

Chapter 18 Technology in the Workplace

Section 18.2 Internet Basics

Section Summary with Key Terms and Academic Vocabulary

Internet Basics The Internet connects many computer networks. It allows information to flow freely around the world. The World Wide Web is part of the Internet. The Web consists of stored files and images. A Web browser is a program that displays Web pages. Users find information they need by giving key words to a search engine, which produces a list of Web pages related to the key words. Some companies use intranets and extranets as ways of communicating with their employees. Computers can be threatened by privacy and security risks. Security programs such as anti-virus software protect against most threats.

Key Terms

Internet A global computer network that connects many computer networks to allow information to flow freely around the world

World Wide Web A system for accessing, changing, and downloading a large set of hypertext-linked documents and other files located on computers connected through the Internet

Web browser A computer program used for displaying and viewing Web pages

word processing Writing, editing, and producing documents, such as letters and reports, through the use of a computer program

search engine A computer program that searches for specific words on the Internet and returns a list of documents in which they were found

intranet A computer network within an organization

extranet An extension of the intranet of a company or organization that gives authorized outsiders controlled access to the intranet

hacker A person who illegally gains access to and sometimes tampers with information in a computer system

cookies Bits of information about a computer user that are stored on the computer user's hard drive

virus A program that is part of another and inserts copies of itself, often damaging the stored data

Academic Vocabulary

guideline An indication of policy or conduct

authorize To invest with legal authority

reject To refuse to accept or acknowledge

insert To put into something