- Network Hardware
- Network Topology
- Network Standards
- Network Protocol
- Client Server Computing
- Network Operating Systems
- Connecting Networks

# Motherboard

The motherboard is the main circuit board inside a computer that contains most of the components necessary to the proper operation of the computer including the CPU, clock, RAM memory, and others. Most of the peripheral devices are plugged into, or in some way connected to, the motherboard.

## adapter

A printed circuit board that modifies the system unit (computer) to allow it to operate in a particular way, or allow it to operate another hardware device. For example, a sound board operates the computer speakers.

## bus

The internal communication path from the CPU to the rest of the motherboard and peripheral devices. Some "SX" models have a bus path of smaller capability than the main CPU. Also called bus path.

## cache

Memory location set aside to store frequently accessed data for improved system performance. This is a high speed buffer RAM memory used between the central processor and main memory. It is used to reduce hard disk access time by storing the commands needed to operate the hard disk. Sometimes the cache also stores the data to be transferred.

## Central Processing Unit (CPU)

The electronic nerve center of a computer which controls the processing done by the computer. The Central Processing Unit carries on all computer operations. The Intel 80286, 80386, 80486, etc., chips are CPU's.

## clock

An electronic circuit that emits a regulated sequence of electrical pulses synchronizing the operation of the circuits in a computer.

## clock speed

This is the speed at which the computer's internal clock is running. The higher the clock speed, the faster the computer will operate. Clock speed is usually measured in megahertz (MHz.)

## CPU

An acronym for Central Processing Unit.

## expansion board

### expansion card

A printed circuit board that plugs into an expansion slot usually on the motherboard in a computer. The expansion card adds some feature or function to the operation of the computer.

## expansion slot

Location inside the system unit for the connection of an optional printed circuit board. The specifications for your computer will list the number of expansion slots available for your use. An optional feature which you may purchase in the future may include a circuit board which must be inserted into one of your available expansion slots.

## math coprocessor

This is special circuitry that works with the computer's CPU (microprocessor) to carry out complex

arithmetic functions. The math coprocessor can perform the complex arithmetic faster than the microprocessor can alone. On computers with a 80386 or earlier CPU, this function is contained in a separate chip that is installed on the motherboard. The 80486 and later microprocessors have the math coprocessor built into the microprocessor chip itself.

# Computer Memory

Computer memory consists of the circuits, components or mechanical parts of a computer that store information. Types of memory used in a computer are Random Access Memory (RAM), Read Only Memory (ROM) and disk storage memory.

## **magnetic disk memory**

A computer memory that stores binary information on disks of various sizes which are coated with a magnetic substance.

## **RAM**

An acronym for Random Access Memory.

## **Random Access Memory (RAM)**

A computer memory that stores and recalls information in any order or sequence. This type of memory is used for temporary information storage. Access to and from RAM memory is very fast. RAM requires electrical power to remember information and all information in RAM is lost when the power is turned off.

## **Read Only Memory (ROM)**

A computer memory that stores permanent information. This information is constant and cannot be erased, or changed, or lost, even if electrical power is turned off. All PC's contain programs in ROM that execute when the power is turned on (BIOS.)

## **ROM**

An acronym for Read Only Memory.

## **virtual**

This term is used to describe computer memory or a computer storage location that is used to simulate another type of memory or storage even though the other type does not physically exist. For example, Windows uses a hard disk to simulate and augment RAM memory. In this case, the hard disk storage is said to be "virtual" memory.



## **Random Access Memory (RAM)**

Random access memory (RAM) is computer memory that stores and recalls information in any order or sequence. This type of memory is used for temporary information storage. Access to and from RAM memory is very fast. RAM requires electrical power to remember information and all information in RAM is lost when the power is turned off.

