Office Systems & Technology
Chapter 3 – C

1. _____Digitizing
2. _____Centralized Computing
3. _____Distributed Computing
4. _____Peer-to-Peer Computing
5. _____Client / Server Computing
6. _____Local Area Network
7. _____Wide Area Network
8. _____Enterprise Network
9. _____Metropolitan Area Network
10. _____Global Network
11. _____Virtual Private Network
12. _____Value-added Network
13. _____Network Topology
14. _____Bus Topology
15. _____Star Topology
16. _____Ring Topology

A. Converting data into digital information called bits.
B. Data processed in large centralized computers with users entering data from local input devices.
C. Two widely used models are peer-to-peer and client/server computing.
D. Puts all processing power on the user's desktop PC.
E. Uses a microcomputer, mid-range computer or mainframe as a server to its clients.
F. Private network that supports communications within an office, building or firm.
G. Combination of public or private lines, microware or satellite transmission for long-distance communications between two or more LANs.
H. Connects distributed networks of a single organization into one single network.
I. Limited to a small geographic area, connecting LANs with fiber optic cable to provide an organization with high-speed data transmission.
J. Includes the networks of several organizations internationally.
K. Uses network firewalls and other measures to establish a secure network when the Internet is the network backbone.
L. Private multimedia, multipath, third-party managed, medium-speed WAN.
M. Network configuration used in local area and wide area telecommunications network; three basic configurations are bus, star and ring.
N. Communication channel attaches all peripheral devices.
O. All transactions are processed through the central CPU before being routed to the appropriate network device.
P. Unidirectional transmission line forming a closed path links the CPUs at the remote locations.