

# Inglês Técnico

# Tecnologia da Informação





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# Introdução

Neste material, exploraremos os termos e expressões essenciais necessários para uma comunicação eficaz no campo da tecnologia da informação.

Você desenvolverá habilidades para articular conceitos e procedimentos técnicos de forma clara e precisa, enquanto adquire a capacidade de compreender e responder de maneira eficaz aos desafios e demandas do setor de TI.

Estamos entusiasmados para iniciar esta jornada de aprendizado com você, contribuindo para o seu sucesso profissional como Profissional de TI!

Vamos começar!



# Orientação

# Siga estas orientações para otimizar o uso deste material e potencializar o seu aprendizado

- 1 Imprima este PDF;
- 2 Destaque com caneta marca-texto as palavras desconhecidas;
- 3 Leia a coluna meaning para descobrir o significado, sem usar tradutores;
- 4 Construa frases com aplicação das novas palavras que você está aprendendo.

Se precisar de inspiração, use o dictionary.cambridge.org

Faça isso por meio da escrita e não da digitação, pois isso potencializa o armazenamento do novo conhecimento na memória de longo prazo.



# **Expressões**

Exemplos		
Attachment	I'll send the spreadsheet as an attachment.	
Anexo	Vou enviar a planilha como anexo.	
Banda larga	Both 4G technologies promised wireless nirvana: fast, ubiquitous broadband.	
Broadband	Ambas as tecnologias 4G prometeram nirvana sem fio: banda larga rápida e onipresente.	
Browser	A bug in the browser's let servers download a Trojan horse.	
Navegador	Um erro no navegador permitiu aos servidores baixarem um cavalo de Tróia.	
Bug report	You can send a message to our technical support team with your bug reports or ideas.	
Relatório de Erros	Você pode enviar uma mensagem para nossa equipe de suporte técnico com seus relatórios de erros ou ideias.	
Cloud computing	With an increase in cloud computing services, data breach is a big concern.	
Computação em nuvem	Com o aumento dos serviços de computação em nuvem, a violação de dados é uma grande preocupação.	
Computing device	Thus, it's an extraordinarily complicated computing device.	
Dispositivo de computação	Portanto, é um dispositivo de computação extraordinariamente complicado.	
Cutting-edge technology	We are planning a cutting-edge technology never seen in this company before.	
Tecnologia de ponta	Estamos planejando uma tecnologia de ponta nunca antes vista nesta empresa.	
Database	Such a database would be extremely costly to set up.	
Base de dados	Esse banco de dados seria extremamente caro de configurar.	
Delay	Logistical problems may be causing the delay.	
Atraso	Problemas logísticos podem estar causando o atraso.	
Device	A computer is a device for processing information.	
Dispositivo	Um computador é um dispositivo para processar informações.	



# **Expressões**

Exemplos		
<b>Domain</b> Domínio	Register a domain name if you want people to find your website.  Registre um nome de domínio se desejar que as pessoas encontrem seu site.	
<b>File compression</b> Compactação de arquivo	This technology improved file compression results with no damage to the quality of the file.  Essa tecnologia melhorou os resultados da compactação de arquivos sem danificar a qualidade do arquivo.	
Host computer Computador central	Performance may be lower depending on card and host computer.  O desempenho pode ser menor, dependendo da placa e do computador central.	
<b>Input device</b> Dispositivo de entrada	The QWERTY keyboard was, and still is, the principal input device.  O teclado QWERTY foi e ainda é o principal dispositivo de entrada.	
Junk mail Lixo eletrônico	Thus, junk mail is blocked, and you receive only messages from trusted sources.  Assim, o lixo eletrônico é bloqueado e você recebe apenas mensagens de fontes confiáveis.	
<b>Motherboard</b> Placa-mãe	The new motherboard should be treated with great care as it can easily be damaged.  A nova placa-mãe deve ser tratada com muito cuidado, pois pode ser facilmente danificada.	
Operating system (OS) Sistema operacional	The new mainframe operating system is going haywire; the computer is down half the time.  O novo sistema operacional do mainframe está dando erros; o computador fica inativo metade do tempo.	
Parent folder Pasta principal	This shortcut enables you to open the file or the parent folder that contains that file.  Este atalho permite abrir o arquivo ou a pasta principal que contém esse arquivo.	
Read-only Somente leitura	These are programs written on read-only memory chips. Estes são programas escritos em chips de memória somente leitura.	
Service provider Provedor	You will need to call up your service provider and ask for it.  Você precisará ligar para o seu provedor para fazer uma solicitação.	



