

# Key Word Bank/Definitions

## Paper 1

Key Word/Phrase	Definition
Features of DTP Packages	<p><i>Change fonts / different font / font style / wordart (NOT font by itself)</i>  <b>Bold fonts / bold text / bold writing</b>  <i>(NOT bold by itself)</i>            Change font size / Font size            Picture / clipart / graphic            Add border / thicker border / border art / page border not borders and shading            Underline            Coloured text / coloured background / fill effects / shading / coloured paper  <i>(NOT colour by itself)</i>            Auto shapes / speech bubbles            Italics            Bullets / numbering                Centre text/Centre alignment  <i>(NOT centre alone)</i></p>
Types of software and what they can be used for	<p><b>Type of software Use</b>            Database Store details of goods sold            Spreadsheet Work out profit            Web authoring Create website to advertise event                / add to school website            Control Security alarms / lighting effects            Word processing Write invitation letters / allow flyer / leaflet            Presentation software Create displays of goods to be sold            Email Send details of auction to clients in contacts list            Graphics/animation editor Manipulating images for web page</p>
Data	consists of raw facts and figures e.g. readings from sensors
Knowledge	is derived from information by applying

	rules to it.
Information	Information is processed data.
Purpose of a KeyField	Unique identifier/unique identity/No duplicate records
advantage of encoding the data	Faster to type in Saves memory/storage space <i>not 'space' by itself</i> It is easier to do searches on standardised data. Security issue if qualified Consistency of data/ Fewer errors typing in one letter rather than the whole word
Advantages of keeping this data on a computer database.	Faster / easier to update fitness scores / members details Variety of output reports graph of fitness Faster to / easier to search for clients date of birth Faster to / easier to sort on to find the fittest Mail merge letters to member about a new course Validation techniques reduce data entry errors Database security Can set a password on the database
<b>one</b> input device found at the POS	Barcode reader / laser scanner / scanner Weighing scales Loyalty card reader Chip and PIN reader / card reader / chip and PIN machine <b>NOT</b> 'Chip and PIN'
Give <b>one</b> output device found at the POS	LCD Screen / screen / monitor / touch sensitive screen / VDU Printer / receipt printer <b>NOT</b> receipt dispenser Cheque printer Speaker
Ways of paying for goods	Cheque Special offer vouchers / vouchers / coupons / credit notes Credit card / <i>condone</i> Chip and PIN card Debit card / <i>condone</i> Chip and PIN card (only allow once) Store card Smart card / top up money card / money from a top up card / gift card
Items on a barcode	Country of origin

	Manufacturers code Check digit
Reasons for loyalty cards	Getting customer : Retain existing customers Getting new customers to come to store Keep the customer coming to spend more Monitoring and tracking: Allows them to get sales patterns Gives them a saleable list of people with particular spending habits Customer profiling if qualified Marketing or Targeting strategy: Gives them details of customers to target directly Promoting particular products
<i>cell formatting</i> features	Currency Right Align
<b>two specific</b> advantages of using a spreadsheet	Accurate calculations Do 'What ifs' Save formula and data Automatic recalculation Can quickly sort the data Standard functions available Draw graphs Can do goal seek Replicate if qualified
Methods of searching on internet	Key word searches / type in the word you are looking for / use a search engine / use a keyword / search box Hotspots / Bookmarks / Click on links / Allow Hyperlinks / select from the
Advantages of booking online	Saves on travel time / saves on travel cost Faster to find alternatives / more alternatives available / can make comparison of facilities / hotels Tends to be cheaper / savings can be made Can see if its available straight away / more immediate confirmation / printing tickets Independent reviews / feedback on holidays / virtual tours Condone more convenient as they do not have to leave home / convenient to do

