Smart Phone	A phone offering advanced features, e.g. ability to send emails, surf the internet
Multifunctional	Having the ability to do many different things using the same device
SD & SDHC cards (Secure Digital & Secure Digital High Capacity)	One type of flash memory card which store data - SD up to 2GB SDHC up to 32GB (ideal for video)
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.
Compatible	The ability of a device to communicate and share information with another device.
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 Bluetooth rules (protocols)

# Wi-Fi	Wireless fidelity. It is similar to Bluetooth in that it is used to exchange data, but the signals can travel further distances.
## Global Positioning System (GPS)	Navigational system used in many devices which give current location, directions to and from specified location, distance to location by using satellite signals.
## Assisted Global Positioning System (AGPS)	A technology that has been built into mobile phones. When signal between mobile and satellites is weak (as in the case as urban areas) the signal sent by the mobile phone is diverted to mobile masts which identify the phones exact location which allows the user to continue using GPS
# 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
## Repetitive Strain Injury (RSI)	damage caused to the muscles, tendons, ligaments, nerves or joints, usually because of repeating the same action
# Etiquette	A set of rules that people try to abide by out of respect for other people around them

Public Domain	Materials that are available for anyone to use for any purpose (not subject to laws of copyright)
Future Proofing	Anticipating future developments when you buy something in the hope that it will not go out of date quickly.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
Real Time	The actual time during which something takes place, without noticeable delays.
Emoticon	The use of icons or text to portray mood or facial expressions e.g. =) is happy =(is sad
Voice Over Internet Protocol (VoIP)	The technology is used to make phone calls via the internet, usually at a cheaper cost
3G	3rd generation wireless communication allows high-speed wireless data transfer

Latency	The time delay between the moment something is initiated and the moment it becomes detectable
Internet Service Provider (ISP)	A company that provides Internet access to its customers
Social networking site	an online community where people can communicate and share information
Link	Allows users to navigate around a product. By clicking a link, the user can 'jump' to a new screen
Blog	Short for 'web log', a shared online journal where people can post diary entries about their personal experiences and hobbies.
Browser	A software application for retrieving, presenting and navigating information resources on the World Wide Web

Spam	Unwanted or junk email sent to lots of recipients at the same time
Protocol	A set of rules used by computers to communicate with each other across a network. Without these computers would not be able to communicate effectively
Personal Learning	Learning that is tailored towards the individual to allow them to make progress
Collaboratively	Working together with other people
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.
Plagiarism	Copying someone else's work and presenting it as your own

Virus	A program designed to cause other programs on a computer to malfunction or stop working altogether
Fraud	Tricking someone for personal gain or to damage them
Peer-to-peer (P2P)	Sharing files among groups of people who are logged on to a file-sharing network
Hacker	Someone who gains unauthorised access to a computer in order to obtain data stored on it
Identity theft	A crime that involved someone pretending to be another person in order to steal money or obtain other benefits.
E-commerce	Buying and selling goods electronically, usually over the internet

Term	Definition
Globalisation	The increasing integration of economies and societies around the world, particularly through international trade.
Hardware	The physical parts of a computer system e.g. CPU, RAM, CD Drive.
Microchip	A miniature electronic circuit used to control computers and most other electronic devices
Biometrics	An automated method of recognising a person based on physical characteristics. Among the features measured are face, fingerprints, hand geometry, iris and voice
Netbook	A small portable laptop computer designed for wireless communication and access to the internet
Universal Serial Bus (USB)	A standard method of connecting devices such as keyboard and printers to computers

Flash memory card	Used for fast and easily transferable information storage in digital devices such as mobile phones, media players, and cameras. This memory is known as Solid State Storage Device, meaning there is no moving parts. Everything is electronic instead of mechanical and so it is ideal for mobile phones.
Cyber cafe	A cafe or coffee shop that has a number of personal computers connected to the internet and available for the use by customers. Most charge by the hour or fraction of an hour.
Hotspot	A venue that offers a Wi-Fi internet connection. Many are located in hotels and restaurants and lots of them are free.
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
Web application (Web App)	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.
Sat Nav	A device , usually used in the car, that gives directions based on information received a series of satellites.

Convergence	When one device is developed to carry out functions that where originally performed by several different devices.
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 data, time, camera and shutter speed.
Geotag	To attach the exact geographical coordinates of longitude and latitude to a digital image, giving the location of where it was taken
HDTV	High-definition TV
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. This has either 720 or 1080 line, so it produces a clearer, shaper picture.
High Definition Media Interface (HDMI)	Required for connecting devices to show high-definition videos.