# **Expressões**

Exemplos		
Staging environment	This feature allows administrators to test an upgrade in a staging environment.	
Ambiente de teste	Esse recurso permite que os administradores testem uma atualização em um ambiente de teste.	
Surf the net Navegar na internet	Seven of the 10 safest countries to surf the Internet are in Africa.  Sete dos 10 países mais seguros para navegar na Internet estão na África.	
Syntax error Erro de sintaxe	The instructions were not carried out because of a syntax error.  As instruções não foram executadas devido a um erro de sintaxe.	
User-friendly	This is a flexible and user friendly system suitable for beginners and advanced users alike.	
Fácil de usar	Este é um sistema flexível e fácil de usar, adequado tanto para usuários iniciantes quanto para avançados.	





### **Access point**

A device that allows wireless-equipped computers and other devices to communicate with a wired network.

### Adobe Acrobat Reader

Acrobat Reader is software that allows you to view a PDF document.

### **ADSL**

Asymmetric Digital Subscriber Line; it is a broadband connection that works through the copper wires of existing phone lines and is mainly used for home broadband and within small businesses.

### Alias

A name or label assigned to a file, user, or command in a computer system, which serves as a shortcut or alternative way of referring to a more complicated name or command.

### **Analogue**

A type of signal or data representation that is continuous and variable, as opposed to digital, which uses discrete values. In analogue systems, information is represented in a way that can vary smoothly over a range.

# Assistive technology

Any software or hardware that acts to assist and improve the functional capabilities of people with disabilities. Examples include voice-to-text and text-to-speech tech.

### Attachment

Document sent with an email message. Many types of files can be sent this way (e.g. Word documents, PDFs, Excel files, JPEGs). Be wary of attaching large files because these can take a lot of time for the recipient to download. If you have a large file, it is considered good practice to compress the file using software such as Winzip before attaching it.

### **Authentication**

The process of identifying yourself and the verification that you're who you say you are. Computers where restricted information is stored may require you to enter your username and password to gain access.





### Back-end

The part of an application that performs an essential task not apparent to the user.

# Backward compatible

If software is backward compatible, it is compatible with earlier (superseded) versions of the same software. For example, the Microsoft word-processing program Word 2010 can read files created in the 2003 version of the same program, so it is backward compatible.

### **Bandwidth**

A measurement of the amount of data that can be transmitted over a network at any given time. The higher the network's bandwidth, the greater the volume of data that can be transmitted. Network bandwidth is usually expressed in bits per second (bps); modern networks typically have speeds measured in the millions of bits per second (megabits per second, or Mbps) or billions of bits per second (gigabits per second, or Gbps).

### Bit

The smallest unit of measurement in computing. 8 bits make up 1 byte.

### Bluetooth

Bluetooth is a wireless communications technology intended to replace cables. It allows short-range connections between two or more Bluetooth-compatible devices such as mobile phones, tablets, headsets or medical equipment.

### **Bookmark**

Saved links to particular web pages that can be organized in a browser for quick navigation to frequently visited sites.

## **Boolean operators**

Most search engines allow you to limit your search or make it more specific by using words such as "and", "or" and "not". These words are known as boolean operators because of their origin as terms in logic.

### **Boot (re-boot)**

To load and initialise the operating system on a computer. Think of it as starting up your computer. In Windows you can use the key combination CTRL and ALT and DEL as a "soft" boot. This means restarting the computer rather than turning it completely off and on again, which could cause damage to your computer's hard disk under some circumstances.