### **buffer**

A RAM memory storage location that is used to temporarily hold data during communication between two devices. A temporary storage location that provides uninterrupted data flow between devices, such as keyboards and processors, or processors and printers, until the data from one can be accepted by the other. A device that temporarily holds information in memory. This information is lost when the buffer is turned off. Buffers are generally used between a computer and a printer so that the computer will not be tied up the entire time printing is taking place.

### **cache**

Memory location set aside to store frequently accessed data for improved system performance. This is a high speed buffer RAM memory used between the central processor and main memory. It is used to reduce hard disk access time by storing the commands needed to operate the hard disk. Sometimes the cache also stores the data to be transferred.

### **Direct Memory Access (DMA)**

Accessing memory in a computer without involving the microprocessor. Special devices that can move information in and out of computer memory without going through the CPU. Data is transferred directly from memory to an intelligent peripheral device.

### **DMA**

An acronym for Direct Memory Access.

### **conventional memory**

### **DOS memory**

### **low DOS memory**

Random Access Memory (RAM) that begins with address zero and extends to the lowest address in the video display region (640K). This is the first 640KB of RAM memory in your computer. The operating system uses this memory to run applications. Conventional memory is available on all PC's. Also called DOS memory or low DOS memory.

### **I/O address**

An acronym for Input/Output address.

### **Input/Output address (I/O address)**

Starting address for data input and output. The location within the input/output address space of your computer used by a device. The address is used for communication between software and a device.

### **keyboard buffer**

A temporary storage area in memory that keeps track of keys that you typed, even if the computer or monitor did not immediately respond to the keys when you typed them.

### **megahertz (MHz)**

A unit of speed measurement in millions of cycles per second.

**MHz**

An abbreviation for megahertz.

**RAM**

An acronym for Random Access Memory.

**RAM base address**

An acronym for Random Access Memory base address.

**Random Access Memory base address (RAM base address)**

Starting address for memory dedicated to a specific task.

**upper memory area**

The 384KB area of address space above the 640KB of conventional memory. This area is usually reserved for running your system's hardware and is not considered part of total memory because applications cannot store information in this area.

**volatile**

A term used in reference to a computer memory that requires electrical power to retain information. The random access memory in a personal computer is volatile memory.

# Partitioning a Hard Drive

A partition is a fixed sized division of storage on a hard disk. Also called a logical drive, this storage division is created by the DOS FDISK command. Some hard disk suppliers use the common definition of megabyte (1,000,000 Bytes) to specify the size of their hard disk. This results in a larger size number than if they used the computer definition of megabyte (1,048,576 Bytes.) These two sizing conventions lead to confusion because DOS will format the disk using the computer definition of megabyte and it may look like you got cheated since the formatted size is smaller than the specified disk size that you bought.

## allocation unit

A cluster or allocation unit is a grouping of disk storage sectors. These two terms, "cluster" and "allocation unit" are used interchangeably and they mean the same thing. This is the smallest amount of disk storage memory that DOS can address.

## Available Space

The space that is available for more storage. This number represents the total space available for use based on the number of clusters that are not used.

## capacity

The storage size of the disk in megabytes. Some hard disk suppliers use the common definition of megabyte (1,000,000 Bytes) to specify the size of their hard disk. This results in a larger size number than if they used the computer definition of megabyte (1,048,576 Bytes.) These two sizing conventions lead to confusion because DOS will format the disk using the computer definition of megabyte and it may look like you got cheated since the formatted size is smaller than the specified disk size that you bought.

## cluster

A cluster or allocation unit is a grouping of disk storage sectors. These two terms "cluster" and "allocation unit" are used interchangeably, and they mean the same thing. This is the smallest amount of disk storage memory that DOS can address. DOS will create 2K clusters in disk sizes or partitions up to 128MB, 4K clusters up to 256MB and 8K clusters up to 512MB.

## K

An acronym for 1,000 in common usage or kilobyte in reference to computer memory.

## KB

An abbreviation for kilobyte.

## kilobyte (KB)

A common way of describing the memory capability of a computer in approximately 1,000 units. One kilobyte of computer memory is exactly 1024 bytes.

