



INSTITUTO
SUPERIOR
TECNOLÓGICO
RIOBAMBA



SOFTWARE DEVELOPMENT

BASIC TERMS



SOFTWARE DEVELOPMENT

Basic Terms

Autores:

Lcda. Mónica Paulina León
Rodríguez Lcda. Myrian Patricia
Quigla Lara Lcda. Jessie Carolina
Suntaxi Cueva Docentes del IST
Riobamba.

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SOFTWARE DEVELOPMENT

Basic Terms

Mónica Paulina León Rodríguez

Riobamba, 1977

Licenciada en Ciencias de la Educación Profesora de Idiomas Inglés

Docente



Licenciada en Ciencias de Educación profesora de Idiomas Mención Inglés graduada en la Universidad Nacional de Chimborazo (UNACH). Tiene un Diplomado Teaching English to Young Learners (TETYL), una Certificación British Council APTIS B1, una Certificación Setec: Competencia Digital Docente, una certificación en inglés avanzado para Certificación C1, y una Certificación avalada por Senescyt: Traductor e Interpretación de Idiomas, Certificación Teaching English with Technology.

Se ha desempeñado como docente del área de inglés desde el año 2008 en las siguientes Instituciones Educativas y Escuelas de Formación: Unidad Educativa “San Gerardo”, Esnemil, Colegio “Rodrigo Barreno Cobo” de Quimiag, Sindicato de Choferes de Chimborazo, Unidad Educativa “Milenio de Penipe”, Academia Militar “Bernardo Dávalos León”, Escuela de Capacitación para Militares y Policías, Escuela de Policía de Alausí: “Cbos. Edison Javier Almache Quevedo” y en la Escuela de Formación de Policías Subzona Chimborazo N° 06.

Cuenta con 2.300 horas de capacitación continua profesional. Co-autora de un artículo científico enfocado al área de inglés y autora del libro “ENGLISH BOOK A1” y “SOFTWARE DEVELOPMENT-BASIC TERMS”.

Actualmente se desempeña como docente de inglés en los diferentes niveles y carreras que oferta el Instituto Superior Tecnológico Riobamba, desde septiembre de 2018 y también desempeña el cargo de Coordinadora del Centro de Idiomas en la misma institución desde abril de 2021 hasta la actualidad.

SOFTWARE DEVELOPMENT

Basic Terms

Myrian Patricia Quigla Lara

Riobamba 1994

Licenciada en Ciencias de la Educación Profesora de Idiomas Inglés

Docente



Licenciada en Ciencias de la Educación Profesora de Idiomas Inglés graduada en la Universidad Nacional de Chimborazo (UNACH). Cuenta con una Certificación internacional concedido por British Council Aptis General B2.

Se ha desempeñado como docente del área de inglés desde el año 2015 en las siguientes Instituciones Educativas y Escuelas de Formación: Centro de nivelación académica club de la hipotenusa, Charlotte English School, Unidad Educativa Liceo Nuevo Mundo y en la Escuela de Formación de Policías Subzona Chimborazo N° 06.

Cuenta con 600 horas de capacitación continua profesional. Autora del libro “ENGLISH BOOK A1” y “SOFTWARE DEVELOPMENT-BASIC TERMS”.

Actualmente se desempeña como docente de inglés en los diferentes niveles y carreras que oferta el Instituto Superior Tecnológico Riobamba desde diciembre de 2018 hasta la actualidad.

SOFTWARE DEVELOPMENT

Basic Terms

Jessie Carolina Suntaxi Cueva



Riobamba 1989

Licenciada en Ciencias de Enfermería, Profesora de Idiomas Inglés

FCE C1

Docente

Licenciada en Ciencias de Enfermería, graduada en la Universidad York de la ciudad de Toronto, Canadá. Cuenta con varias capacitaciones en el ámbito de la salud e inglés educativo. Además, posee una certificación de FCE con suficiencia C1 en el idioma inglés, una certificación por haber participado como capacitador en el curso “Inglés Avanzado para Certificación C1”.

Se ha desempeñado como docente en el área de inglés y Salud desde el año 2017 en las siguientes Instituciones Públicas y Escuelas de Formación: Multidiomas, Instituto Ecuatoriano de Seguridad Social y Ministerio de Salud Pública.

Cuenta con 700 horas de capacitación continua profesional, Autora del libro “SOFTWARE DEVELOPMENT-BASIC TERMS” y E-Poster “Rotura músculo papilar con insuficiencia masiva válvula tricúspide secundaria a traumatismo torácico cerrado” presentado en el 30 Congreso Interamericano de Cardiología, Panamá.

Actualmente se desempeña como docente de inglés y Salud en los diferentes niveles y carreras que oferta el Instituto Superior Tecnológico Riobamba, desde diciembre de 2018 hasta la actualidad.

DEDICATION

The book entitled Software Development Basic Terms is dedicated to Technical and Technological students of Higher Education and all the people who have supported us and have made the work reach its objective.

ACKNOWLEDGMENTS

This text is the result of the joint effort of a group of teachers from the Language Center of Instituto Superior Tecnológico “Riobamba with the aim of perfecting the English language in technical and technological education, which could not have been completed without the unconditional support of this Institution, to whom our special thanks are addressed as well as to all the people and institutions that in one way or another have allowed the materialization of it.

INTRODUCTION

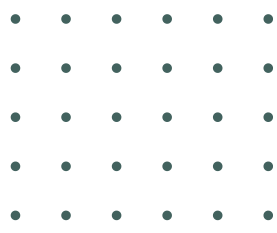
Software development is vital in IT because it empowers the creation of customized solutions, drives innovation, improves efficiency, enables connectivity, and facilitates programming. It is the foundation upon which modern technology is built, impacting various industries and sectors, and driving the digital transformation of businesses and organizations.

Software Development Basic Terms is a useful vocabulary builder book which has been developed specifically for software development students in order to learn some basic words related to this area. It is based on some of the most important and useful technology and programming field, aiming to provide students the opportunity to understand easily most of computing words that generally are in English.

This book is a very visual material that contains a collection of exercises designed to sharpen your skills, enhance your problem-solving abilities, and familiarize you with key concepts in software development. A variety of exercises were developed such as matching completing, crossword and wordsearch which make the vocabulary learning easily and fun.

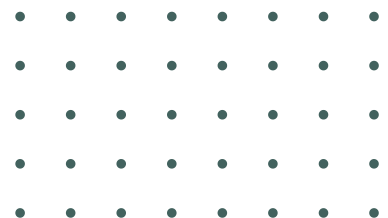
CONTENT

UNIT 1: ARE YOU UP TO DATE WITH TECHNOLOGICAL DEVICES?	1
Types of technological devices	1
Hardware Basics	2
Software Basics.....	4
Microsoft Windows Basics	6
Social Networks	8
UNIT 2: WELCOME TO THE WORLD OF WINDOWS	10
Operating System.....	10
Microsoft Word Basics	12
Microsoft Excel Basics	13
Windows Keyboards shortcuts	15
Google Apps	17
UNIT 3: LET’S KNOW SOME BASIC ACRONYMS	20
Common Computing verbs	20
EXERCISE 1: Put the right name in the spaces.	20
Common computing acronyms	22
Internet Terms	24
Internet security	26
Web Browsers	28
UNIT 4: HAVE YOU EVER PURCHASED ONLINE?	30
E-commerce	30
Types of Software	31
Databases	33
Programing Language.....	34
System Development	36
ANSWER KEY	38
BIBLIOGRAPHY	45



UNIT 1

ARE YOU UP TO DATE WITH TECHNOLOGICAL DEVICES?





UNIT 1: ARE YOU UP TO DATE WITH TECHNOLOGICAL DEVICES?

Types of technological devices

EXERCISE 1: Match the numbers with the pictures.

1. CD reader
2. Printer
3. smartwatch
4. card reader
5. laptop
6. tablet
7. memory flash
8. video game console
9. mouse
10. drone

Figure 1

Technological devices



Note. Different types of technological devices available today. Retrieved from (Clipart Library, 2016)

EXERCISE 2: Unscramble the letters.

- | | |
|-----------------------|----------------------------|
| 1. Ppotla | 6. DC ardere |
| 2. trenirp | 7. dnero |
| 3. twwsaatmhcr | 8. tlebat |
| 4. yromem hslaf | 9. odiev mega lesoonc..... |
| 5. umoes | 10. drreea cdar |



EXERCISE 3: Choose the correct answer.

- 1. CD reader is used for:**
a. writing on information b. reading information c. storing information
- 2. Laptop is different from a desktop because:**
a. works with different systems b. it is portable c. needs more peripherals
- 3. Printer is used for:**
a. listening to music b. printing pages c. watching movies.
- 4. Smartwatch is used for:**
a. receiving calls, SMS b. playing soccer c. washing the dishes
- 5. Mouse is used for:**
a. interacting b. writing documents c. listening music
- 6. Tablet is different from a smart phone because:**
a. its bigger screen b. its storage c. its operating system
- 7. Memory flash is used for:**
a. saving money b. storing information c. playing games
- 8. Video game console is used for:**
a. talking b. playing games c. listening music
- 9. Drone is used for:**
a. transporting people b. taking pictures c. writing reports
- 10. Card reader is used for:**
a. reviewing SMS b. decoding information c. communicating

Hardware Basics

EXERCISE 1: Match the column of devices with its main function.

- | | | |
|----------------------------|--------------------------|--------------------------------|
| 1. desktop computer | <input type="checkbox"/> | information |
| 2. printer | <input type="checkbox"/> | s |
| 3. central processing unit | <input type="checkbox"/> | imagen |
| 4. motherboard | <input type="checkbox"/> | all your components protect it |
| 5. laptop | <input type="checkbox"/> | hile traveling |
| 6. tablet | <input type="checkbox"/> | 1 ordinary desk |
| 7. tower | <input type="checkbox"/> | text or pictures |
| 8. hard disk | <input type="checkbox"/> | l and execute |
| 9. mouse | <input type="checkbox"/> | in principles components |
| 10. screen | <input type="checkbox"/> | ge the screen is easier |



EXERCISE 2: Choose the correct answer to complete the sentences.

1. To turn on a desktop computer the start button.
 - a. touch
 - b. press
 - c. take
2. The printer needs to print clearly.
 - a. print
 - b. ink
 - c. format
3. The CPU or, is the unit which performs most of computer programs.
 - a. copy
 - b. computer
 - c. processor
4. On the motherboard are located:
 - a. computer
 - b. resources
 - c. copy
5. A laptop isthan a desktop.
 - a. heavier
 - b. lighter
 - c. bigger
6. A tablet is than a cellphone.
 - a. bigger
 - b. shorter
 - c. slower
7. Tower is extremely in a computer.
 - a. easy
 - b. important
 - c. heavy
8. The apps on your computer are stored in:
 - a. memory flash
 - b. hard drive
 - c. computer
9. Two clicks on the mouse button is called aclick.
 - a. single
 - b. double
 - c. two
10. The screen of my laptop is than yours.
 - a. darker
 - b. brighter
 - c. heavier

EXERCISE 3: Match the parts of the words with its function.