#### **Bounce back**

An email message that cannot be delivered and returns an error notification to the sender is said to "bounce back". If you receive such an error notification, check that you have typed the address correctly.

### **Broadband**

Broadband is a type of communications technology whereby a single wire can carry more than one type of signal at once; for example, audio and video. Cable TV is one technology that uses broadband data transmission.

### **Browser**

A software program that allows you to surf the web. Popular web browsers include Google Chrome, Mozilla Firefox and Microsoft Edge.

# **Business Continuity**

Processes and strategies that organizations put in place to ensure that critical functions can continue during and after a disruptive event. Business continuity plans (BCPs) typically include disaster recovery, crisis management, and communication strategies to safeguard the organization's resilience and recovery.

### **BYOD**

Bring Your Own Device or "BYOD" is a business and technology policy that allows employees to bring in personal mobile devices and use these devices to access company data, email, etc.



### Cache

A set of files saved on your hard disk that help your browser display pages you have already visited more quickly. It displays the files from your hard disk instead of the web.

#### CAD

Computer-aided design (CAD) is a type of software that allows users to create 2D and 3D design and modelling. CAD is used by architects, engineers, artists and other professionals to create precise technical drawings.

### Chip

A small piece of silicon that contains integrated circuits, which perform specific electronic functions in devices such as computers, smartphones, and other technology. Chips can include various types of processors (like CPUs and GPUs), memory, and other components, enabling the operation of digital devices.



### **Cloud computing**

Cloud computing refers to the storing and accessing of data and programs over the Internet instead of on another type of hard drive. Examples of Cloud services include iCloud, Google Cloud and Dropbox.

### Cloud

Shorthand for cloud computing services or all existing cloud services (e.g., iCloud, Dropbox, Google Drive).

### Compression

Compression is the reduction of the size of a file. Compressed files take up less memory and can be downloaded or sent over the Internet more quickly.

# Content Management

Content management is a collection of tools, software and processes that allow you to collect, manage and publish information on any medium. Content management also ensures that whatever content you have is indexable or searchable, making it easy for users to find that information. It also encompasses deletion of content.

### Content

Content refers to a website's text and information, as opposed to its design and structure.

## Cookie

A small piece of information you may be asked to accept when connecting to certain servers via a web browser. It is used throughout your session as a means of identifying you. A cookie is specific to, and sent only to the server that generated it.

### **CPU**

Central processing unit; the part of a computer that oversees all operations and calculations.

#### **Cross-Platform**

The ability of software or applications to run on multiple operating systems or devices without requiring significant modifications. This compatibility allows users to access the same application or service across different platforms, such as Windows, macOS, Linux, iOS, and Android.

## Crowdsourcing

A collaborative approach to problem-solving and innovation that involves obtaining ideas, services, or content from a large group of people, typically through an online platform.



#### **CSP**

Cloud Service Provider; a company that offers cloud-based computing services, including storage, processing power, and applications, accessible over the internet.

### CSS

Cascading Style Sheet; A set of rules that define how web pages are displayed using CSS, designers can create rules that define how page.

## Customer Relationship Management

Customer relationship management refers to a set of processes, tools, technologies and software that help businesses manage their relationships with their customers. For instance, a customer relationship management software would be able to give businesses enough details about their customers from the level of communication that has been done by each customer and when. This allows businesses to personalize and customize their contacts with the customer to gain more sales.

## Cybercrime

Cybercrime is any type of illegal activity that is undertaken (or relies heavily) on a computer. There are thousands of types of cybercrime, including network intrusions, identity theft and the spreading of computer viruses.

## Cybersecurity

Cybersecurity refers to measures designed to protect your computer, device or network from cybercrime. This involves preventing unintended and unauthorised access, change and damage.



### **Data center**

Facility used to house computer systems and associated components, such as telecommunications and storage systems. Generally, includes redundant or backup power supplies, redundant data communications connections, environmental controls (e.g., air conditioning, fire suppression) and security devices.