## M

An abbreviation for megabyte. In common usage, this is another abbreviation for 1,000.

## MB

An abbreviation for megabyte.

**meg**

An abbreviation for megabyte.

**megabyte (MB)**

A unit of measurement for computer memory equal to 1024 KB or 1,048,576 bytes.

**sector**

In the formatting process, the disk is divided into pieces of storage that can be addressed and used by DOS. The smallest piece of disk storage is called a sector. A sector is defined as 512 bytes of storage (Sector = 512 Bytes).

**sectors per cluster**

The number of sectors per cluster contained on the disk in question. In other words, the number of sectors contained in each cluster of a disk.

**slack space**

The unused portions of used clusters. The rest of the space left over in the cluster after DOS stores a file is called slack space. It is space on your disk that does not contain useful information. The slack space is there but it cannot be addressed by DOS and cannot be used for anything else because DOS cannot get to it.

**total files**

The number and size of the files already stored on the disk.

**used space**

The amount of space, in bytes, on the disk that is now being used for storage. This number represents the total space occupied by the number of clusters used.

# Directory Commands

A directory is a named grouping of files in a file system. Part of the structure for organizing your files on a disk. A directory can contain files and other directories (called subdirectories). The first or main directory on a disk is called the root directory.

\

## backslash (\)

The backslash (\) character is used to describe directories for the operating system on a computer. The backslash character alone describes the root directory of the current drive, disk or partition. For example, to change to the root directory of the current drive, type "cd \" which tells the operating system to change directories to the root directory. The backslash character is also used to separate the drives, directories and file names of a path name or DOS command. For example, "c:\windows\win" tells the operating system to go to the "c:" drive, go to the "windows" directory and execute the file named "win." This command typically starts the Windows operating system.

.

## dot (.)

A dot in computer terminology is equal to a period in English or a decimal point in Mathematics. This is the character used to separate a file name and its extension.

..

## double dot (..)

When used with the change directory (ex: **CD ..**) command, DOS will change the current directory to the next highest (parent) directory or subdirectory. For example, if the current directory is C:\CDICT\GARY, the cd .. Command changes the directory to C:\CDICT.

## APPEND

This DOS command allows programs to open data files in specified directories as if they were in the current directory. The specified directories are called appended directories because, for the sake of opening data files, they can be found as if they were appended to the current directory.

## CD - CHDIR

This DOS command changes the current directory. CD without a parameter displays the name of the current directory. The parameter following the command tells DOS where you want to go. You may include a drive letter and colon (:) to change drives as well as directories. "CD \" changes to the root directory of the current drive (it is always best to start at the root directory or change through the root directory). To change to a subdirectory named "GARY", type "CD \" , then "CD GARY".

## DELTREE

A DOS command that deletes a directory and all the files and subdirectories in it.

## directory name

The name used by a program to identify a directory. If you are using the file allocation table file system, the directory name can be up to eight characters and can be followed by a dot (period) and an optional three character extension.

## directory name extension (extension)

The up to three optional characters which follow the dot (period) after a directory name.

## **directory tree**

An outline of all the directories and subdirectories on the current drive. The structure of directories and subdirectories on a disk. The directories on the disk are shown as a branching structure that resembles a tree.

## **MD**

This DOS command, "Make Directory," creates a directory underneath the current directory or subdirectory on your disk. This is the same as MKDIR.

## **MKDIR**

This DOS command, "Make Directory," creates a directory underneath the current directory or subdirectory on your disk. This is the same as MD.

## **RD**

This DOS command removes (deletes) a directory. Before using this command, all files and subdirectories must be deleted and the directory to be removed must be empty. This is the same as RMDIR.

## **RMDIR**

A DOS command that removes (deletes) a directory. Before using this command, all files and subdirectories must be deleted and the directory to be removed must be empty. This is the same as RD.

