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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Workplace Technology Review

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|  |  |  |  |  |  | 18  W | E | B | C | A | S | T | I | N | G |  |  |  |  | T |  | O |  | W |  |  |  |  |  |
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| **Across**  **1.** single-user or multi-line systems which make it easy to talk to people anywhere in the world  **3.** machines which allow people to make copies of duplicates of papers  **5.** software which helps organize and analyze data  **10.** heart of the workplace technology  **13.** Telephones transmitting pieces of paper electronically through telephone lines  **14.** holds data, information and instructions; differs from memory because it can hold items permanently  **15.** world's largest network; worldwide collection of LANs and WANs  **16.** physical components of a computer such as a monitor, hard drive, and printer  **18.** videoconferencing which broadcasts through the internet  **19.** program used to view websites such as Microsoft Internet Explorer or Google Chrome  **20.** portion of the internet consisting of computer sites containing billions of documents called web pages | **Down**  **2.** any business activity using electronic communication when goods and services are exchanged  **4.** consists of programs controlling the operations of a computer and its devices  **6.** number of computers connected together to share data, software, and hardware  **7.** conveys the requested information created by the CPU to a user  **8.** accountant's ledger on a computer  **9.** series of instructions telling computer hardware what to do  **11.** two or more LANs networked together across a large area such as school within a city or state  **12.** data of commands entered into the memory of a computer  **17.** enables people to send electronic messages with the click of a button; delivers messages in seconds rather than days |