### **Database**

A collection of information organized so that a computer application can quickly access selected information; it can be thought of as an electronic filing system. Traditional databases are organized by fields, records (a complete set of fields), and files (a collection of records). Alternatively, in a Hypertext database, any object (e.g., text, a picture, or a film) can be linked to any other object.



### **Desktop**

On computers like IBM PC or compatibles and Macintoshes, the backdrop where windows and icons for disks and applications reside.

### **Device driver**

A piece of software that enables communication between an operating system or application and hardware or peripheral devices.

### **Devices**

Electronic or mechanical tools that perform specific functions, often designed for user interaction or for processing data. Input devices include microphones, keyboards, mouse, etc. Output devices include printers, monitors, and speakers.

### **DHCP**

Dynamic Host Configuration Protocol; a protocol that lets a server on a local network assign temporary IP addresses to a computer or other network devices.

### **Dialog box**

Sometimes referred to as a window; on a graphical user interface system, an enclosed area displayed by a program or process to prompt a user for entry of information in one or more boxes (fields).

## **Disaster recovery**

Disaster recovery is the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural or human-induced disaster. Disaster recovery is a subset of business continuity. While business continuity involves planning for keeping all aspects of a business functioning in the midst of disruptive events, disaster recovery focuses on the IT or technology systems that support business functions.

# Disruptive Technology

New technology that surprisingly displaces an already established one.

#### DNS

The domain name system is how computers convert human-readable domain names and hostnames to numerical IP addresses. When you type howtogeek.com into your web browser's address bar, your computer contacts its DNS server and the DNS server replies with the numerical IP address of How-To Geek's server, which is what your computer connects to.

### **Domain Name**

The base part of website names (e.g., howtogeek.com or google.com). It is also known as second-level domain.



### **Domain**

Part of an Internet address, a network hierarchy with categories like ".com" or ".edu", domains, and subdomains. It is also known as top-level domain (TLD).

### **Download**

The process of transferring files from a remote computer or the cloud to your local computer.



### **EHR/EMR/PHR**

(Electronic Health Record/Electronic Health Record/Personal Health Record) these three are together because people often use them interchangeably. EMR stands for Electronic Medical Record, EHR stands for Electronic Health Record and PHR stands for Personal Health Record.

### **Email**

Email or electronic mail is a way of sending messages over the internet. Popular email programs include Outlook, Mozilla Thunderbird, Gmail and Yahoo Mail.

### **Encryption**

The manipulation of data to prevent accurate interpretation by all but those for whom the data is intended.

### **Ethernet card**

An adapter card that fits into a computer and connects to Ethernet cabling; different types of adaptor cards fit specific computers.

### **Ethernet**

Ethernet is the most common way of connecting computers on a network with a wired connection. It is a type of local area network (LAN) technology, providing a simple interface for connecting multiple devices.



### Female connector

A cable connector that has holes and plugs into a port or interface to connect one device to another.

### **Filter**

Refers to: 1) a program that has the function of translating data into a different format (e.g., a program used to import or export data or a particular file); 2) a pattern that prevents non-matching data from passing through (e.g., email filters); and 3) in paint programs and image editors, a special effect that can be applied to a bit map.



### **Firewall**

A firewall is a piece of software or hardware that blocks certain types of traffic. For example, a firewall could block incoming traffic on a certain port or block all incoming traffic except traffic coming from a specific IP address.

### Flash drive

A small device that plugs into computer's USB port and functions as a portable hard drive.

### **FTP**

File Transfer Protocol; a method of exchanging files between computers via the Internet. A program like WS FTP for IBM PC or compatibles or Fetch for Macintosh is required. Files can contain documents or programs and can be ASCII text or binary data.



### **Gateway**

A device that routes traffic between networks. It acts as a bridge that translates and forwards data between networks with different protocols, such as between a local area network (LAN) and the internet.

### **GIF**

Graphics Interchange Format: a bitmap image format that uses lossless compression and supports short animations with up to 256 colors. It is widely used to create lightweight animations on the web.

# Gigabyte (GB)

Unit of digital data storage; equivalent to approximately 1 billion bytes (1,073,741,824 bytes, technically).