CPU	CD or DVD ROM	Floppy disk drive	Ports	Expansions slots
Motherboard	Hard disk drive	RAM	Power supply	ROM-BIOS

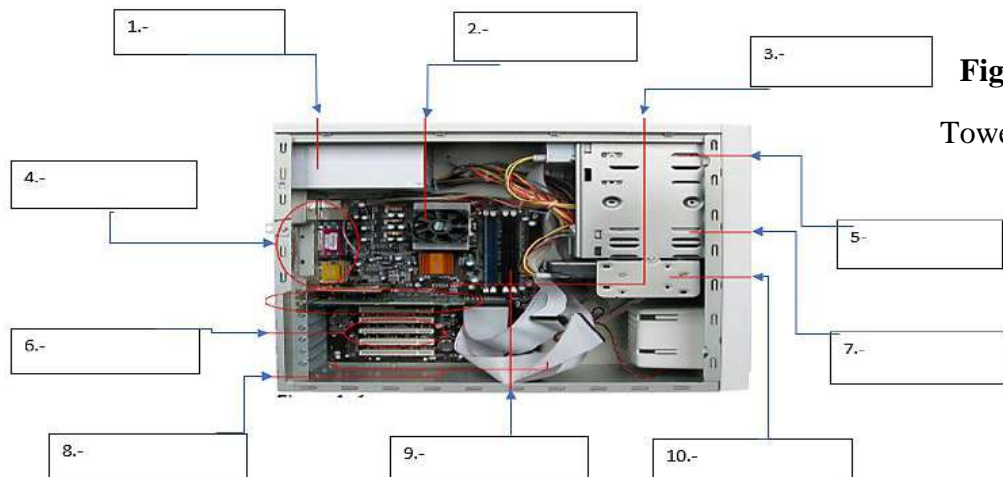


Figure 2
Tower Case

Note. Internal parts of a tower case. Retrieved from (Guide, 2003)

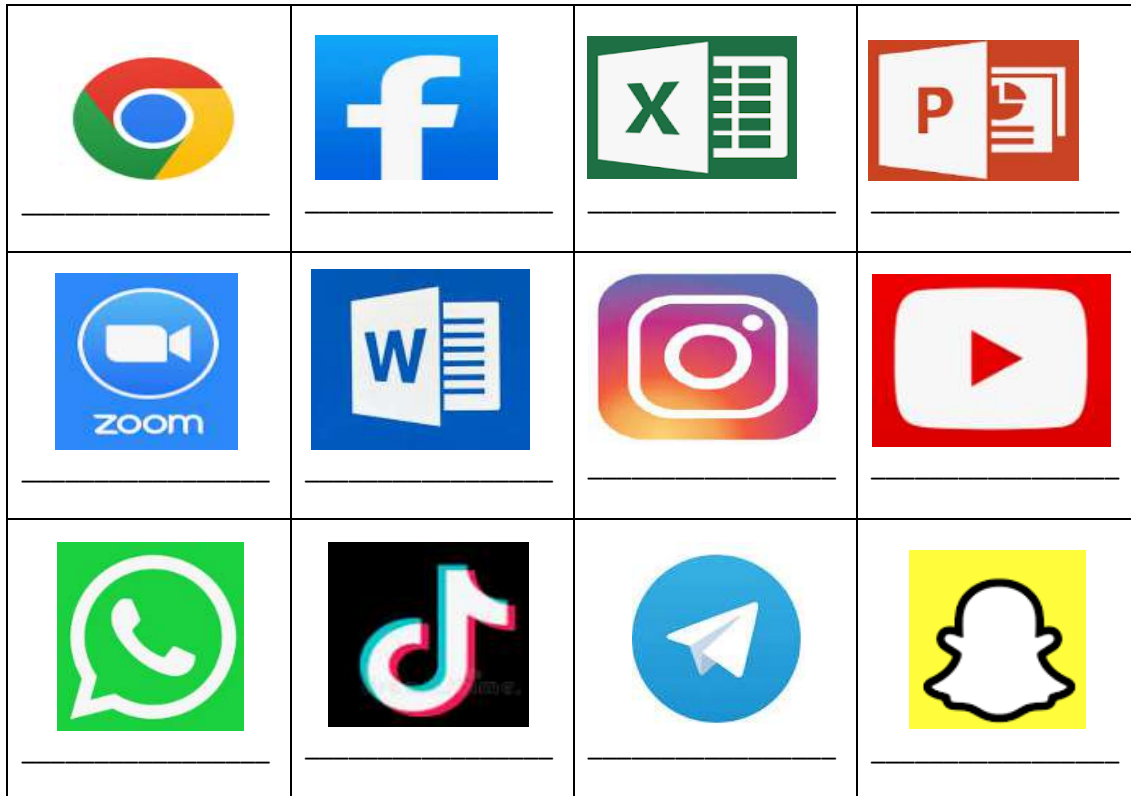
Software Basics

EXERCISES 1: Write correct name according to the picture.

Snapchat	Telegram	Tiktok	Youtube	Whatsapp	M. Word
M. Excel	Instagram	Facebook	Zoom	Power Point	Google

Figure 3

Software elements



Note. Different types of software. Retrieved from (Clipart Library, 2017)

EXERCISE 2: Complete the sentences with the words from the chart.

mouse	Facebook	display	camera	google chrome
YouTube	printer	speakers	headphones	zoom

- The teacher asks the students to activate their during the zoom class.
- is the most popular browser around the world.
- Many people become famous for uploading their videos on
- I spend much money printing my assignments so I asked my mom to buy a
- Mark Zuckerberg is the creator of



6. During the pandemic the students received online classes via
7. I will buy a due to my laptop touchpad is broken.
8. are not allowed during the class.
9. I can't see anything on my laptop..... I think it is broken.
10. The English teacher always brings her to the listening practice.

EXERCISE 3: Classify software and hardware names in the correct column.

Figure 4

Hardware and software

 display	 speakers	 printer	 camera
 google chrome	 recycle bin	 file	 Facebook
 snapchat	 CPU	 Instagram	 Microsoft Word
 USB	 headphones	 mouse	 Microsoft Excel
 keyboard	 YouTube	 cd reader	 microphones

HARDWARE

.....

.....

.....

.....

.....

.....

.....

SOFTWARE

.....

.....

.....

.....

.....

.....

.....

Note. Hardware and software examples. Retrieved from (Google, 2023)



Microsoft Windows Basics

EXERCISES 1: Answer the following questions.

- 1. Do you know Windows?
2. What is Windows?
3. Who founded Microsoft?
4. In what year was Microsoft founded?
5. Who advertised Microsoft Windows?
6. In what year was Microsoft Windows announced?
7. What is the word processor created by Microsoft?
8. How many functions do windows have?
9. Write the names of the main windows functions:
10. What is the Microsoft windows logo?

EXERCISE 2: Write the types of settings or functions with the words from the chart with their examples.

Table with 2 rows and 5 columns containing settings and functions like sound, accounts, devices, taskbar, System, Start, text input, privacy & security, notifications, accessibility.

- 1. Touchpad, phone link, printers & scanners
2. Touch keyboard, voice typing, input method editor
3. Recent apps and items, folders
4. System pins


















- 5. Alerts from apps
- 6. Volume levels, output, input, sound devices
- 7. Text size, text cursor, contrast themes
- 8. Diagnostic & feedback, activity historu
- 9. User info, sign-in-options, email & accounts
- 10. Display, sound, notifications, storage

EXERCISE 3: Match the pictures with the correct types of settings.

Power & battery	Wi-fi	sign in options	data and time	add user
Windows update	typing	Bluetooth & devices	sound	background
Virus & treat protection	multitasking	privacy	storage	font

Figure 5

Windows settings

 1.....	 2.....	 3.....	 4.....	 5.....
 6.....	 7.....	 8.....	 9.....	 10.....
 11.....	 12.....	 13.....	 14.....	 15.....

Note. Some of the principal windows 11 settings. Retrieved form (11, 2023)

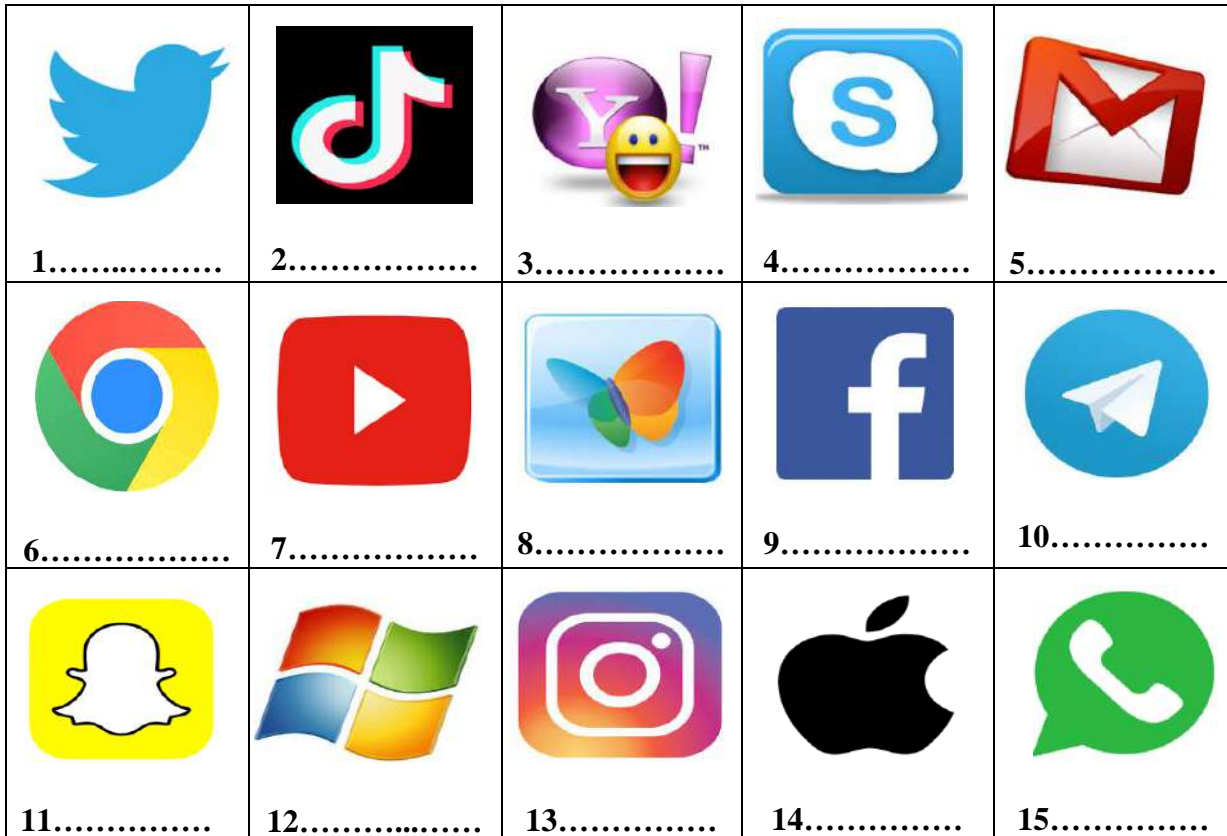
Social Networks

EXERCISE 1: Write the names below the pictures.

