

Chapter 18: Technology in the Workplace

I-Summary: This chapter describes the purpose and function of technology in the workplace. Information technology allows people and businesses to receive information quickly and easily. Electronic mail allows workers to communicate electronically. Telecommuting is when an employee works from home and communicates with the workplace electronically. Computer-aided design is software for designing products with a computer. ATMs are a form of electronic information transfer. Virtual training uses a computer to simulate a real situation. Virtual reality is an artificial world created by a computer. The Internet is a global computer network. The World Wide Web is a part of the Internet that allows people to access information. The World Wide Web Consortium is an international association that develops Web standards. A Web browser is a program used for displaying pages on the Web. An intranet is a computer network used by an organization and is closed to the public. An extranet is an extension of an organization's intranet. A hacker illegally gains access to information on a computer system. A virus can put copies of itself on a computer without the user's knowledge. A security breach occurs when unauthorized access to a computer obtained.

I-Quiz

Quiz yourself to check your understanding. For each question, you will hear four answer choices. After you hear all four answer choices, choose your answer during the pause. Then you will hear the correct answer. Let's begin.

Question 1

Which involves using computers to transmit information in digital form?

- a. telecommunications
- b. information technology
- c. telecommuting
- d. radio

Question 2

Which is an artificial world created by computers?

- a. information technology
- b. internet
- c. extranet
- d. virtual reality

Question 3

Which term refers to a global computer network?

- a. extranet
- b. Internet
- c. virtual reality
- d. IT

Question 4

Which could be an extension of a company's intranet?

- a. ethernet
- b. internet
- c. extranet
- d. world wide web

Question 5

Which term refers to a person who illegally gains access to information on a computer?

- a. cookie
- b. IT manager
- c. hacker
- d. virus

Answer Key

1. The correct answer is B, information technology. Information technology uses computing, electronics, and telecommunications to process and distribute information.

- 2.** The correct answer is D, virtual reality. Virtual reality is an artificial, three-dimensional world created by a computer.
- 3.** The correct answer is B, Internet. The Internet is a global computer network.
- 4.** The correct answer is C, extranet. An extranet is an extension of the intranet of a company or organization.
- 5.** The correct answer is C, hacker. A hacker is a person who illegally gains access and sometimes tampers with information on a computer system.