	in the comfort of your own home / can do anywhere there is Internet access
What is a simulation model	Program / software mathematical or graphical representation dynamic process - models a real life situation - virtual reality
advantages and disadvantages of using simulation models	Disadvantage Not 100% accurate / GIGO if qualified inaccurate data = inaccurate prediction Complex / expensive software / expensive to develop/ expensive programming Complex / expensive hardware Cost of specialist training <i>Costs must be qualified e.g. <b>NOT</b> costly / <b>NOT</b> costs money/ <b>NOT</b> expensive to buy</i> Complex software and complex hardware together only worth one mark Expensive software and expensive hardware together only worth one mark Advantages Can be used when not possible to do in reality because too dangerous Can be used when not possible to do in reality because too expensive. Predictive tool / used for 'what ifs' / used for predictions Can display data as animated graphics / dynamic images
<b>two</b> other items of data already <i>encoded</i> on the cheque	Bank sort / Branch code / number ( <i>Not Name</i> ) / Sort code / Bank code Account Number Cheque Number
<b>three</b> <i>different</i> effects the introduction of computers has had upon <i>jobs</i>	<b>List Example</b> Lost Jobs fewer bank tellers/counter clerks / filing clerks needed Retraining staff need to be trained to use spreadsheets / security systems New jobs e.g. programmers/ systems analyst / technicians Teleworking new mums can work from home / banks can retain skilled workers Changes in working practises e.g.

	videoconferencing / emailing / Staff can spend less time doing counter work and get on with other tasks
What is a computer network	Computers <b>linked / connected / joined</b> together
<b>one</b> advantage of email.	Faster to send /receive (NOT ' <i>faster</i> ' by itself) Records if received Send group email to parents at the same time. / forward emails /address books Send attachments / edit emails Environmental issues: Saves using paper/ don't have to print it out Cheaper only if well qualified. (not saves stamps) More secure than the post/ less likely to get lost
<b>two</b> features of a GUI	Any two of: Windows / multitasking Icons Menus Pointer Help facilities / office assistant Online tutorials / tutorials Customised desktops / organise folders
<b>one</b> advantage of ' <i>wireless</i> ' technology	No wires / cables / fewer messy wires Tidier workspace area / tidier desktop Access Internet in wireless zones / Don't need to be connected to a landline to get Internet Allows mobility / can be used away from the computer
<b>two</b> possible health hazards and for each give a method of prevention.	<b>Health hazard Prevention</b> Neck strain Have eyes at same level as screen <b>Adjust monitor height</b> <b>Use adjustable chairs</b> Repetitive strain injury <b>Wrist and feet supports</b> Epileptic fits <b>Screens to reduce screen flicker</b> <b>Radiation Screen filters</b> Eye strain <b>Screen filters / take regular breaks / have eyes at same level as screen / Adjust angle of screen / Anti glare lighting strategies</b> Headaches <b>Take regular breaks / screen filters</b> Circulation problems

	<p><b>Take regular breaks</b>  Back problems  <b>Use adjustable chairs / feet supports</b></p>	
Danger of Internet and Prevention	<p><b>Danger</b>  Paedophiles / unsuitable people in chat rooms / grooming  Accessing unsuitable / pornographic / adult only websites  <b>Prevention</b> Net nanny / restrict sites / firewalls  Put computer in common room not in bedroom  Don't give out personal details  Don't use web cam when in chat rooms  Set your social networking site to private only  <b>Danger</b>  Unsuitable pop ups  <b>Prevention</b> Pop up blocker / firewalls / spyware  <b>Danger</b>  Cyberbullying  <b>Prevention</b>  Monitor texts / emails  Report bullying to social networking sites  Block MSN / social networking sites  Don't give out personal details  <b>Danger</b>  Addictive to online gaming  'Couch potato' syndrome / social isolation  <b>Prevention</b>  Parents monitor sites / usage  Put computer in common room not in bedroom</p>	
OMR	<table border="1"> <tr> <td> School registers  Lottery tickets  Order forms  Exam papers  Exam entries  Gas meter reading </td> </tr> </table>	School registers Lottery tickets Order forms Exam papers Exam entries Gas meter reading
School registers Lottery tickets Order forms Exam papers Exam entries Gas meter reading		
OCR	Postcodes Application forms	