Yahoo	MSN	YouTube	Skype	Google	Apple	Twitter
WhatsApp						
Windows	Gmail	Facebook	Snapchat	Telegram	Instagram	Tiktok

Figure 6

Social Networks



Note: Most popular social networks used around the world. Retrieved from (Es Vecteezy, 2018)

EXERCISE 2: Write the names of the social networks in which you can perform the following functions.

1	Watch videos	6	Read about news
2	Post short videos	7	Video calls
3	Give Opinions	8	Business applications



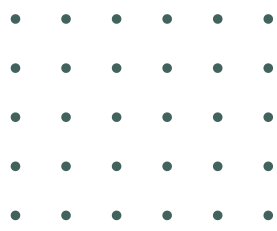
4	Chat with others	9	Post stories
5	Post photos	10	Reels

EXERCISE 3: Complete the sentences using simple past.

PayPal	Apple Store	Facebook	Spotify	MSN
YouTube	Microsoft Word	Gmail	Instagram	VivaVideo

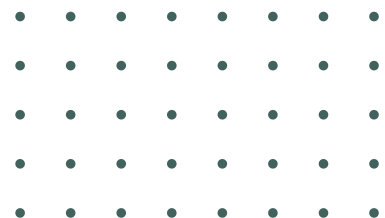
0.- I ***reviewed*** my message on ***WhatsApp***.

1. I (post) the photo on
2. John..... (listen) to music on
3. They (watch) videos on
4. I.....(send) a file by
5. I..... (chat) with my friends on
6. He..... (download) an app on
7. My friend..... (upload) a video on
8. Tere (write) a document on
9. I (pay) a purchase on
10. We (join) photos, music and videos on



UNIT 2

WELCOME TO THE WORLD OF WINDOWS



UNIT 2: WELCOME TO THE WORLD OF WINDOWS

Operating System

EXERCISE 1: Match the operating systems with their year of creation.

Figure 7

Windows operating systems

N°	Operating system	N°	Years	N°	Operating system	N°	Years
1	Windows 1.0	(.....)	1987	7	Windows XP	(.....)	1992
2	Windows 2.0	(.....)	1990	8	Windows Vista	(.....)	2000
3	Windows 3.0	(.....)	2001	9	Windows 7	(.....)	2014
4	Windows 3.1	(.....)	2012	10	Windows 8	(.....)	2021
5	Windows 4.0	(.....)	2006	11	Windows 10	(.....)	1985
6	Windows ME	(.....)	1996	12	Windows 11	(.....)	2009

Note. Window versions and releases dates. Retrieved from (Zafar, 2022)

EXERCISE 2: Choose the correct answers.

Comparison	CLI (Command Line Interface)	GUI (Graphical User Interface)
1. Main feature	a.- To interact with the system through graphics which includes. images and icons. b.- To interact with the system through commands.	a.- To interact with the system through graphics which includes images and icons. b.- To interact with the system through commands.
2. Gadget usage	a.- mouse b.- keyboard c.- mouse and keyboard	a.- mouse b.- keyboard c.- mouse and keyboard
3. Performing tasks	a.- Simple to perform task and does not require know. b.- Difficult to perform an operation and require know.	a.- Simple to perform task and does not require know. b.- Difficult to perform an operation and require know.
4. Velocity	a.- quick b.- quiet	a.- quick b.- quiet
5.-Memory and disk space usage	a.- Fill up memory and disk space. b.- Requires less memory and disk space.	a.- Fill up memory and disk space. b.- Requires less memory and disk space.

(FatimaGsvec, 2021)



EXERCISE 3: Answer these questions.

1. Write examples of operating system for each of the following devices.



1. What operating systems do cellphones use?

.....



2. What operating systems do desktop computers use?

.....



3. What operating systems do tablets use?

.....

4. What are the main functions of an operating system?

.....

5. Match the examples of files with the correct format.

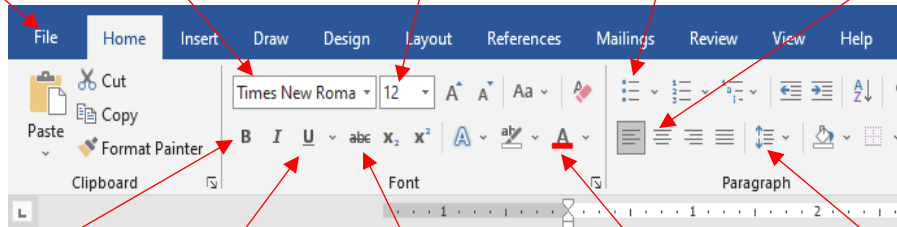
Situation	Format
1. Image of friends celebrating a birthday.	JPG (.....)
2. Printed worksheets for my students.	PDF (.....)
3. Folder with my favorite music.	MP3 (.....)
4. File with join web site.	HTML (.....)
5. File with animated video.	GIF (.....)

Microsoft Word Basics

EXERCISES 1: Write the correct names using the words from the chart.

lletter size	underlined	font	paragraph spacing	center
bold type	save	text color	strikethrough	bullets

1..... 2..... 3..... 4..... 5.....



6..... 7..... 8..... 9..... 10.....

EXERCISE 2: Match the keyboard shortcut with their function.

Nº	Keyboard shortcut	Nº	Function	Nº	Keyboard shortcut	Nº	Function
1	Ctrl +Z		copy	6	F1		refresh
2	F5		print	7	Ctrl +O		undo
3	Ctrl +V		cut	8	Ctrl +Y		save as
4	Ctrl +C		open	9	Ctrl +P		repeat typing
5	Ctrl +X		help	10	Ctrl + S		paste

EXERCISE 3: Complete the sentences with the words in the box.

word processing(x2) documents web-based use characteristic
document creation google docs computers Microsoft

1. A..... is a computer application used for the composition, editing, formatting of any kind ofmaterial.
2. is an example of web-based word processing.
3. One of the most common word processors used inword.
4. Document editing is a of a word processing.
5. A word processing is a text tool making it one of the main applications use on personal
6. Google Docs is an example of a word processing.
7. is a characteristic of a word processing.



- 8. A word processing is a flexible tool used to create letters and
- 9. Flexible tool is used to create letters and documents in
- 10. An is a document you create and send directly from word to other people in different locations.

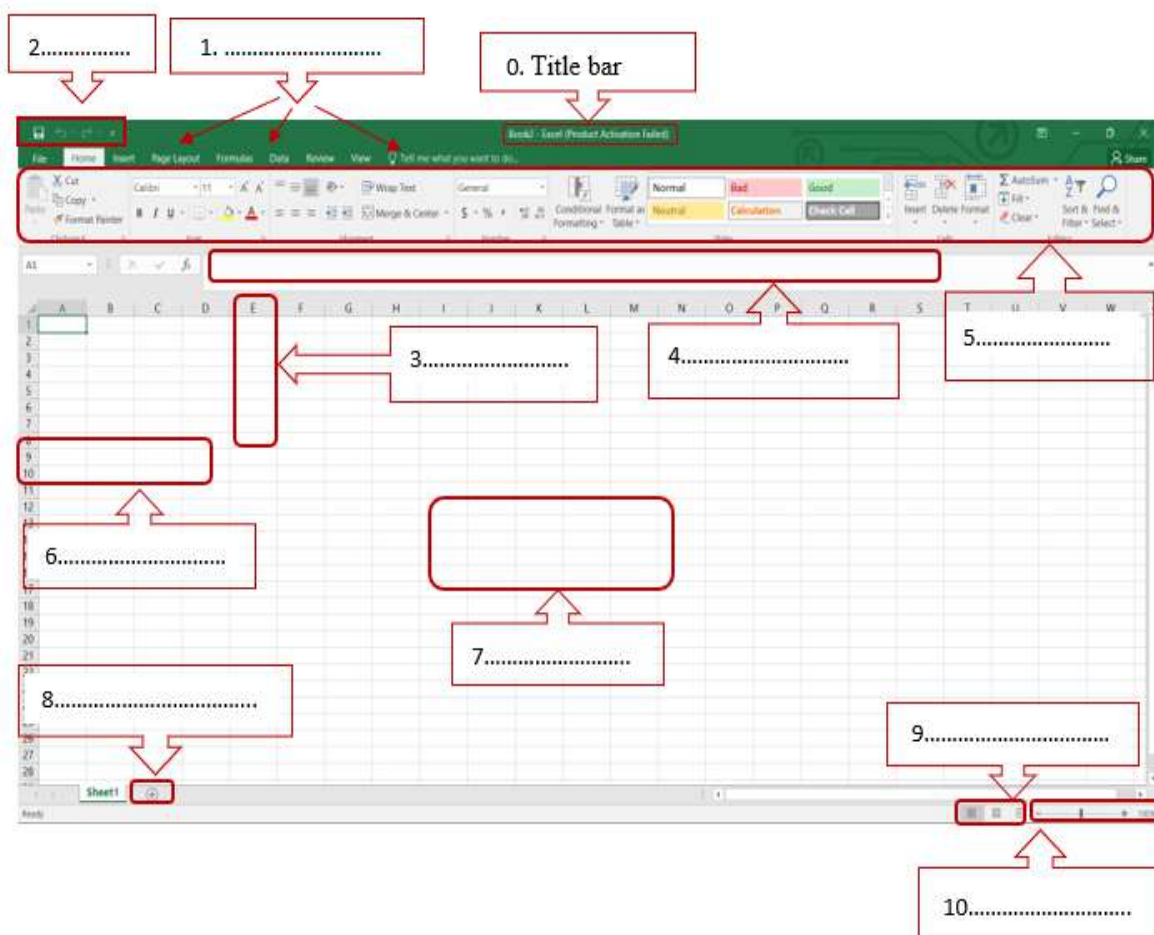
Microsoft Excel Basics

EXERCISE 1: Write the right name in the spaces.

title bar quick access toolbar command tabs column bar
 row bar zoom view buttons formula area
 ribbon insert tab worksheet area

Figure 8

Microsoft Excel functions



Note. Some basic functions Microsoft Excel. Retrieved from (Microsoft Excel, 2019)



EXERCISE 2: Rearrange the letters to make words which can be part of an excel worksheet.

- 0. ofmrual formula
- 1. ozmo
- 2. leosl
- 3. pandxe
- 4. utoyla
- 5. wvei
- 6. briobn
- 7. lconum
- 8. elfi
- 9. ehsterwko
- 10. unbmsr

EXERCISE 3: Choose the best word.