#### Hard disk

Data storage device used in computers and other electronic devices. It permanently stores files, programs, and operating systems.

### Help desk

A help desk is an information and assistance resource that troubleshoots problems with computers or similar products.

## Home page

The page that an Internet browser first opens up to. It is usually the starting point of an organisation's or individual's website.



#### **Hostnames**

A hostname is a human-readable label that points to a device connected to a network. For example, on your home network, your Windows computer's hostname may be WINDOWSPC. Your other devices can connect to WINDOWSPC and will be pointed at that computer's local IP address.

**HTML** 

HyperText Markup Language; a language used for creating web pages. Various instructions and sets of tags are used to define how the document will look.

**HTTP** 

The hypertext transfer protocol is the standard protocol modern web browsers and the web itself uses. FTP and BitTorrent are examples of alternative protocols.



laaS

A cloud service model in which physical or virtual machines and other resources are provided. Examples of laaS providers include Amazon Web Services (AWS), Microsoft Azure, and Google Cloud Platform (GCP).

Internet

A set of interconnected networks that allow computers in different locations to exchange information. The Internet includes services such as the world wide web, electronic mail, file transfer protocol (FTP), chat and remote access to networks and computers.

**Intranet** 

An intranet is basically a private, internal internet specific to an organisation or group.

**IP Address** 

An Internet Protocol address, or IP address, is a numerical address that corresponds to your computer on a network. When a computer wants to connect to another computer, it connects to that computer's IP address.

**ISP** 

Your Internet service provider is the company that provides you with your Internet connection. For example, your ISP may be Comcast, Time Warner, or whatever other company you're paying each month.

**ITIL®** 

The Information Technology Infrastructure Library (ITIL®) sets forth the best practices and standards for providing IT services.





Java

Java is a programming language that is commonly used in the development of client-server web applications.

**JPEG** 

JPEG stands for Joint Photographic Experts Group, which was the committee that created the file format known as JPEG. The format is commonly used for photos displayed on the world wide web.



LAN

A local area network is a small network that's confined to a local area. For example, your home network or an office network is a LAN. Connects a group of computers for the purpose of sharing resources such as programs, documents, or printers. Shared files often are stored on a central file server.

Localhost

Standard IP address that points to the computer itself where a program is running. Frequently associated with the IP address 127.0.0.1.



**MAC Address** 

Each network interface has a media access control address, or MAC address — also known as a physical address. This is a unique identifier designed to identify different computers on a network. MAC addresses are usually assigned when a manufacturer creates a network device.

MAC

Media Access Control; The hardware address of a device connected to a shared network.

Mail server

A system that manages the sending, receiving, and storage of emails on a network.

Male connector

A cable connector that has pins and plugs into a port or interface to connect one device to another.



### **Malware**

"Malware" is short for malicious software. It refers to a software program that has been developed to do harm to other computers. Types of malware include viruses, worms and spyware.

#### **MDM**

Mobile Device Management; a management solution that allows organizations to control, monitor, and protect mobile devices.

### **MDR**

Managed Detection and Response; a cybersecurity service that combines continuous monitoring, threat detection, and incident response.

# Megabyte (MB)

1,024 × 1,024 bytes; approximately one million bytes. Commonly used to quantify the storage capacity of devices such as hard drives, USB flash drives, and memory cards.

### Megahertz

A unit used to measure the speed of a computer processor, radio, and other communication equipment.

## Microsoft Exchange

Microsoft Exchange Server is the server side of a client–server, collaborative application product developed by Microsoft. It is part of the Microsoft Servers line of server products and is used by enterprises using Microsoft infrastructure products. Exchange's major features consist of electronic mail, calendaring, contacts and tasks; support for mobile and webbased access to information; and support for data storage.

# Microsoft Windows

A group of operating systems for PC or compatible computers; Windows provides a graphical user interface so you can point and click to indicate what you want to do.

#### **MIME**

Multipurpose Internet Mail Extensions; a protocol that enables you to include various types of files (text, audio, video, images, etc.) as an attachment to an e-mail message.