Terabyte (TB)	1000GB (Gigabytes) is
Gigabyte (GB)	1000MB (Megabytes) is
Blu-ray	A disk that enables recording, rewriting and playback of high-definition video and it stores large amounts of data. It has more than 5 times the storage capacity of traditional DVD's. They can hold 25GB on single layer and 50GB on dual layer disk.
Download	Transfer of a file e.g. A video from a central computer to your computer.
Broadband	A high-speed connection to the internet.
Bandwidth	The amount of data that can fit through the internet connection. Compare it to a 10 lane motorway which can fit more cars on it than a 4 lane motorway. Its measured in bits per second (bps). This indicates the number of bits that can fit down the lane in one second. kilobits per second (kps) means thousands of bits per second, megabits per second Mbps means millions of bits per second.

# Upload	Transfer a file from your computer to a central computer e.g. Your ISP
# Firewall	A system designed to prevent unauthorised access to your computer when connected to a network such as the internet.
# Spyware	Software that can be installed on your computer without your knowledge, which collects information about logins and passwords and sends details to another computer on the internet.
# Internet Protocol (IP) address	The personal address of your computer (just like you home address) so that servers know where to send the information you have requested.
# 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.
# 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.

Digital Rights Management (DRM)	Allows the copyright holder or owner of the media control over the number of viewings, plays and copies, and even which devices the media can played or viewed on. If you download a film from iTunes you cannot burn it onto a DVD because this is encoded in the film.
Streaming	Content that is send in compressed form over the internet and played by the viewer in real time. User does not have to wait for this to download, the media is sent in a continuous stream of data and is played as it arrives.
Malware	Software that is designed to cause problems for users.
Cookies	Small text files that are sent to your computer from certain websites. They track your behaviour and transactions.
Dongle	A small piece of hardware that connects to a computer and has uses including data storage and picking up Bluetooth and 3G signals. It is portable, looks like a USB drive and can get you onto the internet using 3G.
multitask	To perform more than one task at the same time.

Remotely	Perform tasks from a different location.
Wiki	A type of website that encourages collaboration by allowing users to add, edit and remove content
Teleworking	Working from home but staying in touch with others with the help of technology.
Hot Desking	Sharing desks or workstations between workers, as a way of saving space and resources.
Open Source Software	Software that is available to download free of charge e.g. OpenOffice.org which is a suite of applications.
Data	Symbols, characters, images and numbers are all types of this. When this is processed and acquires meaning it becomes information. Computers process this to produce information.

Backup	A copy of data that is made in case the original data is lost or damaged. This can restore the data to its original state.
Primary Storage	Built in storage designed to be directly accessed by the CPU.
Secondary Storage	Storing data on another device, such as a CD or USB pen.
Outsourcing	Using an external service provider to carry out a business function.
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 or fire etc.
Redundant array of inexpensive disks (RAID)	A hard disk drive where is written on to lots of disks at the same time. If on disk gets damaged, data can be accessed from another disk.

Presence Awareness	A common IM feature that gives you a quick view of people who are logged on at that time.
Overheads	The ongoing expenses of operating a business e.g. Rent, fuel bills and salaries.
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. This uses multimedia to make the message memorable.
Validation	The process of checking that the data entered is reasonable or one of the expected options, e.g. That a persons age has not been entered as 200.
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 actually 18.
Credit Card	Plastic card, issued by banks, building societies, retail stores and other businesses, which enables the person to buy goods without the need for cash. The holder agrees to pay back the money borrowed at a later date, sometimes with interest.

# Debit Card	Plastic card, issued by banks, enables the person to buy goods but the money is taken directly from the holders bank account.
# Secure Socket Layer (SSL)	A method of encrypting data to provide security for communications being sent over networks such as the internet.
# Online Banking	A service offered by banks that allows account holders to view their account information online and carry out various financial transactions.
# Third-Party payment processor	A business that offers customers an alternative fast, safe method to pay for online goods (e.g. PayPal)
## Personal Identification Number (PIN)	# A type of password applied to a credit/debit card.
# Trojan	A program that appears legitimate but which performs 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. Its similar to a virus except it doesn't replicate itself. It could also allow somebody from a remote site to control computer. Often sneaked into free games/downloads.

Phishing

A form of internet fraud that aims to steal valuable information such as credit card details, usernames and passwords through emails.