- 0. Once an activity is finished, you should press:
 - a. space b. enter c. backspace
- 1. How to find the current date and time in excel?
 - a. Now () b. Current date () c. Date and time ()
- 2. What is the formula used for totaling the numbers?
 - a. Sum b. Auto sum c. Total
- 3. To do simple subtractions, use this sign:
 - a. = b. - c. +
- 4. What function do you use for counting numeric values in one or more cells or ranges:
 - a. Auto sum b. Count c. Sum
- 5. What should you press if you want to delete a formula:
 - a. enter b. space c. backspace
- 6. What does this sign (/) mean in excel worksheets:
 - a. multiply b. division c. addition
- 7. The colon sign (:) in excel is used for:
 - a. specify numbers b. specify letters c. specify range of cells
- 8. What does the exclamation point (!) mean in excel:
 - a. new page b. new sheet c. sheet name
- 9. In order to multiply numbers in excel, you should press this sign:
 - a. / b. * c. -
- 10. What does the equal sign (=) mean in excel worksheets:
 - a. formula is being used b. general count c. rows and columns



Windows Keyboards shortcuts

EXERCISE 1: Write the right name in the spaces.

Ctrl + C	➔	0. Copy
Ctrl + V	➔	1.
Ctrl + O	➔	2.
PrtSc	➔	3.
+ F3	➔	4.
F5	➔	5.

- make alias
 - file
 - paste
 - open
 - undo
 - refresh

- copy
 - caps on
 - screenshot
 - switch between programs
 - print

6.	➔	CMD + TAB
7.	➔	CMD + L
8.	➔	Ctrl + P
9.	➔	Ctrl + F
10.	➔	Ctrl + Z



EXERCISE 2: Choose the best word.

- 0. Open or close Start Menu: Windows key
 - a. Windows key
 - b. Control key
 - c. Enter key
- 1. **Open settings:**
 - a. Windows key + I
 - b. Windows key + L
 - c. Windows key + Y
- 2. **Open search:**
 - a. Windows key + T
 - b. Windows key + S
 - c. Windows key + P
- 3. **Minimize all windows:**
 - a. Windows key + K
 - b/ Windows key + U
 - c. Windows key + M
- 4. **Open File Explorer:**
 - a. Windows key + E
 - b. Windows key + G
 - c. Windows key + R
- 5. **Open run dialog box:**
 - a. Windows key + R
 - b. Windows key + M
 - c. Windows key + B
- 6. **Open your home page in the current tab:**
 - a. Ctrl + Home
 - b. Alt + Home
 - c. Alt + Ctrl
- 7. **Close the current tab:**
 - a. Ctrl + W
 - b. Ctrl + V
 - c. Ctrl + U
- 8. **Maximize the current window:**
 - a. Alt + Space + V
 - b. Alt + Space + B
 - c. ALT + Space + X
- 9. **Jump to the last tab:**
 - a. Ctrl + 9
 - b. Ctrl + 8
 - c. Ctrl + 7
- 10. **Open a new window:**
 - a. Ctrl + M
 - b. Ctrl + N
 - c. Ctrl + k

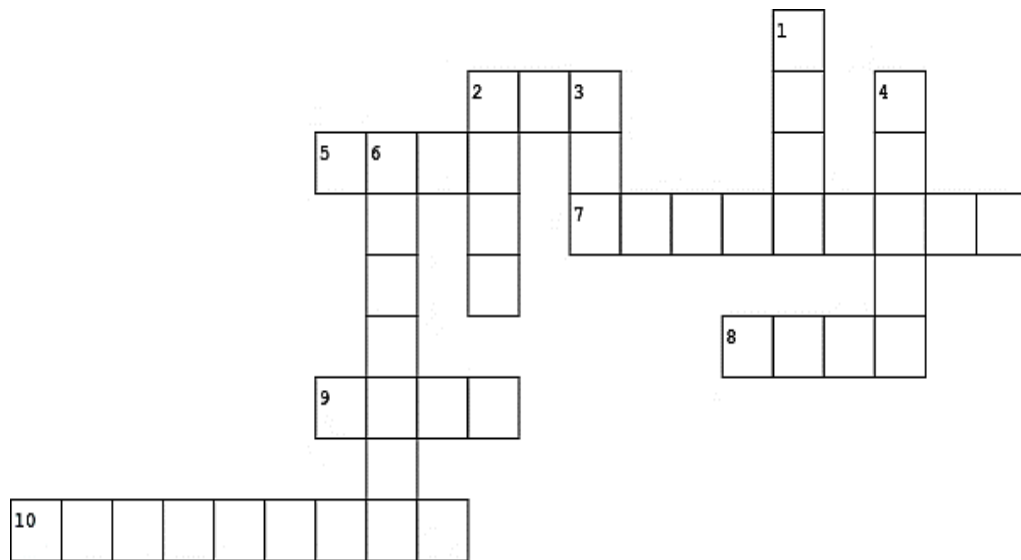
EXERCISE 3: Complete the following crossword.

Across	Down
2. Make something smaller.	1. Used for capital letters.
5. Fix the previous error.	2. Duplicate information.
7. What you press to delete information.	3. Used to jump between lines.
8. Once you finish your work.	4. What you need to put between words.
9. Initial page	6. activate numbers keys.
10. Saved internet URL/pages.	



Figure 9

Crossword



Note. Crossword about some functions of Microsoft excel. Retrieved from (Crossword Labs, 2023)

Google Apps

EXERCISE 1: Name the image with its corresponding google app.

cloud meet classroom slides docs
chrome forms sheets hangouts drive



0. drive



1.....



2.



3.



4.....



5.....



6.



7.....



8.....



9.....



10.....

EXERCISE 2: Choose the best word.

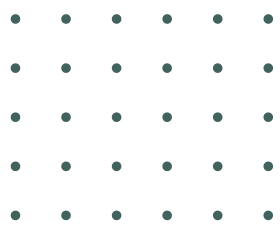
1. This application details information about geographical places and sites all round the world:
a. chrome b. maps c. drive
2. For personal and business email accounts, you use this app:
a. Gmail b. photos c. translate
3. For high quality video meetings and calls:
a. drive b. google meet c. maps
4. A place where you can store your photos:
a. chrome b. photos c. keep
5. It is used for translations in any language worldwide:
a. photos b. meet c. translator
6. Store and organize contact information about the people you communicate with:
a. drive b. contacts c. assistant
7. A note keeping service:
a. photos b. keep c. photos
8. It is a store where applications can be downloaded:
a. google contacts b. google meet c. google play
9. A communication service that allows members to start and participate in voice, text and video chats:
a. hangouts b. google play c. google forms
10. A web browser:
a. hangouts b. chrome c. google sheets



EXERCISE 3: Find the following google apps in the word search and then write the translation:

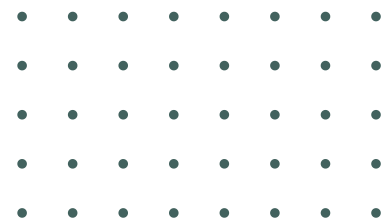
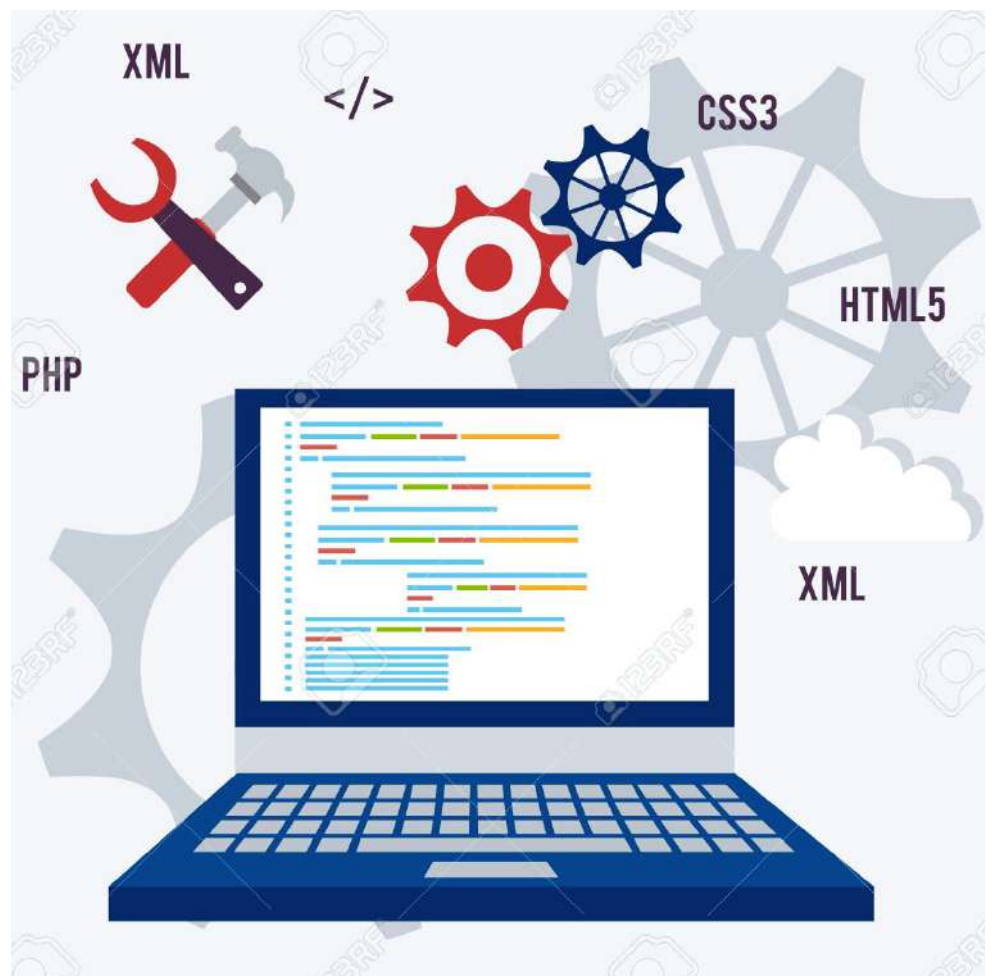
B	S	A	K	V	W	O	X	X	S	B	D	B	Y	V
M	M	Y	W	I	E	J	M	E	D	U	N	G	Z	S
S	S	P	D	C	E	R	D	X	O	Z	M	K	E	T
I	S	O	N	O	R	I	C	L	I	C	Y	S	Y	E
D	C	M	D	X	L	C	C	E	M	O	R	H	C	E
S	Y	Q	R	S	I	X	L	M	P	T	D	U	U	H
H	A	N	G	O	U	T	S	A	X	V	U	E	S	S
S	N	O	C	Z	F	J	B	C	S	D	Z	M	H	R
V	S	E	B	O	U	A	K	Y	F	S	R	E	G	K
S	L	M	B	C	B	I	Y	H	A	R	R	I	H	M
L	I	K	D	J	Z	O	L	U	Y	A	W	O	V	C
P	D	B	K	Y	H	V	F	M	E	E	T	E	O	E
Y	E	Q	S	Q	O	U	Y	O	I	P	X	Y	F	M
O	S	M	J	P	S	F	Q	U	A	J	K	N	F	F
Y	L	H	T	M	K	B	G	J	Q	C	G	W	S	D

- | | |
|---------|----------|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |



UNIT 3

LET'S KNOW SOME BASIC ACRONYMS



UNIT 3: LET'S KNOW SOME BASIC ACRONYMS

Common Computing verbs

EXERCISE 1: Put the right name in the spaces.

save copy upload zip print
 cut transfer delete undo paste



0. burn



6.....