#### Modem

A device that enables communication between a computer and a network, such as the internet, by converting a computer's digital signals into analog signals that can be transmitted via telephone lines or cables.



### **Monitor**

The part of a computer that contains the screen where messages to and from the central processing unit (CPU) are displayed. Monitors come in a variety of sizes and resolutions. The higher the number of pixels a screen is capable of displaying, the better the resolution. Sometimes may be referred to as a CRT.

### **MSP**

Managed Service Provider; A business model for providing information-technology services.

# Multi-Factor Authentication (MFA)

An authentication method in which a computer user is granted access only after successfully presenting two or more pieces of evidence to an authentication mechanism: knowledge, possession, and inherence. Two-factor authentication is a type, or subset, of multi-factor authentication.



#### **Nameserver**

A computer that runs a program for converting Internet domain names into the corresponding IP addresses and vice versa.

### **NAT**

Network Address Translation; a standard that enables a LAN to use a set of IP addresses for internal traffic and a single IP address for communications with the Internet.

## **Network adapter**

A device that connects your computer to a network; also called an adapter card or network interface card.

#### **Network hub**

A common connection point for devices on a network.

# Network Interface / Network Adapter

Your computer's wired Ethernet connection and Wi-Fi connection are basically both network interfaces. If your laptop was connected to both a wired connection and a Wi-Fi network, each network interface would have its own IP address. Each is a different connection.

#### Network

A set of interconnected computers, servers, routers, and other devices that exchange information.

### **NNTP**

Network News Transport Protocol; the protocol used for posting, distributing, and retrieving network news messages.





### On-site

Support provided at the workplace, such as technical support and system implementation.

### **Operating system**

A set of programs that manage the hardware and software of a computer or device, facilitating the execution of applications, file management, and resource allocation, such as memory and processor. Examples of operating systems include Microsoft Windows, macOS, Linux, iOS, and Android.



### **Patch**

Piece of software designed to update a computer program or its supporting data, to fix or improve it. This includes fixing security vulnerabilities and other bugs and improving the usability or performance.

PC

Usually refers to an IBM PC or compatible, or when used generically, to a "personal computer". In a different context, PC also is an abbreviation for "politically correct."

**PDF** 

Portable document format (PDF) is a file type created by Adobe Systems Inc. PDFs can be read using free software called Adobe Acrobat Reader or another PDF reader.

## Phishing

A type of fraud through email, text messages, or fake websites that aims to steal confidential information from recipients.

Plug-in

A software plug-in is a component that adds to a software program's functionality.

POP

A Post office protocol (POP) is an Internet protocol used by your Internet service provider (ISP) to handle email. A POP account is an email account.

Port

When an application wants to send or receive traffic, it has to use a numbered port between 1 to 65535. This is how you can have multiple applications on a computer using the network and each application knows which traffic is for it.



#### **PPM**

Pages per minute (PPM) generally refers to the speed of a printer.

### **Processor**

The processor is the brains of your computer. It is responsible for performing calculations and tasks that make programs work. The faster the processor, the faster the computer works.

## Protocol – TCP, UDP, ICMP

Protocols are different ways of communicating over the Internet. TCP and UDP are the most common protocols. The ICMP protocol is also used, but primarily so network devices can check each other's status. Different protocols are ideal for different types of communication.

### **Protocol**

A protocol is a standard or set of rules that computers and other devices use when communicating with one another.



#### **RAM**

Random Access Memory provides space for your computer to read and write data so that the CPU can find it quickly and easily. When people refer to memory upgrades they are usually talking about RAM.

### Read-only

A read-only file cannot be edited, modified or deleted.

### Remote desktop

A Windows feature that allows you to have access to a Windows session from another computer in a different location.

## Remote login

An interactive connection from your desktop computer over a network or telephone lines to a computer in another location (remote site).

### Resolution

Resolution refers to the number of distinct pixels that make up the display on a computer monitor. It is denoted in DPI (dots per inch). The higher the resolution, the finer and smoother the images appear when displayed at a given size.

