
Index

Symbols and Digits

¶	73
0NF	61
1NF	62
2NF	63
3NF	64

A

Absolute Reference	51
Access Rights to Files	105
Accuracy of Data	8
Age Calculations	6, 64
Age of Information	8
Alignment	74
AND	70
Animation	2, 84
Anti Spyware Software	105
Anti Virus Software	104
Applications Software	25
Specific	25, 33
Archive Files	21
Archiving Data	12
Atomic Data	62
Attributes of Entities	54
Auditing	106
Automated Macros	44
Automatic Stock Ordering	35

B

Backing Storage	13
Backup	12, 102
Backup Files	20
Binary	3
Binary Fraction	4
Biometric Security	103
Bitmap Graphics	82
Block Paragraphing	73
Booking Systems	35
Boolean Data	4
Braille Keyboard	22
Braille Printer	22
Brochures	31
Business Cards	31
Business Letters	28
Buttons	42, 85

C

Carpal Tunnel Syndrome	111
Cartography	83
CD	21
CD-ROM	8
Cell Formats (Spreadsheet)	50
Charts	2
Check Digit Validation	10
Clip Art	80

Column	
Database Table	55
Spreadsheet	49
Command Interface	26
Completeness of Data	8
Complex Query	70
Computer Misuse Act	97
Consistent House Style	45
Constants (Spreadsheet)	48
Controls on Forms	43
Copyright Designs and Patents Act 1988	98
Costs of Information	13
Currency	5
Customer Records Systems	37
Customising Applications	42

D

Data	1
Accuracy	8
Archiving	12
Atomic	62
Backup	12
Boolean	4
Distribution	21
Duplicate	58
Dynamic	7
Encoding	9
Export of	46
Import of	46
Inconsistency	58
Personal	93
Sources	6
Static	7
Validation	9
Data Controller	95
Data Entry Screen	42
Data Handling Tasks	32
Data Inconsistency	66
Data Independence	66
Data Protection Act 1998	93
Exemptions	96
Principles	94
Subject Rights	95
Terms	93
Data Protection Regulations 2000	97
Data Storage	3
Data Type	
Boolean	4
Date/Time	6
Integer	4
Real	4
Selecting	67
String	5
Data Type Check	10
Data Types	3
Database	

Components	59
Entity	54
Relationships	57
Standard Notation	56
Table	55
Database Administrator	66
Database Dictionary	67
Date Calculations	6
Date Data Type	6
Deep Vein Thrombosis	111
De-skilling	89
Devices	
Storage	19
Dialogue Interface	26
Dictionary	30
Diesis	76
Disk Storage	20
DOB	64
Document	
Characteristics	72
Mail Merge	77
Reformatting	79
Section	74
Templates	40
Duplicate Data	58
DVD	21
DVT	111
Dynamic Data	7
Dynamic Parameter Query	69

E

Electronic Communications Act 2000	99
Electronic Signature	99
Encoding	9
Encryption	99, 103
Endnotes	74
Entity	54
Equilibrium State	14
ER Diagrams	57
Exponent	4
Exporting Data	46
Eye Typer	22
Eyestrain	111

F

Feedback	13
Field	55, 59
Field Length Check	11
Fieldname	55
File Access Rights	105
Firewall	101
First Normal Form	62
Flash Memory	21
Floppy Disks	21
Flyers	31
Fonts	72

Foot Mouse	22
Footers	75
Footnotes	75
Footprint	17
Foreign Key	57
Form Based Interface.....	26
Form Controls.....	43
Format Check	11
Formulae (Spreadsheet)	48
Frames	75
Fraud.....	90
Freedom of Information Act 2000	99
Functional Dependency	63
Functions	48
Future Developments.....	91

G

Generations of Backup	102
Generic Applications	25, 28
Tailoring	42
GPS.....	37
Graphics.....	82
Graphics Library.....	83
Graphs	2, 32
Gutter Margin	77

H

Hacking	98
Hardware	16
HCI	25
Headers	75
Health & Safety Measures .	112
Hierarchical Presentation.....	87
Hot Desking.....	89
Hotspot	85
House Style.....	45
Human Computer Interface .	25
Hyperlink.....	85
Hypertext.....	85

I

Images	80
Importing Data.....	46
Indented Paragraphing.....	73
Information	1
Age.....	8
Animation	2
Completeness.....	8
Costs	13
Detail	9
Dynamic.....	7
LED	3
Pictorial.....	2
Presentation.....	9
Quality	8
Relevance.....	8
Sound.....	3
Static	7
Textual	2
Videos.....	2
Information Commissioner..	94

Input	13, 16
Input Devices	16
Inputting Data	
Graphical	17
Images	18
Sound.....	18
Text	17
Integer Numbers.....	4
Integrated Packages.....	25
Interface	25
International Paper Sizes.....	76
Internet	8
Internet Shopping.....	90
ISBN Check Digit.....	10

J

Just in Time Ordering.....	35, 89
----------------------------	--------

K

Kerning	72
Keyboard	
Shortcuts.....	23
Kiosk Presentation	86
Kitchen Design Software	83
Knowledge	3