1.....



7.....



2.....



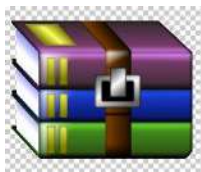
8.....



3.....



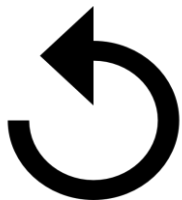
9.....



4.....



10.....



5.....

EXERCISE 2: Rearrange the letters.

0. rpniert _____ printer _____

1. nsacnr

3. lgoeog

2. terpoin

4. crsinlgol



Common computing acronyms

EXERCISE 1: Write the correct meaning for the following acronyms:

CPU

0. Central Computing Unit

IP

1.....

ISP

2.....

LAN

3.....

OS

4.....

UX

5.....

Electronic Mail

Internal Protocol

User Experience

Central Operating Unit

Instant Messaging

Mega Hertz

Local Area Network

6.....

IM

Internet Service Provider

8.....

PDF

Operating System

7.....

EMAIL

Digital Video Disc

10.....

DVD

9.....

MHz

EXERCISE 2: What is the correct acronym for the following descriptions:

0. The abbreviation for Macintosh:

a. MAC

b. CPU

c. IP

1. This is the operating system of a computer:

a. IP

b. OS

c. OP

2. This is the abbreviation of a personal computer:

a. LAP

b. CPU

c. PC

3. The acronym for antivirus:

a. AV

b. VS

c. VV

4. Information Technology used in all personal computers and laptops:

a. TI

b. IT

c. TIS



5. All computers carry a random-access memory:
 - a. OTS
 - b. IS
 - c. RAM
6. Any world wide web starts with this acronym:
 - a. URL
 - b. HTTP
 - c. WWW
7. This is a virtual private network:
 - a. IP
 - b. IT
 - c. VPN
8. All computers have a liquid crystal display:
 - a. LCD
 - b. HD
 - c. Laser
9. The acronym for basic input output system:
 - a. BIS
 - b. BS
 - c. BIOS
10. Some discs only carry a read online memory:
 - a. RAM
 - b. ROM
 - c. RM

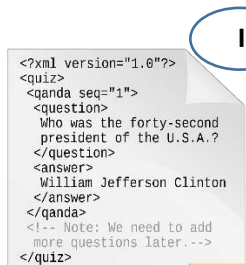
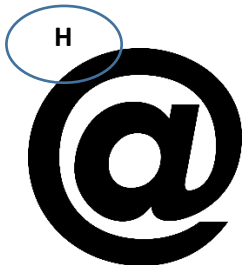
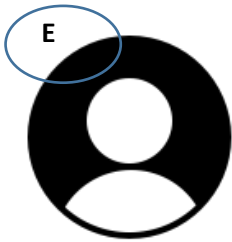
EXERCISE 3: Look for the following words:

connector port computer digital system
 frequency operating user disc

A	V	D	G	E	X	P	E	R	I	E	N	C	E	U
N	C	I	N	I	N	F	O	R	M	A	T	I	O	N
T	O	G	I	R	H	M	P	J	A	B	V	U	X	Q
I	N	I	T	H	E	O	T	O	I	I	S	C	U	U
V	N	T	A	T	R	T	I	J	D	E	R	E	S	U
I	E	A	R	T	E	D	U	E	R	G	B	N	W	T
R	C	L	E	D	A	C	O	P	Z	E	B	N	W	T
U	T	W	P	R	R	U	H	K	M	S	T	F	K	X
S	O	K	O	S	D	E	I	N	J	O	P	M	J	H
J	R	P	I	Q	A	W	T	U	O	K	C	Z	M	M
L	A	N	O	S	R	E	P	U	L	L	U	R	E	J
F	F	F	C	Z	F	C	K	F	P	N	O	T	Z	C
E	C	A	F	R	E	T	N	I	T	M	S	G	E	S
F	R	E	Q	U	E	N	C	Y	R	Y	O	I	Y	I
T	A	G	U	N	K	Z	M	Q	S	H	N	C	Q	D

Internet Terms

EXERCISE 1: Match the words with the picture:



- 0.....c.....pop-up
- 1.....username
- 2.....cookies
- 3.....at sign
- 4.....router
- 5.....web browser
- 6.....xml
- 7.....network
- 8.....search engine
- 9.....hyperlink
- 10.....antivirus

EXERCISE 2: Rearrange the letters:

- 0. inpotre pointer
- 1. urcors
- 2. nimotro

- 3. bercypasec
- 4. spsaowdr

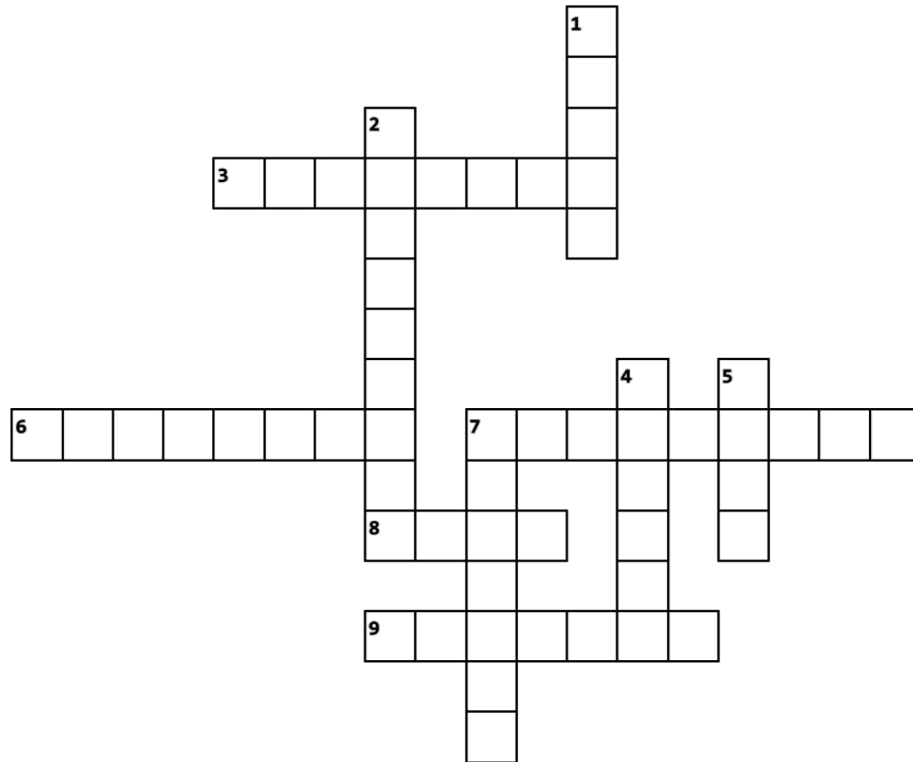


- | | |
|------------------|------------------|
| 5. olbg | 8. maeli |
| 6. treour | 9. tohs |
| 7. caopdts | 10. ersrev |

EXERCISE 3: Complete the following crossword:

Figure 10

Internet terms crossword



Note. Some common internet terms. Retrieved from (Crossword Labs, 2023)

Across

- 3. A unit of data storage capacity.
- 6. A secret word or phrase.
- 7. Hypertext file or document to another location.
- 8. Store (a website or other data) on a server.
- 9. Connect or operate.

Down

- 1. Connects your home network to the internet.
- 2. A range of frequencies within a given band.
- 4. Device that provides a service to another computer.
- 5. A regularly updated website or web page.
- 7. Is used to index keywords or topics on Twitter.

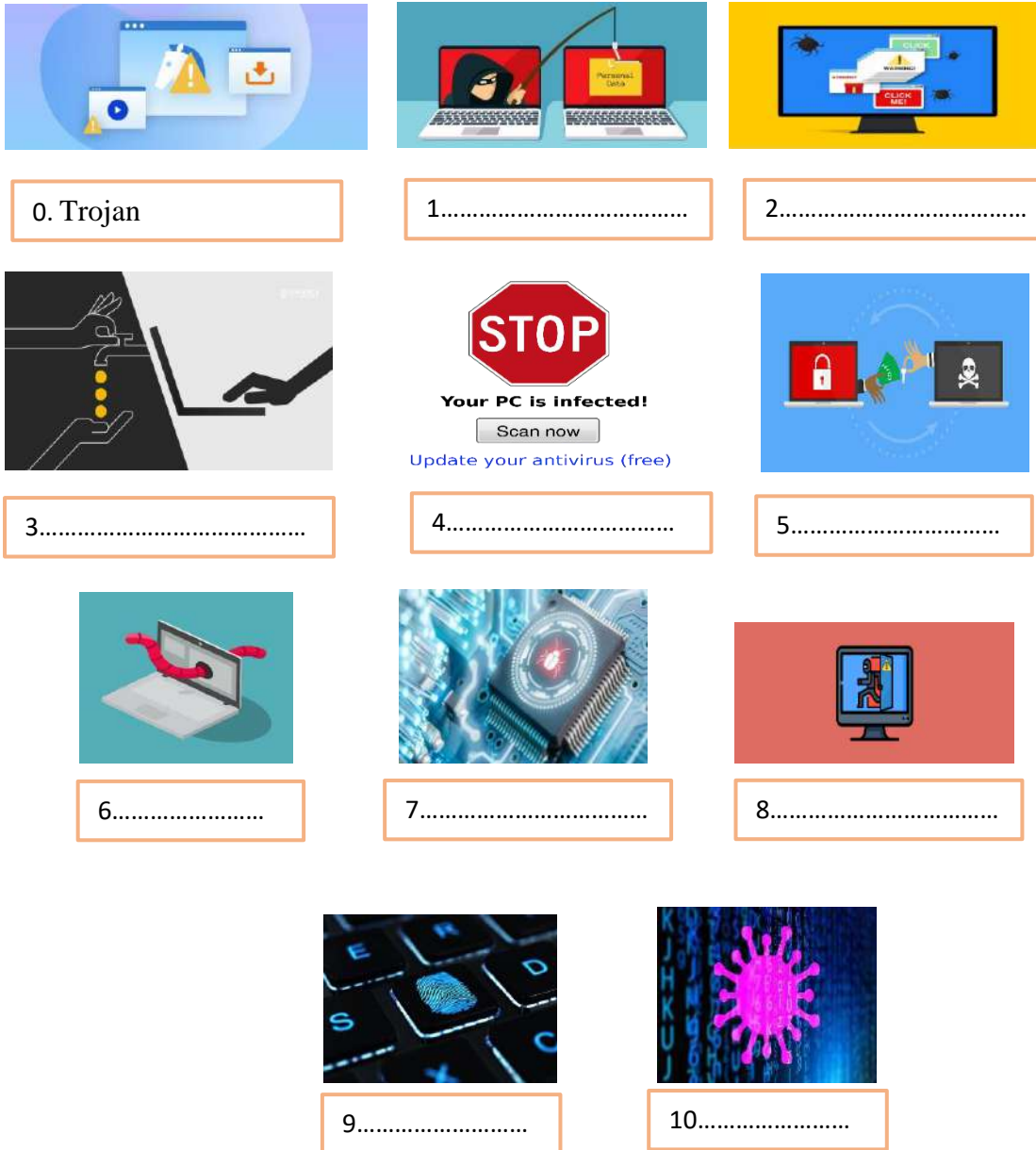
Internet security

EXERCISE 1: Put the right name in the spaces:

ransomware	virus	worms	crypto jacking	rootkits
adware	backdoors	spyware	malware	keylogger

Figure 11

Virus



0. Trojan

1.....