### **ROM**

ROM stands for read-only memory. It is the part of a computer's memory that cannot be changed by a user. The contents of ROM remain even when the computer is turned off.



### Router

A device used for connecting two Local Area Networks (LANs); a device that passes traffic back and forth. You likely have a home router. It's that router's job to pass outgoing traffic from your local devices to the Internet, and to pass incoming traffic from the Internet to your devices.



### SAAS

Software as a Service (SAAS) is a cloud-based software delivery model where applications are hosted and managed by a service provider and made available to users over the internet.

### SAN

A storage area network (SAN) is a dedicated storage network that provides access to consolidated, block level storage. SANs primarily are used to make storage devices (such as disk arrays, tape libraries, and optical jukeboxes) accessible to servers so that the devices appear as locally attached to the operating system. A SAN typically has its own network of storage devices that are generally not accessible through the regular network by regular devices.

### **SD-WAN**

A software-defined wide area network (SD-WAN) is a virtual WAN architecture that allows enterprises to leverage any combination of transport services—including MPLS, LTE and broadband internet services—to securely connect users to applications.

### Search engine

A search engine enables a computer user to search information on the Internet. It is a type of software that creates indexes of databases or Internet sites based on the titles of files, keywords, or the full text of files. The most popular search engines are Google, Yahoo and Bing.

# Security Operations Center (SOC)

A centralized unit that deals with security issues on an organizational and technical level. A SOC within a building or facility is a central location from where staff supervises the site, using data processing technology. Typically, a SOC is equipped for access monitoring, and controlling of lighting, alarms, and vehicle barriers.

### **SEO**

SEO, or search engine optimisation, is the practice of making adjustments to certain aspects of a website in an effort to improve its ranking on search engines.



### Serial port

An interface on a computer that supports transmission of a single bit at a time; can be used for connecting almost any type of external device including a mouse, a modem, or a printer.

### Server

A computer or system that is responsible for responding to requests made by a client program or computer. Also referred to as a "file server".

### SID

SID (Security Identifier) is a unique identifier used in Windows operating systems to identify users, groups, or other security principals. Every user or group is assigned an SID upon creation, which is used to control access to resources such as files, folders, or network shares.

### **SIEM**

Security information and event management (SIEM), software products and services combine security information management (SIM) and security event management (SEM). They provide real-time analysis of security alerts generated by applications and network hardware.

### **SMB**

The Server Message Block Protocol (SMB protocol) provides a method for client applications in a computer to read and write to files on and to request services from server programs in a computer network.

### **SMPT**

Mail Transfer Protocol is an Internet standard for e-mail transmission.

### **SMTP**

Simple Mail Transfer Protocol; a method of handling outgoing electronic mail.

### SOC-as-a-service

A subscription- or software-based service that manages and monitors your logs, devices, clouds, network and assets for internal IT teams. The service provides companies with the knowledge and skills necessary to combat cyber-security threats.

### Software

Any program that performs a specific function. Examples: word processing, spreadsheet calculations, or electronic mail.

## **Spam**

Email spam, also known as junk email or unsolicited bulk email (UBE), is a subset of spam that involves nearly identical messages sent to numerous recipients by email. Definitions of spam usually include the aspects that email is unsolicited and sent in bulk. Spammers collect email addresses from chatrooms, websites, customer lists, newsgroups, and viruses which harvest users' address books, and are sold to other spammers.



### **Spear Phishing**

Phishing attempts directed at specific individuals or companies is known as spear phishing. In contrast to bulk phishing, spear phishing attackers often gather and use personal information about their target to increase their probability of success.

SSL

SSL, or secure sockets layer, is a protocol that allows Internet users to send encrypted messages across the Internet. It is generally used when transmitting confidential information (e.g. personal data or credit card details). A web address that begins with "https" indicates that an SSL connection is in use.

**Switch** 

A switch serves as a controller, enabling networked devices to talk to each other efficiently. Through information sharing and resource allocation, switches save businesses money and increase employee productivity.



