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Workplace Technology Review

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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 |