2.....

3.....

4.....

5.....

6.....

7.....

8.....

9.....

10.....

Note. Virus and security. Retrieved from (Cayley Wetzig, 2022)



EXERCISE 2: Complete the following word search:

G	P	U	O	F	S	D	N	I	C	A	F	D	H	N
N	D	H	E	Q	O	U	P	E	D	F	I	M	E	C
I	X	V	I	M	W	T	R	W	L	A	R	Q	P	W
K	B	P	A	S	T	K	A	I	V	S	E	N	B	G
C	B	I	P	M	H	R	W	L	V	P	W	N	G	K
A	N	Z	T	A	E	I	B	O	F	K	A	B	D	R
J	T	U	T	L	G	M	N	M	M	W	L	O	I	O
O	M	D	C	W	I	V	T	G	T	R	L	U	C	W
T	E	M	B	A	R	V	Q	I	E	R	R	Q	J	T
P	J	W	F	R	C	E	G	K	K	I	O	C	U	E
Y	A	I	R	E	V	S	C	E	N	T	B	J	K	N
R	I	Z	M	I	O	A	F	Q	H	S	O	E	A	Z
C	U	E	L	F	H	Z	C	F	S	M	R	O	W	N
D	M	B	N	C	R	A	N	S	O	M	W	A	R	E
N	O	I	T	P	Y	R	C	N	E	O	L	X	G	L

adware
malware
crypto jacking
firewall
domain
network
encryption
trojan
phishing
ransomware

EXERCISE 3: Choose the correct concept for the following descriptions:

0. The concept of identifying a user's identity:
 - a. authentication
 - b. username
 - c. ID
1. A hacker successfully breaking into a system:
 - a. malware
 - b. data breach
 - c. Trojan
2. A network of computers all connected to one entity:
 - a. domain
 - b. data
 - c. blog
3. Coding used to protect a person's identity and information:
 - a. username
 - b. ID
 - c. Encryption
4. Any software used to keep hackers out:
 - a. malware
 - b. firewall
 - c. Trojan
5. A scam where a hacker possesses as a legitimate user or organization:
 - a. phishing
 - b. ransomware
 - c. catfishing
6. Denies access to your system until you sent money to unlock everything:
 - a. malware
 - b. ransomware
 - c. adware
7. Where a hacker can spy on you and your computer activities:
 - a. spyware
 - b. malware
 - c. virus
8. An innocent looking malware that allows a hacker into your system:
 - a. ID
 - b. Trojan
 - c. data
9. Malware which changes, corrupts, or destroys information, and is then passed on to other systems:

- a. virus b. anti-virus c. malware

10. A malware that can reproduce itself to other computers in a network:

- a. software b. developer c. worm

Web Browsers

web	interact	program	wide	images
world	application	information	pages	browser

EXERCISE 1: Complete the following paragraph using the words from the chart.

A (1)..... is an (2)..... (3).....that allows you to review and (4)..... with all the (5)..... on the (6)..... (7)..... (8)..... this includes web (9)....., videos and (10).....

EXERCISE 2: Match the picture with its correct name:

Figure 11

Web browsers

			<div style="border: 1px solid green; border-radius: 15px; padding: 10px;"> <p>Microsoft edge</p> <p>Duckduckgo</p> <p>Opera</p> <p>Google chrome</p> <p>Brave</p> <p>UC browser</p> <p>Safari</p> <p>Mozilla Firefox</p> <p>Vivaldi</p> </div>
<input type="text"/>	<input type="text"/>	<input type="text"/>	
			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
			
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Note. Web browsers which have reached popularity in the last years. Retrieved from (Software Testing Help, 2023)



EXERCISE 3: Write a paragraph of at least 150 words talking about the browsers you use and what you would like to see improve in them.

.....

.....

.....

.....

.....

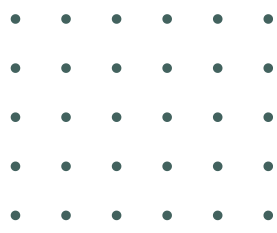
.....

.....

.....

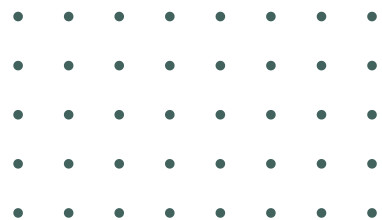
.....

.....



UNIT 4

HAVE YOU EVER PURCHASED ONLINE?





UNIT 4: HAVE YOU EVER PURCHASED ONLINE?

E-commerce

EXERCISE 1: Complete the definition using the words from the chart.

bought	products	devices	buy	computers
home	E-commerce	internet	companies	commerce

(1)..... is an activity in which (2)or individuals (3)..... or sell (4) or service over the (5)Through this type of (6)..... anything can be (7)..... without leaving (8)..... just using our (9)....., smartphones, tablets or other smart (10).....
(Adobe Experience Cloud Blog, 2021)

EXERCISE 2: Match the acronyms of types of e-commerce with its correct name.

B2C (.....)	1. Consumers sell to other consumers
B2B (.....)	2. Consumers sell to governments
C2B (.....)	3. Governments or sell to consumers
C2C (.....)	4. Businesses sell to other businesses
B2G (.....)	5. Governments sell to businesses.
C2G (.....)	6. Businesses sell to individual consumers.
G2B (.....)	7. Businesses sell to governments
G2C (.....)	8. Consumers sell to businesses.

EXERCISE 3: In the word search look for words related to e-commerce.

C	B	A	G	A	S	D	F	G	P	L	K	J	H	G	F	I	T	E	M	S
O	Q	D	W	E	H	R	T	Y	A	U	I	O	L	K	J	H	R	G	F	D
S	Z	D	E	L	I	V	E	R	Y	T	Y	P	U	R	C	H	A	S	E	S
T	X	A	S	D	P	F	G	H	M	L	K	J	H	G	F	D	C	C	V	H
U	C	W	V	B	Y	O	R	D	E	R	W	H	F	V	F	D	K	B	F	H
M	V	G	D	J	V	Y	J	K	N	C	C	B	H	N	D	Y	I	V	G	N
E	C	O	N	F	I	R	M		T	I	T	H	B	Y	T	T	N	F	R	W
R	B	N	M	L	J	H	Y	U	I	C	A	R	T	W	D	R	G	T	H	U



EXERCISE 4: Write the words found above and write their translation:

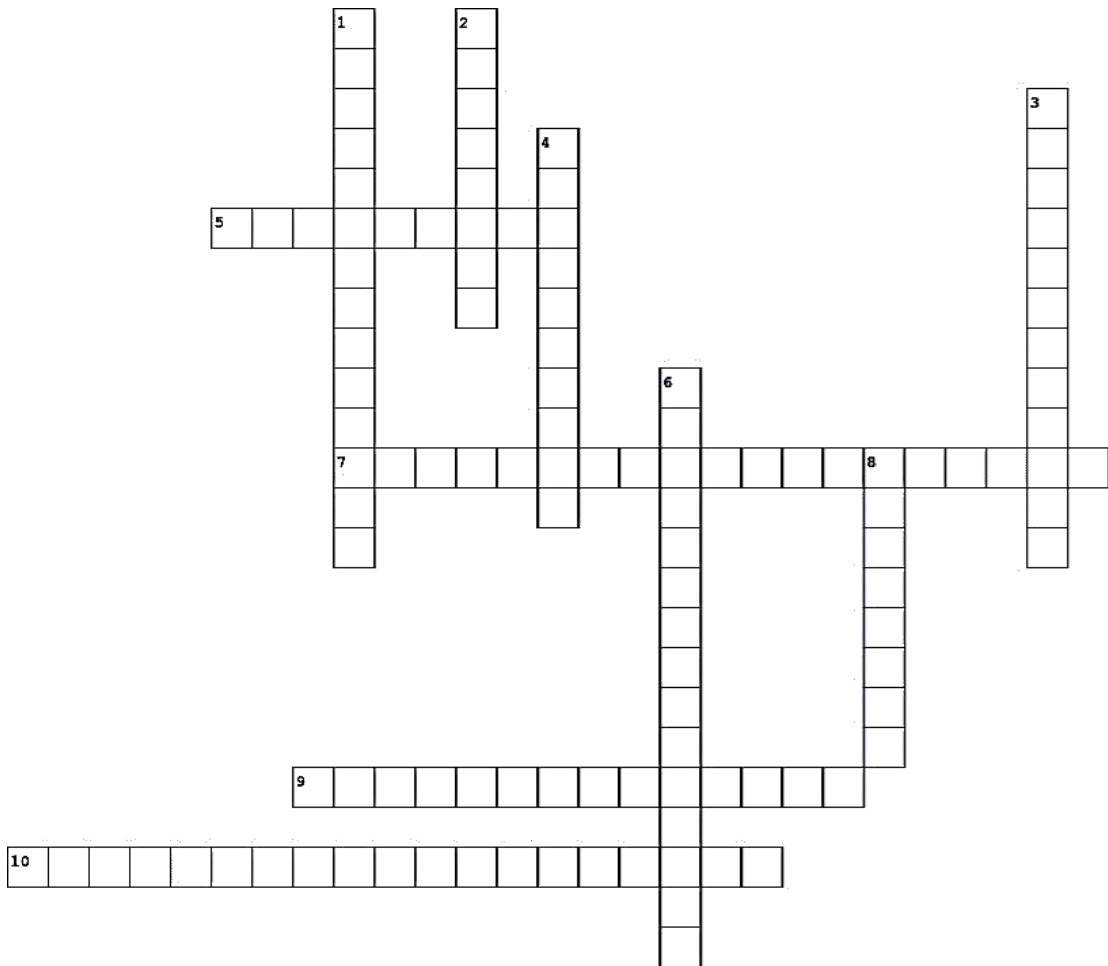
- 1. 7.
- 2. 8.
- 3. 9.
- 4. 10.
- 5. 11.
- 6. 12.

