

Office Systems & Technology  
Chapter 4 – B

1. \_\_\_\_\_ Domain Name
2. \_\_\_\_\_ E-mail
3. \_\_\_\_\_ FTP
4. \_\_\_\_\_ HTML
5. \_\_\_\_\_ Internet
6. \_\_\_\_\_ IRC
7. \_\_\_\_\_ ISP
8. \_\_\_\_\_ Listserv
9. \_\_\_\_\_ Newsgroups
10. \_\_\_\_\_ Pull Technology
11. \_\_\_\_\_ Telecommuters
12. \_\_\_\_\_ Telephony
13. \_\_\_\_\_ URL
14. \_\_\_\_\_ Web Site
15. \_\_\_\_\_ 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. \_\_\_\_\_ A listserv uses pull technology.
17. \_\_\_\_\_ A URL unique name does not need to be registered in a domain function.
18. \_\_\_\_\_ Search engines are tools to help users find the information or services on Web pages.
19. \_\_\_\_\_ Six of the original domain functions are com, edu, web, mil, gov and net.
20. \_\_\_\_\_ Today, most businesses exchange HTML documents and images over the Internet.