## **TREE**

A DOS command which will graphically display the directory structure of a drive or path. This command can also display the names of the files in each directory.

# Basic DOS Utilities

## **archive**

A backup of data or a program used in the event that the original data or program is destroyed.

## **backup**

Offline copies of data for protection against system failures. A duplicate or extra copy of the installation software disks made as replacement copy for an original. A copy of data or a program used in the event that the original data or program is destroyed.

## **BACKUP**

This DOS command backs up one or more files from one disk onto another. This command is used to back up entire disk partitions or whole directories but it will not back up system files. See the RESTORE command to retrieve backed up files.

## **CHKDSK**

A DOS command that checks a disk and displays a status report on the screen which shows the total disk space, space available, allocation unit size and more. The status report also shows logical errors found, if any, and can fix them.

## **DIR**

A DOS command which displays a list of files and subdirectories in a directory. This command can be followed by "lmore" to display only one screen of data at a time and then pause for you to press a key before displaying the next screen of data.

## **DOSSHELL**

This DOS command starts MS-DOS Shell which is a graphical DOS file manager. It can be run in text mode (dosshell /t), the default, or in graphics mode (dosshell /g). This program has four main areas, a menu bar with a full list of commands, and mouse support. The drive icons allow you to select any available disk drive on your computer. The directory tree shows the directory list on the current drive. The file list area shows a list of files in the current directory and the program list area provides access to common DOS programs and disk utilities. The areas are selected by a mouse or the TAB key. The menus are accessed by the ALT key.

## **EDIT**

This DOS command starts the MS-DOS Editor, which you can use to create, edit, save and print ASCII text files. This is a full screen simple word processor that you can use to create or change DOS batch files. This program has a main window appearance with a title bar, menu bar with a list of commands, a main working area and mouse support.

## **EDLIN**

This DOS command is a line oriented text editor for ASCII files.

## **MEM**

This DOS command displays the amount of used and free memory in your system. This is most useful for checking the amount of free conventional memory on your system.

## **MSBACKUP**

This DOS command backs up or restores one or more files from one disk to another. This utility is available with DOS version 6.0. It has a menu based user interface and can operate faster than the

former BACKUP command because it can use file compression.

## **RESTORE**

A DOS command that restores files that were backed up by using the BACKUP command. You can restore files from similar or dissimilar disk types.

## **SYS**

This DOS command copies DOS system files and command interpreter to a disk you specify. The disk now becomes a bootable disk.



# Starting Windows

## 386 enhanced mode

A mode in which Windows runs to access the virtual memory capabilities of the 80386 processor. In this mode, Windows appears to use more memory than is physically available and provides multitasking for non-Windows applications. This mode allows non-Windows applications to run in the background and in a window. See also standard mode.

## INI

Files with the extension .INI that contain information that defines your Windows environment. Windows and applications use the initialization information stored in these files.

## initialization files

Files with the extension .INI that contain information that defines your Windows environment. Windows and applications use the information stored in these files.

## PROGMAN.INI

A Windows initialization file that contains settings that instruct the Program Manager on how to start up and what icon groups to include. This is a simple text file which you can modify manually if you are sure that you know the effect of what you are doing. As always, you should make a backup copy of the original file before you change it, in case the changes do not work or do not have the desired effect.

## real mode

CPU (Central Processing Unit) mode in which applications have direct access to the physical memory of the computer.

## standard mode

A Windows operating mode. This mode provides access to extended memory and also enables you to switch between non-Windows applications, but it does not provide virtual memory or enable non-Windows applications to run in the background or in a window. See also 386 enhanced mode.

## swap file

A file created on your hard disk by Windows, OS/2 or an application to temporarily store information to free RAM memory for other information. The swap file information is transferred between RAM and the hard disk as needed to accomplish the tasks you request. Swap files may be temporary or permanent.