Types of Software

EXERCISE 1: Read and complete the following crossword.

Figure 12

Types of software crossword



Note. Types of software that have been developed over the years. Retrieved from (Crossword Labs, 2023)



Across	Down
<p>5. It is free to use and share with others, but only for a short time.</p> <p>7. A software program or group of programs designed for end-users.</p> <p>9. Provides a platform for other software and includes the programs managing the computer itself</p> <p>8. It is software that's stored on a computer's motherboard or chipset.</p>	<p>1. Communicate with hardware and control devices and peripherals attached to a computer.</p> <p>2. It is a type of proprietary software that is released without charge to the public.</p> <p>3. Do not expose the original code.</p> <p>4. It is a software with source code that anyone can inspect, modify, and enhance.</p> <p>6. Is designed to analyze and optimize a device.</p> <p>10. It is a program that assists software developers or programmers with creating, debugging and maintaining other programs and applications.</p>

EXERCISE 2: Match the software with the examples:

1. Application software	(...) GitHub, Android Studio, Eclipse.
2. System software	(...) Adobe reader, Audacity, Team viewer.
3. Firmware	(...) Linux OS
4. Programming software	(...) anti-virus
5. Driver software	(...) Microsoft word, media player, power point, Gmail, excel.
6. Freeware	(...) WinZip
7. Shareware	(...) Skype
8. Open-source software	(...) Graphic cards, network cards, mouse and keyboard.
9. Closed Source software	(...) Windows, Linux, MacOS, Google's Android.
10. Utility Software	(...) Basic input/output system (BIOS)

EXERCISE 3: Complete the following sentences using the vocabulary above:

- is the most used word processor designed by Microsoft.
- Anti-virus is an..... to keep our computer virus free.
- is used in order to play videos and music.
- My mom and I communicate every day on
- If you want to compress your files, you should use
- Samsung phones work with system.
- Software students must get some in order to create new apps.
- is the most famous email service.
- Adobe reader is an example of
- My cousin Martin is using for editing my songs.



Databases

EXERCISE 1: Complete the definition using the words from the chart.

applications computer database system management
 collection stored information controlled data

A (1)..... is an organized (2)..... of structured (3)....., or (4)....., typically (5)..... electronically in a (6)..... system. A database is usually (7)..... by a database (8) management (9).....(DBMS). Together, the data and the DBMS, along with the (10)..... that are associated with them, are referred to as a database system, often shortened to just database. (Oracle, 2023)

EXERCISE 2: Discover the main functions of database:

1. rseot fntmnioario _ _ _ _ _
2. nfdi fntmnioario _ _ _ _ _
3. zaleyan nda tpni fntmnioario _ _ _ _ _
4. aagmne fntmnioario _ _ _ _ _
5. hrsae fntmnioario _ _ _ _ _

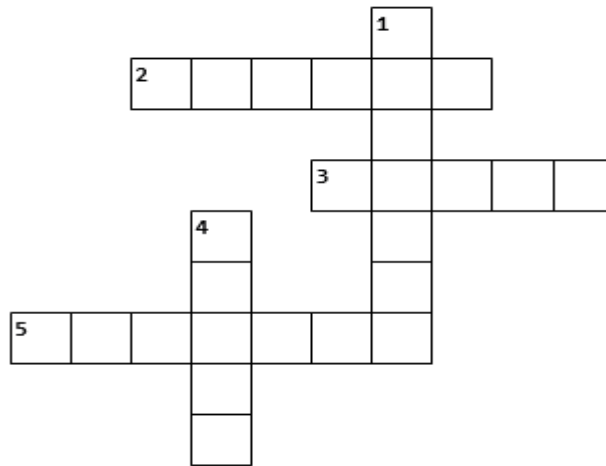
EXERCISE 3: Match the databases object with its correct picture:

Codes report tables forms queries



EXERCISE 3: Complete the following crossword.

Across	Down
2. Store a database’s data in rows (records) and columns (fields). 3. Help you perform routine tasks by automating them into a single command. 5. Ask a question about data stored in a table.	1. Present data from a table or query in a printed format. 4. Are custom screens that provide an easy way to enter and view data in a table or query.



Programing Language

EXERCISE 1: Complete the following definition using the words from the chart.

- perform
- mobile
- desktop
- programming
- websites
- computers
- language
- task
- instructions
- programmers

A (1)..... (2)..... is a computer language that is used by (3) to communicate with (4)..... It is a set of (5)..... written in any specific language to (6)..... a specific (7)..... A programming language is mainly used to develop (8)..... applications, (9)....., and (10)..... applications. (Javatpoint, 2023)

EXERCISE 2: Read the brief story of python and then answer the questions:

Python

Python was created by Guido van Rossum, and first released on February 20, 1991. While you may know the python as a large snake, the name of the Python programming language comes from an old BBC television comedy sketch series called Monty Python’s Flying Circus.

One of the amazing features of Python is the fact that it is actually one person’s work. Usually, new programming languages are developed and published by large companies employing lots of professionals, and due to copyright rules, it is very hard to name any of the people involved in the project. Python is an exception.



Of course, Guido van Rossum did not develop and evolve all the Python components himself. The speed with which Python has spread around the world is a result of the continuous work of thousands (very often anonymous) programmers, testers, users (many of them aren't IT specialists) and enthusiasts, but it must be said that the very first idea (the seed from which Python sprouted) came to one head – Guido's.

Python is maintained by the Python Software Foundation, a non-profit membership organization and a community devoted to developing, improving, expanding, and popularizing the Python language and its environment. (Python Institute, s.f)

	TRUE	FALSE
1. Guido van Robert was the creator of Python.	()	()
2. Phyton was created by a large company.	()	()
3. Python was created on February 1991.	()	()
4. The logo of Python is a large snake.	()	()
5. The name of Python came from a character.	()	()
6. Python is maintained by a non-profit organization.	()	()

EXERCISE 3: Match the pictures with its correct

Swift	C++	GO	Java	R
Pvthon	PHP	C#	JavaScript	C

 <input style="width: 100%; height: 20px;" type="text"/>	 <input style="width: 100%; height: 20px;" type="text"/>	 <input style="width: 100%; height: 20px;" type="text"/>	 <input style="width: 100%; height: 20px;" type="text"/>	 <input style="width: 100%; height: 20px;" type="text"/>
 <input style="width: 100%; height: 20px;" type="text"/>	 <input style="width: 100%; height: 20px;" type="text"/>	 <input style="width: 100%; height: 20px;" type="text"/>	 <input style="width: 100%; height: 20px;" type="text"/>	 <input style="width: 100%; height: 20px;" type="text"/>

System Development

EXERCISE 1: Complete the definition using the words from the chart.

designing systems software application System
 implementing database development acquisition designing

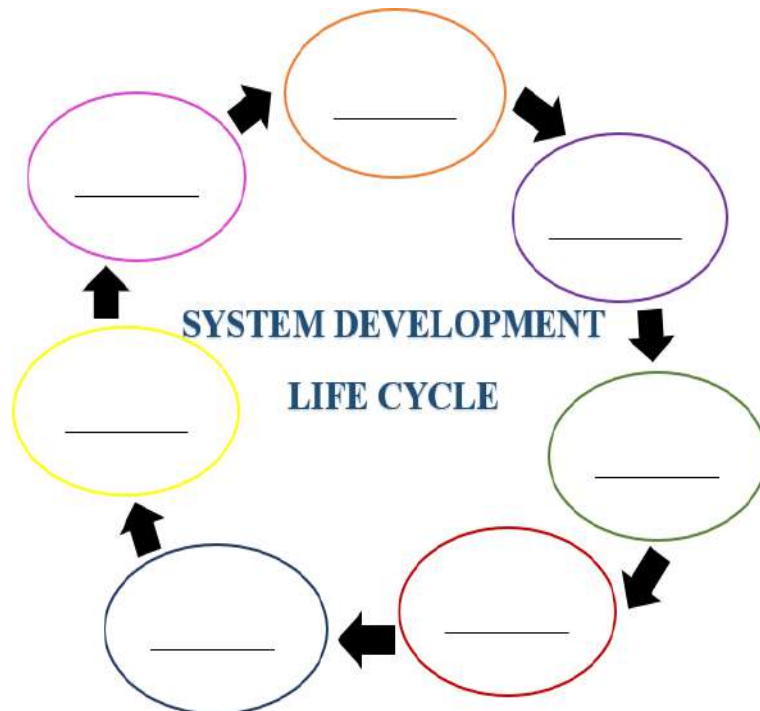
(1)..... (2)..... is the process of defining, (3)....., testing, and (4)..... a new software (5)..... or program. It could include the (6)development of customized (7)....., the creation of (8)..... systems, or the (9)..... of third party developed (10)..... (Farm Credit Administration, 2007)

EXERCISE 2: Using the words from the chart write the correct order of the system development life cycle.

design implementation planning development
 analysis maintenance testing

Figure 13

System development life cycle



Note. System development life cycle which helps to build information systems. (Svitla, 2021)



EXERCISE 3: Classify the words in the correct group.

