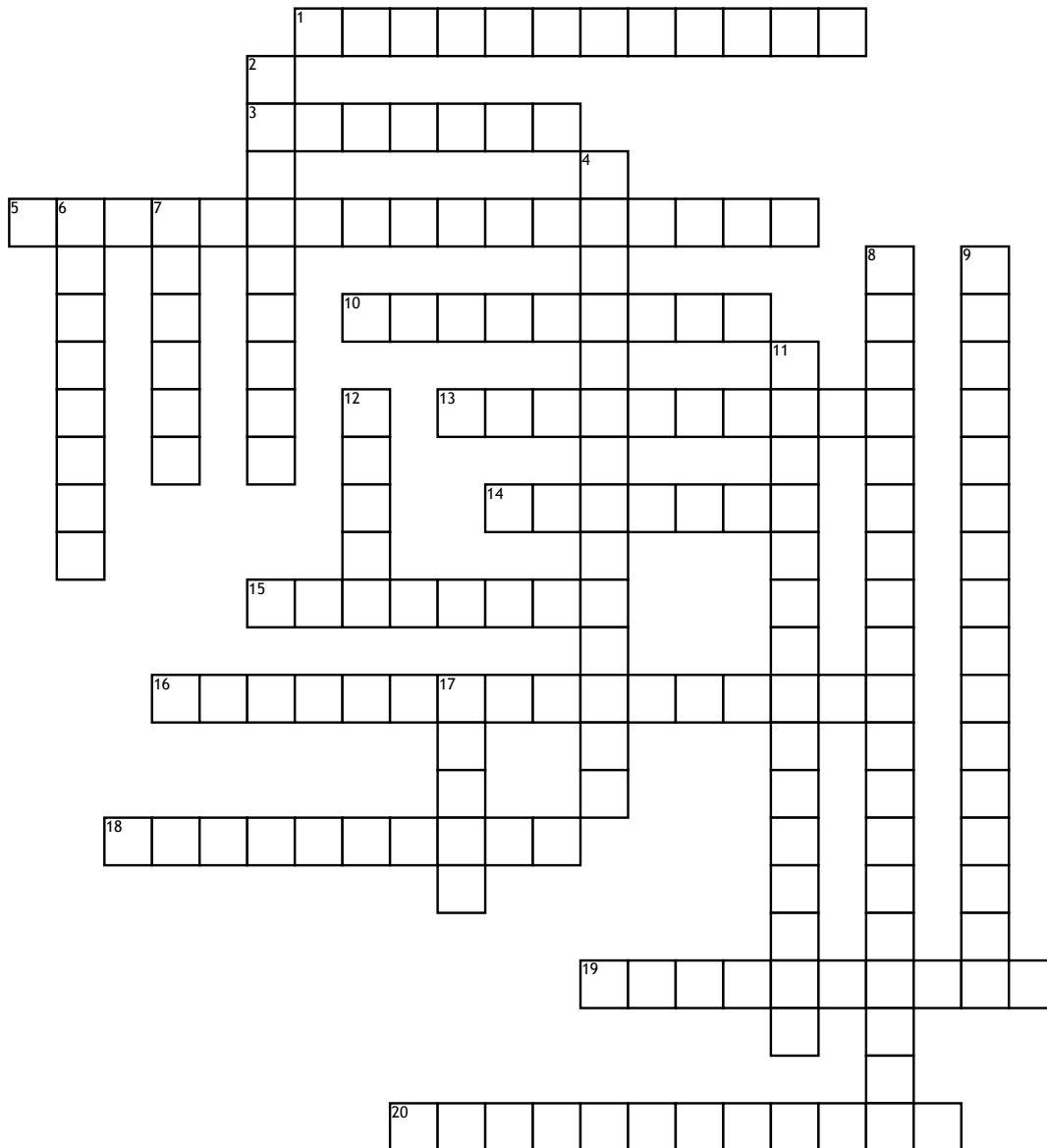


Name: _____

Date: _____

Workplace Technology Review



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