## SYSTEM.INI

A Windows initialization file that contains settings that instruct Windows on how to communicate with your system's hardware. This is a simple text file which you can modify manually if you are sure that you know the effect of what you are doing. As always, you should make a backup copy of the original file before you change it, in case the changes do not work or do not have the desired effect.

## WIN.INI

A Windows initialization file that contains settings that instruct Windows on how to start up and what features to include in your Windows environment. This is a simple text file which you can modify manually if you are sure that you know the effect of what you are doing. As always, you should make a backup copy of the original file before you change it, in case the changes do not work or do not have the desired effect.



# Multitasking

Multitasking is a mode of operating that provides for concurrent performance or interleaved execution of two or more tasks. The process of switching from one task to another without losing track of either. Usually accomplished by time slicing any shared resources.

## background

The conditions under which a low-priority program runs when high-priority programs are not using the system resources. In the background, one program step is run at a time. Also, the area behind and outside the active window, including the desktop and any other application windows or icons.

## foreground application

In a multi-tasking environment, this is the program that runs interactively with the user. The application with which you are working. This is the area of the screen that is occupied by the active window. The foreground application appears in the active window.

## task list

A window in Windows or OS/2 that shows all the applications you have running and enables you to switch between them. You can open the task list by pressing CTRL+ESC.

## virtual memory

A memory management system used by Windows in 386 enhanced mode that enables Windows to run as if there were more memory than is actually present on your computer. The amount of virtual memory available equals the amount of free RAM plus the amount of disk space allocated to a swap file that Windows uses to simulate additional RAM.

## window list

A menu choice (or ALT+ESC hot key) that displays a list of all of the open windows in an application or the Program Manager. You use the window list to switch to another active program or close a program.

# Parts of an Application Window

## **button bar**

## **icon bar**

## **speed bar**

## **tool bar**

This is a row of buttons provided in a software program to activate commonly used features of that software. This collection of buttons is usually located beneath the menu bar, but it can often be moved for the convenience of the user. Many software programs provide multiple configurations of this bar as well as the ability to customize the bar for individual preferences. Each button normally displays a pictorial representation (icon) of its function and/or possibly a word description. Word descriptions of each button may also be available by placing the mouse on the button or right clicking the button. To activate the feature of a particular button, left click the button. This is also called a speed bar, button bar or icon bar depending on the application.

## **menu bar**

The area near the top of a window, below the title bar that contains choices that provide access to other menus.

## **power bar**

This is an additional feature bar available in some software programs. Usually placed below the button bar, a power bar may also contain more buttons, but it usually has the ability to set formatting, like font, justification or cell contents, for the document being created. To use a feature, left click the category on the bar. A drop down list usually opens for selection of the desired format, feature or setting.

## **status bar**

A line of information usually located at the bottom of a window. The status bar, when used, may contain the date, the state of the number lock, scroll lock and caps lock keys as well as a short description of where you are in the software or a short help description of the action that is currently highlighted. In only a few applications, the status bar may also contain buttons which allow you to change features in the program like font, toolbar set up, point size, etc.

## **title bar**

The area at the top of each window that can contain the window title, system icon in Windows (title bar icon in OS/2), minimize and maximize buttons.

# Window Controls

## button

An area on the screen used to request or initiate an action. This area looks like a push button and it can be pressed by left clicking it with the mouse or sometimes activating it with a key combination.

## check box

A square box with associated text that represents one choice in a set of multiple choices. When you select a choice, a check mark or 'X' appears in the box to indicate that the choice is active.

## check mark

A symbol that shows that a choice is currently active. This symbol is used in menus and check boxes.

## edit control

A box in a window or dialog box in which you can type information needed to carry out a command. The text box may be blank or may contain text when the window or dialog box is opened. A text box is usually single line, but multi-line text boxes are also used. A file editor is an example of a multi-line text box. Also called a text box. (Note: A different definition applies in a word processing application.)

## list box

A vertical, scrollable list of choices from which you can select.