1 System development Cycle	2 Methodologies of system development	3 System development roles
-----------------------------------	--	-----------------------------------

(...) Devops Engineer3	(...) Implementation1	(...) Waterfall2
(...) V model2	(...) System Analyst	(...) Desing1
(...) Maintenance1	(...) Prototyping2	(...) Iterative and incremental2
(...) Testing1	(...) Information System Architec	(...) Tester (QA)
(...) Rapid application development2	(...) Analysis1	(...) Spiral2
(...) V model2	(...) Project Manager	(...) Software Developer
(...) Development1	(...) Agil2	(...) Planning1



ANSWER KEY

UNIT 1
Types of technological devices

Exercise 1, p. 1.	Exercise 2, p. 1.	Exercise 3, p. 2.
1. 8	1. laptop	1. b
2. 5	2. printer	2. b
3. 1	3. smartwatch	3. b
4. 2	4. memory flash	4. a
5. 9	5. mouse	5. a
6. 3	6. cd reader	6. a
7. 7	7. drone	7. b
8. 4	8. tablet	8. b
9. 6	9. console videogames	9. b
10. 10	10. card reader	10. b

Hardware Basics

Exercise 1, p. 1.	Exercise 2, p. 4.	Exercise 3, p. 4.
1. F	1. B	1. Power Supply
2. G	2. B	2. Central Processing Unit (CPU)
3. H	3. C	3. ROM-BIOS
4. I	4. B	4. Ports
5. E	5. B	5. CD-ROM or DVD ROM drive
6. C	6. B	6. Expansions slots
7. D	7. B	7. Floppy disk drive
8. A	8. B	8. Motherboard
9. J	9. B	9. Random Access Memory
10. B	10. B	10. Hard disk drive

Software Basics

Exercise 1, p. 5.	Exercise 2, p.5.6	Exercise 2, p. 6.
1. Browser	1. camera	HARDWARE SOFTWARE
2. Facebook	2. google	1. Monitor 1. Browser
3. Excel	3. YouTube	2. Speakers 2. Recycle Bin
4. Power Point	4. printer	3. Printer 3. Folder
5. Zoom	5. Facebook	4. Web Camera 4. Facebook
6. Word	6. Zoom	5. CPU 5. Snapchat
7. Instagram	7. mouse	6. Flash Memory 6. Instagram
8. YouTube	8. headphones	7. Mouse 7. Power Point
9. WhatsApp	9. screen	8. Keyboard 8. Word
10. TikTok	10. speaker	9. Headphone 9. Publisher
11. Telegram		10. CD 10. Excel
12. Snapchat		11. Mouse Pad 11. YouTube



Microsoft Windows Basics

Exercise 1, p. 6. 1. Students' def. 2. Students' def. 3. Bill Gates and Paul Allen 4. 1975 5. Bill Gates 6. 1983 7. Yes, It has 8. 12 9. Students' def. 10. Students' def.	Exercise 2, p. 7-8. 1. devices 2. text input 3. start 4. taskbar 5. notifications 6. sound 7. accessibility 8. privacy and security 9. accounts 10. System	Exercise 3, p. 7. 1. W. update 11. multitasking 2. storage 12. font 3. power & battery 13. Wi-fi 4. privacy 14. Add user 5. data & time 15. V. & protec. 6. Bluetooth & devices 7. Sign in opt. 8. typing 9. background 10. sound
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Social Networks

Exercise 1, p. 8. 1. Twitter 2. TikTok 3. Yahoo 4. Skype 5. Gmail 6. Google 7. YouTube 8. MSN 9. Facebook 10. Telegram 11. Snapchat 12. Windows 13. Instagram 14. Apple 15. WhatsApp	Exercise 2, p. 8-9. 1. YouTube 2. Instagram 3. Twitter 4. WhatsApp 5. Facebook/Instagram 6. Twitter 7. Skype 8. Google meet 9. TikTok 10. Instagram/TikTok	Exercise 3, p. 9. 1. Posted/Instagram 2. Listened/Spotify 3. Watched/YouTube 4. Sent/Gmail 5. Chatted/Messenger 6. Downloaded/Apple 7. Uploaded/Facebook 8. Wrote/Windows 9. Paid/ PayPal 10. Joined/VivaVideo
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UNIT 2
Operating System

Exercise 1, p. 10. 1. 1985 7. 2001 2. 1987 8. 2006 3. 1990 9. 2009 4. 1992 10. 2012 5. 1996 11. 2014 6. 2000 12. 2021	Exercise 2, p. 11. 1. b/a 2. b/c 3. b/a 4. a/b 5. b/a	Exercise 2, p. 4. (item 5) 1. JPG 2. PDF 3. MP3 4. HTML 5. GIF
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Microsoft Word basics

Exercise 1, p. 12. <ol style="list-style-type: none">1. save2. font3. letter size4. bullets5. center6. bold type7. underlined8. strikethrough9. text color10. paragraph. s.	Exercise 2, p. 12. <ol style="list-style-type: none">1. undo2. refresh3. paste4. copy5. cut6. help7. open8. repeat typing9. print10. save	Exercise 3, p. 13. <ol style="list-style-type: none">1. Word Processing / printable2. Google Docs3. Microsoft4. characteristics5. use/ computers.6. web based7. Document creation8. documents.9. word processing.10. email
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Microsoft Excel basics

Exercise 1, p. 13-14. <ol style="list-style-type: none">0. title bar1. command tabs2. quick access toolbar3. column tab4. formula bar5. ribbon6. row bar7. worksheet area8. insert tab9. zoom10. view buttons	Exercise 2, p. 14. <ol style="list-style-type: none">0. formula1. zoom2. cell3. expand4. layout5. view6. ribbon7. column8. file9. worksheet10. numbers	Exercise 3, p. 14-15. <ol style="list-style-type: none">0. enter1. now ()2. sum3. -4. count5. backspace6. division7. specify range of cells8. sheet name9. *10. formula is being used
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Windows Keyboard Shortcuts

Exercise 1, p. 15-16. <ol style="list-style-type: none">0. copy1. paste2. open3. screenshot4. CAPS on5. refresh6. switch between programs7. make alias8. print9. file10. undo	Exercise 2, p. 16. <ol style="list-style-type: none">0. a1. a2. b3. c4. a5. a6. b7. a8. c9. a10. b	Exercise 3, p. 17. <ol style="list-style-type: none">1. caps2. copy/cut3. tab4. space5. undo6. num lock7. backspace8. save9. home10. bookmarks
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Google Apps

Exercise 1, p. 17.	Exercise 2, p. 18.	Exercise 3, p. 19.
0. drive	1. b	1. cloud
1. Gmail	2. a	2. meet
2. docs	3. b	3. classroom
3. sheets	4. b	4. slides
4. forms	5. c	5. docs
5. slides	6. b	6. chrome
6. drawings	7. b	7. forms
7. sites	8. c	8. sheets
8. maps	9. a	9. hangouts
9. photos	10. b	10. drive
10. calendar		

UNIT 3

Common Computing Verbs

Exercise 1, p. 20.	Exercise 2, p. 20.	Exercise 3, p. 21.
0. burn	0. printer	0. connect
1. delete	1. scanner	1. print
2. cut	2. pointer	2. save
3. save	3. google	3. upload
4. zip	4. scrolling	4. click
5. undo	5. browse	5. stream
6. upload	6. stream	6. install
7. transfer	7. upload	7. delete
8. paste	8. connect	8. scan
9. copy	9. copy	9. download
10. print	10. erase	10. speakers

Common Computing Acronyms

Exercise 1, p. 22.	Exercise 2, p. 22.	Exercise 3, p. 23.
0. Central Computing Unit	0. MAC	1. Port
1. Internal Protocol	1. OS	2. Computer
2. Internet Service Provider	2. PC	3. Digital
3. Local Area Network	3. AV	4. Frequency
4. Operating System	4. IT	5. Operating
5. User Experience	5. RAM	6. User
6. Instant Messaging	6. WWW	7. Disc
7. Portable document format	7. VPN	8. System
8. Electronic mail	8. LCD	9. Connector
9. Digital Video Disc	9. BIOS	10. Antivirus
10. Mega hertz	10. ROM	



Internet Terms

Exercise 1, p. 24. 0. C (pop-up) 1. E 2. G 3. H 4. J 5. K 6. I 7. F 8. B 9. A 10. D	Exercise 2, p. 24. 0. pointer 1. cursor 2. monitor 3. cyberspace 4. password 5. blog 6. router 7. podcast 8. email 9. host 10. server	Exercise 3, p. 25. 1. server 2. bandwidth 3. gigabyte 4. modem 5. blog 6. password 7. hyperlink/hashtag 8. host 9. network 10. modem
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Internet Security

Exercise 1, p. 26. 0. trojan 1. spyware 2. adware 3. crypto jacking 4. malvertising 5. ransomware 6. warms 7. rootkits 8. backdoors 9. keylogger 10. virus	Exercise 2, p. 27. 1. Adware 2. Malware 3. Crypto jacking 4. Firewall 5. Domain 6. Network 7. Encryption 8. Trojan 9. Phishing 10. Ransomware	Exercise 3, p. 26. 0. authentication 1. data breach 2. domain 3. encryption 4. firewall 5. phishing 6. ransomware 7. spyware 8. trojan 9. virus 10. worm
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Web Browsers

Exercise 1, p. 28. 1. browser 2. application 3. program 4. interact 5. information 6. World 7. Wide 8. Web 9. pages 10. images	Exercise 2, p. 28. 1. Google chrome 2. Opera 3. Mozilla Firefox 4. Safari 5. Microsoft edge 6. Brave 7. Vivaldi 8. UC browser 9. Duckduckgo	Exercise 3, p. 29 Students' own opinion
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UNIT 4

E-commerce

Exercise 1, p. 30	Exercise 2, p. 30	Exercise 4-5, p. 30
1. E-commerce	1. 6	1. customer
2. companies	2. 4	2. bag
3. buy	3. 8	3. add
4. products	4. 1	4. deliver
5. internet	5. 7	5. ship
6. commerce	6. 2	6. order
7. bought	7. 5	7. confirm
8. home	8. 3	8. items
9. computers		9. purchases
10. devices		10. tracking
		11. cart
		12. payment

Types of Software

Exercise 1, p. 31	Exercise 2, p. 32	Exercise 3, p. 32
1. Application. S.	1. 4	1. Microsoft word
2. system software	2. 6	2. utility software
3. firmware	3. 8	3. Media player
4. programming software	4. 10	4. Skype
5. driver software	5. 1	5. WinZip
6. freeware	6. 7	6. android
7. shareware	7. 9	7. programming software
8. open source	8. 5	8. Gmail
9. closed source	9. 2	9. freeware
10. utility software	10. 3	10. audacity

Databases

Exercise 1, p. 32	Exercise 2, p. 33	Exercise 3, p. 33
1. database	1. store information	1. 3
2. collection	2. find information	2. 5
3. information	3. analyze and print information	3. 4
4. data	4. manage information	4. 2
5. stored	5. share information	5. 1
6. computer		Exercise 4, p.33
7. controlled		1. reports, 2. tables, 3.
8. management		codes, 4. forms, 5.
9. system		queries
10. applications		



Programming Language

Exercise 1, p. 34	Exercise 2, p. 34	Exercise 3, p. 34
1. programming	1.f	7.Python
2. language	2.f	8.JavaScript
3. programmers	3.t	9.Java
4. computers	4.t	10. C#
5. instructions	5.f	11. Matlab
6. perform	6.t	12. C++
7. task		13. GO
8. desktop		14. R
9. websites		15. Swift
10. mobile		16. PHP

System Development

Exercise 1, p. 34	Exercise 2, p. 34	Exercise 3, p. 34
1. System	1. planning	1. 3 12. 1
2. development	2. analysis	2. 2 13. 3
3. designing	3. design	3. 1 14. 3
4. implementing	4. development	4. 1 15. 2
5. application	5. testing	5. 2 16. 1
6. internal	6. implementation	6. 2 17. 2
7. systems	7. maintenance	7. 1 18. 3
8. database		8. 1 19. 2
9. acquisition		9. 3 20. 3
10. software		10. 2 21. 1
		11. 3



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AUTORAS

Mónica Paulina León Rodríguez
Myrian Patricia Quigla Lara
Jessie Carolina Suntaxi Cueva

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Av. Lizarzaburu s/n y Av. La Prensa, Riobamba
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