### TCP/IP

Transmission Control Protocol/Internet Protocol; an agreed upon set of rules that tells computers how to exchange information over the Internet. Other Internet protocols like FTP, Gopher, and HTTP sit on top of TCP/IP.

# Teams / Microsoft Teams

Microsoft Teams is a unified communication and collaboration platform in Office 365 that combines persistent workplace chat, video meetings, file storage, and application integration.

Two-factor authentication (2FA)

An extra level of security achieved using a security token device; users have a personal identification number (PIN) that identifies them as the owner of a particular token. The token displays a number which is entered following the PIN number to uniquely identify the owner to a particular network service. The identification number for each user is changed frequently, usually every few minutes.



### **Unzip**

To unzip a zip file is to extract and decompress compressed files from it. If you are sent a zip file via email, you will need to unzip it before you can access the files inside it.



**URL** 

A uniform resource locator, or URL, is also known as a web address. The current URL is displayed in your web browser's address bar.

**USB** port

An interface used for connecting a Universal Serial Bus (USB) device to computer; these ports support plug and play.

**USB** 

Universal Serial Bus; a connector on the back of almost any new computer that allows you to quickly and easily attach external devices such as mice, joysticks or flight yokes, printers, scanners, modems, speakers, digital cameras or webcams, or external storage devices.

Username

A name used in conjunction with a password to gain access to a computer system or a network service.



Viral

If an online video, photo or article "goes viral", it experiences a sudden spike in popularity in a short period of time.

Virtualization

Virtualization is the creation of a virtual (rather than actual) version of something, such as a hardware platform, operating system, a storage device or network resources. In hardware virtualization, the term host machine refers to the actual machine on which the virtualization takes place; the term guest machine, however, refers to the virtual machine.

Virus

A program intended to alter data on a computer in an invisible fashion, usually for mischievous or destructive purposes. Viruses are often transferred across the Internet as well as by infected diskettes and can affect almost every type of computer. Special antivirus programs are used to detect and eliminate them.

**VoIP** 

Voice over Internet Protocol; a means of using the Internet as the transmission medium for phone calls. An advantage is you do not incur any additional surcharges beyond the cost of your Internet access.

**VPN** 

Virtual Private Networking; a means of securely accessing resources on a network by connecting to a remote access server through the Internet or other network.





### WAN

A wide area network is a larger network that covers a wider area. Your ISP provides you with a connection to their own WAN, which connects to the Internet.

### WAP

Wireless Application Protocol; a set of communication protocols for enabling wireless access to the Internet.

### **WEP**

Wired equivalent privacy (WEP) is a security protocol used in wifi networks. It is designed to provide a wireless local area network (LAN) with a level of security similar to that of a regular wired LAN. WEP-secured networks are usually protected by passwords. (See also WAP.)

### Wi-Fi

Wi-Fi is a technology that allows computers and other devices to communicate via a wireless signal. Essentially, it means you can browse the internet without tripping over phone cords.

## Window

On a graphical user interface system, a rectangular area on a display screen. Windows are particularly useful on multitasking systems which allow you to perform a number of different tasks simultaneously. Each task has its own window which you can click on to make it the current process. Contrast to a "dialog box" which is used to respond to prompts for input from an application.

### **Windows**

A casual way of referring to the Microsoft Windows operating systems.

# Wireless (networking)

The ability to access the Internet without a physical network connection. Devices such as cell phones and PDAs that allow you to send and receive email use a wireless Internet connection based on a protocol called WAP (Wireless Application Protocol). At this point, web sites that contain wireless Internet content are limited, but will multiply as the use of devices relying on WAP increases.

#### WLAN

Wireless Local Area Network; the computers and devices that make up a wireless network.

### **WPA**

Wi-Fi protected access (WPA) is a security protocol used in wi-fi networks. It is an improvement on WEP because it offers greater protection through more sophisticated data encryption.



Z

Zip

To zip files is to archive and compress them into one file of smaller size using a program such as WinZip. It's a handy way to make files smaller before sending them via email.



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