## scroll

To move through text or graphics in order to see parts of the file or list that cannot fit on the screen. (As in "pg dn" or arrow key)

## scroll arrow

An arrow on either end of a scroll bar that you use to move through the contents of the window or list box.

## scroll bar

A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible. Each scroll bar contains a scroll box and two scroll arrows.

## scroll box

In a scroll bar, the small box that shows the position of information currently in the window or list box relative to the contents of the entire window.

## slider

A control that represents a quantity and its relationship to the range of possible values for that quantity. Used in graphical environments, a slider control looks and operates just like a slider control on a home/car stereo system.

## text box

A box in a window or dialog box in which you can type information needed to carry out a command. The text box may be blank or may contain text when the window or dialog box is opened. A text box is usually single line. Multi-line text boxes are also used. A file editor is an example of a multi-line text

box. Also called an edit control. (Note: A different definition applies in a word processing application.)

# **Main Menu**

The main menu is the primary menu which governs the overall functions of a software program. The main menu usually contains, at least, a File Menu, Edit Menu, Window Menu and Help Menu. There may also be a Search Menu, Options Menu, Tools Menu and/or other menus needed for the specific software.

## **Edit Menu**

This common main menu choice gives the user access to the clipboard functions of cut, copy and paste. The first choice is usually the "undo" feature. The menu may contain special commands for the OLE or DDE features if available. It may also contain search and replace features.

## **File Menu**

This common main menu choice contains the features of creating a new document, opening an existing one, saving changes, printing and exiting the software. This menu may also contain a selection for user preferences or importing or exporting a file in another format.

## **Help Menu**

A menu of choices that gives you assistance and information. This menu usually gives the user access to the help system for the software currently being used. It may also contain a search feature to look for a particular topic of interest and/or a tutorial to aid you in using the software. This menu also usually contains the ubiquitous "About" box which is a dialog box that gives the software name, version number and possibly user or computer system information.

## **Options Menu**

This menu contains program options that are available to the user. Selections may include the display colors available to the user as well as other specific program options. This feature is sometimes part of the Preferences selection sometimes contained in the File or Edit menu.

## **Search Menu**

This menu contains typically the ability to find or replace text in a document. The "find" feature moves the cursor to the first occurrence of a word or phrase you specify. The "repeat last find" function moves to the next occurrence, etc. The "replace" function allows you to look for certain text in your document and automatically replace it with new text that you specify. These menu choices are sometimes part of Edit Menu.

## **Tools Menu**

If available, this menu usually contains special tools and features that enhance the features of the software. The menu may contain functions that allow you to use a spell check, thesaurus, sort, macros, etc.

## **Window Menu**

This menu is usually available in a multiple document interface (MDI) application. It contains the commands to cascade and tile open windows as well as arrange the icons of minimized windows. This menu usually contains a window list of all open windows in the application. This window list allows the user to quickly switch the active window to any window on the list.

# Clipboard

An area of memory that temporarily holds data being passed from one program to another or from one place to another in the same program. Data is placed on the clipboard by selecting a menu item or clicking on a toolbar button.

## **block**

A section of text in a word processor document or cells in a spreadsheet or records in a database that you highlight is called a block. Once highlighted, you can perform an operation on the entire block at the same time.

## **block command**

The command issued for an entire block of data is called a block command. Common block commands are cut, copy, delete, move, etc.

## **copy**

To make a reproduction of an object in a new location. To put a copy of the selected text or item onto the clipboard so that you can transfer it to another location.

## **cut**

A choice in a menu or on a toolbar of a program that removes a selected object, or a part of an object, to the clipboard.

## **highlighted**

Indicates that an object or text is selected and will be affected by your next action. Highlighted items appear in reverse video (black background with white letters instead of white background with black letters) or in a changed color.

## **mark**

A menu choice or mouse action of click, or click and drag, to highlight text or graphics where you want to perform specific operations, like cut, copy, delete, etc.

## **paste**

This action copies the contents of the clipboard into a preselected (cursor) location.