L

Landscape Orientation	76
Layout	
Letter	28
Memo	29
Leading	72
LED.....	3
Legislation.....	93
Letter Writing.....	28
Letterhead.....	28
Line Spacing	74
Linear Presentation.....	87
Lookup Check	11

M

Macros.....	41
Magnifier.....	23
Mail Merge.....	77
Mantissa	4
Many-to-Many	60
Margins	77
Memo	29
Menus.....	43
Microphone	23
Mirroring.....	102
Model	48
Modelling	
Rules.....	48
Simulations.....	52
Spreadsheets	49
Modelling Software.....	48
Moving Files	21
Multimedia Projector	86

N

Natural Language Interface .	27
Navigation	86
Negative Feedback.....	14
Network Design	83
Networking	109
Non-Linear Presentation.....	87
Normalisation	61
Advantages.....	65
NOT	71

O

Obelus.....	76
OHT	85
One-to Many.....	57
One-to-One	60
Online Banking.....	38
On-Line Training Systems...	36
Operating System.....	24
OR.....	70
Output	13, 16
Output Devices	18
Overhead Projector	85

P

Page	
Margins	77
Orientation	75, 76
Size	76
Pamphlets.....	31
Paper Sizes.....	76
Paragraph.....	73
Paragraph Alignment.....	74
Paragraph Attributes	73
Paragraph Layout.....	73
Password Security.....	108
Passwords	107
Personal Data.....	93
Physical Security	101
Pictorial Information.....	2
Picture Check.....	11
Pneumatic Switch	22
Point Size.....	72
Portrait Orientation	76
Posters.....	31
Predictive Text.....	23
Presence Check	11
Presentation	33
Navigation.....	86
Presentation of Information ...	9
Presentation Software	83
Primary Key.....	56
Processing.....	13, 94
Public Key Encryption.....	103
Puff-Suck Switch.....	22

Q

Quality of Information.....	8
Queries.....	68
Query	

Complex.....	70	Sorting.....	5	Template	40, 44
Dynamic Parameter.....	69	Sound	3	Text Flow.....	31
Static Parameter	68	Sources of Data	6	Textual Information	2
<hr/>					
R		External	6	Third Normal Form.....	64
<hr/>					
Range Check.....	10	Internal	6	Threats to ICT Systems	100
Ranges	50	Primary	7	Thumbnails	80
Real Numbers	4	Secondary	7	Time Data Type	6
Record	55, 59	Speakers	22	Timetabling Systems	37
Referential Integrity.....	59	Specialist Software.....	23	Transaction Log	102
Regulation of Investigatory		Specific Applications	25, 33	Transcription Error	11
Powers Act 2000.....	98	Tailoring	42	TrueType	82
Relation	56	Speech Recognition.....	23	TScheme	99
Relational Database	54	Speech Synthesis.....	22	<hr/>	
Relationship	57	Spell Checker	30	U	
Relative Reference.....	51	Spreadsheet		<hr/>	
Relevance of Information	8	Cell Referencing.....	51	Ulna Neuritis.....	111
Repetitive Strain Injury	111	Cells.....	49	Unnormalised Form	61
Replication.....	51	Columns	49	Updates	104
Reports.....	30	Functions	48	User ID	107
ROM (CD).....	21	Modelling	49	User Interface	24, 25
ROM (Memory).....	24	Ranges	50	User Needs.....	46
Route Finding Systems	37	Rows.....	49	Utilities	25
Row		Simulations.....	53	<hr/>	
Database Table.....	55	Workbook.....	50	V	
Spreadsheet	49	Worksheet.....	50	<hr/>	
RSI.....	111	Spyware.....	105	Validation	9
<hr/>					
S		Standard Applications	28	Value Judgements	9
<hr/>					
Safety Issues	112	Standard Notation.....	56	Variables	48
Sans Serif Fonts	72	Standards		Vector Graphic	82
School Administration	33	Hardware and Software ..	16	Verification	11
Scientific Notation.....	4	Need for.....	110	Videos.....	2
Second Normal Form.....	63	Networks	110	Viruses.....	104
Section	74	Static Data.....	7	Voice Recognition	23
Section Break.....	74	Sticky Keys	23	<hr/>	
Serif Fonts	72	Stock Control	35	W	
Sheep-Dip Computer	105	Stress	112	<hr/>	
Simulations	52	String.....	5	Watermark	31
Slide Transition	33, 84	Style	39, 74	What if Questions	49
Society	88	Symbols.....	2	WIMP	24
Software.....	16, 104	<hr/>			
Firewall	101	T		Wimp Interface	27
Modelling.....	48	<hr/>			
Off the Shelf	25	Table	55	Wizards.....	39
Presentation.....	33, 83	Tailoring Generic Software.	42	Workbook.....	50
Tailored.....	25	Tape Storage	21	Working Files	20
		Teaching Systems.....	34	Worksheet.....	50
		Telecommuting	88	<hr/>	
		Teleworking	88, 90	Z	
				<hr/>	
				Zoom.....	23