

Office Systems & Technology
Chapter 4 – B

1. H - Domain Name

2. M - E-mail

3. B - FTP

4. O - HTML

5. G - Internet

6. K - IRC

7. A - ISP

8. D - Listserv

9. I - Newsgroups

10. N - Pull Technology

11. F - Telecommuters

12. L - Telephony

13. C - URL

14. E - Web Site

15. J - WWW

- A. A commercial organization with permanent connection to the Internet selling temporary connections to subscribers.
- B. A communications standard for downloading and uploading files at remote locations.
- C. A unique address required in order to place a Web site on the Internet.
- D. An electronic public forum for registered subscribers to receive information on predefined topics.
- E. Consists of all the web pages maintained by one organization or individual.
- F. Employees working at home.
- G. Global network that provides communication anytime, anywhere. Often referred to as the information superhighway.
- H. Identifies the host or network that services the e-mail.
- I. Organized by topic, individuals can join the discussion of their choice to share information and ideas.
- J. System of universally accepted standards for storing, retrieving, formatting and displaying information in the cyber world.
- K. Text chatting allows two or more people to have an interactive, real-time conversation.
- L. The technology of translating sound into digital signals, transmitting the signals and converting the signals back to sound at the receiving end.
- M. Used to facilitate communication between employees, offices, customers and business partners, it is the simplest and most widely used tool on the Internet.
- N. User pulls information he or she wants off of the web.
- O. Web standard that formats documents and utilized hypertext links to other documents stored on computers in a network.

True or False

16. F - A listserv uses pull technology.

17. F - A URL unique name does not need to be registered in a domain function.

18. T Search engines are tools to help users find the information or services on Web pages.

19. F - Six of the original domain functions are com, edu, web, mil, gov and net.

20. T - Today, most businesses exchange HTML documents and images over the Internet.