## **select**

To mark an item so that a subsequent action can be carried out on that item. You usually select an item by clicking it with a mouse or pressing a key. After selecting an item, you choose the action that you want to affect the item. This also applies to text in a document. Also see highlighted.



# Dynamic Data Exchange (DDE)

The exchange of data between programs. Any changes made to the data in the source (server) application will automatically and dynamically be also changed in the current (client or receiving) application. The data in the current (client or receiving) program is said to be linked to that program.

## client

The current (or receiving) application that has requested data from a source (or server) application as in DDE or OLE object linking. A personal computer workstation, connected to a network, which can access data or programs from the server computer. A node that requests network services from a server.

## client application

An application whose documents can accept linked or embedded objects.

## DDE

An acronym for Dynamic Data Exchange.

## link

To create a reference in a destination document to an object in a source document. When you link an object, you are inserting a visual presentation of the object into the destination document. When the object changes in the source document, the changes appear in the destination document.

## linked object

A visual presentation of an object in a destination document.

## object

Something with which you work to perform a task. Text, graphics, files and devices are examples of objects.

## package

A small drawing (or icon) that represents an embedded or linked object.

## Paste Link

This choice in the Edit Menu, if available, will establish a DDE link with the information contained on the clipboard that has originated from another application or another place in the same application. Any changes made to the data in the source (server) application will automatically and dynamically be also changed in the current (client or receiving) application.

## server

A computer that provides shared resources, such as (program and data) files and printers, to the network. A computer that shares its resources with other computers on a network.

## server application

An application that creates objects that can be linked and embedded into other documents. See also client application.

## source document

The document from which a linked object originates.



# Object Linking and Embedding (OLE)

A way to transfer and share information between applications. OLE (pronounced O'LAY) links are similar to DDE links, except you can start the source (server) application from within the current (client or receiving) application to edit the linked object. An OLE object can be linked or embedded. A linked OLE object leaves the data stored in the source (server) application file. In an embedded OLE object, the data for the object is stored in the current (client or receiving) application file.

## **client**

The current (or receiving) application that has requested data from a source (or server) application as in DDE or OLE object linking. A personal computer workstation, connected to a network, which can access data or programs from the server computer. A node that requests network services from a server.

## **client application**

An application whose documents can accept linked or embedded objects.

## **embed**

To insert information (an object) that was created in one document into another document. Most often, the two documents were created with different applications. The embedded object can be edited directly from within the destination document. To embed, you must be using applications that support Object Linking and Embedding (OLE).

## **embedded object**

Information created in one document and inserted into another document. Embedded objects can be edited from within the destination document.

## **linked object**

A visual presentation of an object in a destination document.

## **OLE**

An acronym for Object Linking and Embedding (pronounced O'LAY.)

## **package**

A small drawing (or icon) that represents an embedded or linked object.

## **Paste Format**

This choice in the Edit Menu, if available, will establish an OLE link with the information contained on the clipboard that has originated from another application. OLE links are similar to DDE links, except you can start the source (server) application from within the current (client or receiving) application to edit the linked object. An OLE object can be linked or embedded. A linked OLE object leaves the data stored in the source (server) application file. In an embedded OLE object, the data for the object is stored in the current (client or receiving) application file.

## **server**

A computer that provides shared resources, such as (program and data) files and printers, to the network. A computer that shares its resources with other computers on a network.

## **server application**

An application that creates objects that can be linked and embedded into other documents. See

also client application.

**source document**

The document from which a linked object originates.

# Networks

A network is a group of computers connected by cables or other means and using software that enables them to share equipment and exchange information. A system of software and hardware connected in a manner to support data transmission. An arrangement for interconnecting a number of computers and allowing them to share information and peripheral devices.

## **access method**

The set of rules by which networks arbitrate their use.

## **accounting management**

Reports costs for network resources requested by users and groups. It is also one of five categories of network management defined by the ISO.