	<p>Scanning in text / conversion of handwriting to text/Exam papers <i>but not twice</i></p> <p>Exam papers <i>not twice</i></p> <p>Exam entries <i>not twice</i></p> <p>Gas meter reading <i>not twice</i></p>
advantages of ATMs for customers	<p>24/7 / 365 days</p> <ul style="list-style-type: none"> <li>– Available many locations</li> <li>– No need to take foreign currency or travellers cheques abroad</li> <li>– Faster only if qualified e.g. Quicker than going <u>into</u> the bank</li> <li>– Reduces queues <u>inside</u> the banks</li> <li>– Can choose the language they require e.g. abroad</li> </ul>
two essential items of data found in the stock control transaction file	<p>Stock Code</p> <p>No Sold</p>
Give a definition of email.	<p>Messages sent between computers/ across networks /via Internet</p> <p>Electronic messaging systems</p>
intranet	<p>Internal network which only the company employees can access</p>
three rules which should be obeyed when using passwords	<p>Don't let anyone see you typing it in</p> <p>Don't tell anyone your password</p> <p>Don't write it down</p> <p>Change it regularly</p> <p>Don't use obvious passwords</p> <p>Use a mixture of characters and numbers</p> <p>Use at least 6 characters / don't use short words</p>
two crimes associated with the use of networks and describe how these crimes can be prevented.	<p><b>Crime Hacking /data theft</b></p> <p><b>Prevention</b> Passwords</p> <p>Encryption</p> <p>Smart Cards</p> <p>Firewalls</p> <p><b>Crime Computer fraud/data Prevention theft/identity theft</b></p> <p>Use only secure sites</p> <p>Passwords</p> <p><b>Crime Deliberate Destruction</b></p> <p><b>Prevention</b> Read only files</p> <p>USB stick / disc</p> <p>Smart cards to restrict access to rooms</p> <p><b>Crime Spreading a virus (not</b></p>

	<p><b>Prevention</b> <i>'virus' by itself)</i>  Virus detection and eradication programs/  virus protection programs  Don't open unknown emails  Don't download onto hard disc.  Firewall if not used above</p> <p><b>Crime Cyber bullying</b>  <b>Prevention /harassment/abusive emails/grooming</b>  Monitor emails  Monitor blogging sites  Monitor mobile phone calls</p>
<p><b>our</b> <i>different</i> ways a pupil could use ICT to help with their school work.</p>	<p><b>CD ROMs</b> encyclopaedia <i>to lookup information on Romans</i>  <b>Email</b> tutors for <i>homework if ill at home</i>  <b>Chat lines</b> to tutors to <i>help with maths problems</i>  <b>Sensors</b> in science <i>to measure Ph of a liquid</i>  <b>Scanners</b> to scan <i>pictures for Art</i>  <b>Presentation software</b> to make a slide show on <i>safety on the Internet</i>  <b>Internet/Search engines</b> / Web searches <i>for info. on volcanoes</i>  <b>Digital cameras</b> to take <i>photos for media studies newspaper</i>  <b>Word processing</b> to write <i>history report on Tudors</i>  <b>Databases</b> to search for <i>features of wood in DT</i>  <b>Spreadsheets</b> to draw <i>graphs of geography traffic survey</i>  <b>Spellchecker</b> to look for <i>spelling mistakes in an English / Welsh essay</i>  <b>Online revision sites</b> e.g. <i>GCSE Bytesize</i>  <b>Spreadsheets</b> to draw <i>graphs of temperature readings in science</i>  <b>Videoconferencing</b> to talk to pupils in a different country <i>in Modern Languages</i>  <b>Interactive</b> whiteboard to present <i>a report in History</i>  <b>Printer</b> to print out <i>geography coursework</i>  <i>Must have a concrete example</i></p>