## **active device**

A computer hardware device that is connected and ready to operate. Also, a device that supplies current for the loop in a network.

## **audit trails**

A record of events on a network, including when users requested specific resources.

## **down time**

Period when the network is unavailable to users.

## **front-end**

Client application for presenting, entering and updating data.

## **network administrator**

The person responsible for the installation, management and control of a network.

## **node**

The point in a network where the hardware devices are connected. Also, any device, including servers, printers and workstations, connected to a network.

## **passive device**

A device that does not supply current for the loop in a network.

## **security management**

Protects a network from invalid accesses. It is one of the management categories defined by the ISO.

## **terminal**

An input or output device connected to a computer which is capable of sending and receiving information. A terminal is usually an input device, like a keyboard, and an output device, like a monitor, associated with a multiple user business computer system.

## **transceiver**

An AUI (Attachment Unit Interface) device for receiving and transmitting data that often provides collision detection as well.



# Network Topology

Network topology is the arrangement or connection pattern of nodes (or devices) usually forming a star, ring, tree or bus pattern.

## **bus topology**

A network topology in which hardware devices (or nodes) are connected to a single cable with terminators at each end.

## **ring topology**

A network topology in which hardware devices (or nodes) are connected to a closed loop. Terminators are not required because there are no unconnected ends.

## **star topology**

A network topology in which hardware devices (or nodes) are connected to a common device such as a hub or concentrator.

## **token**

The character sequence passed among hardware devices (or nodes) in sequence to indicate which one has permission to transmit.

## **token bus**

A bus topology network using a token passing access method (rules of use.)

## **token passing**

A network access method (rules of use) that requires hardware devices (or nodes) to wait for their turn before transmitting data. Turns are indicated by a character sequence that passes from one computer (or node) to the next.

## **Token Ring**

A 4 megabit per second or 16 megabit per second network using a ring topology and a token passing access method (rules of use.)

## **topology**

The arrangement of hardware devices (or nodes) usually forming a star, ring, tree or bus pattern. Also called network topology.

## **tree topology**

A network topology in which hardware devices (or nodes) are connected by cables to a trunk cable with a central retransmission facility.

# Client Server Computing

A technique with which processing can be distributed between hardware devices (or nodes) requesting information (clients) and those maintaining data (servers).

## **client**

The current (or receiving) application that has requested data from a source (or server) application as in DDE or OLE object linking. A personal computer workstation, connected to a network, which can access data or programs from the server computer. A computer (or node) that requests network services from a server.

## **database server**

A computer that stores data centrally for network users and managers, and often uses client-server software to distribute the processing of that data between itself and hardware devices (or nodes) requesting information.

## **dedicated server**

A computer (or node) on which applications are limited to maintaining network resources. No user applications are available.

## **file locking**

Method of data management which reserves a file for the first user that requests it, thus locking out other users.

## **file server**

A high capacity disk storage device or a computer that stores data centrally for network users and manages access to that data. File servers can be dedicated so that no processes other than network management can be executed while the network is available. File servers can be nondedicated so that standard user applications can run while the network is available.

## **Network Loadable Module (NLM)**

An application or driver that resides on a NetWare server to provide additional resource management capabilities.

## **network printer**

A printer shared by multiple computers over a network.

## **NLM**

An acronym for Network Loadable Module.

## **nondedicated server**

A computer (or node) on which user applications are available while network resource maintenance applications execute in the background.

## **print server**

A computer that manages printers and print requests from other hardware devices (or nodes.)

## **record locking**

A method of managing shared data on a network by preventing more than one user from accessing the same segment of data at the same time.



**server**

A computer that provides shared resources, such as (program and data) files and printers, to the network. A computer that shares its resources with other computers on a network.

**session**

An active communication connection between hardware devices (or nodes.)

**Value Added Process (VAP)**

An application designed to load and run automatically on a NetWare server in order to help manage resources.

**VAP**

An acronym for Value Added Process.

