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**Terms and Definitions**

Chapter 7 Productivity Applications

The Chapter Terms and Definitions was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Chapter 7 Productivity Applications

| **Term** | **Definition** |
| --- | --- |
| Bundling | The distribution of productivity applications as a set of separate but tightly integrated applications |
| Digital Calendar | A calendar accessed through a computing device such as a PC or smartphone |
| Digital Document | A collection of text and images organized meaningfully using a digital medium |
| Email | Messages distributed electronically from one computer user to one or more recipients and stored on a central server |
| Email Etiquette | The utilization of accepted standards and practices when communicating through email |
| Killer Application | A computer application that is so desirable that it drives purchases of a much more expensive technology |
| Online Chat | Real-time online communication using an interface designed to send and receive text |
| Portable Document Format (PDF) | A digital document format created for easy and reliable sharing of digital documents |
| Presentation | Digital documents that combine text, graphics, and media (audio and video) for display to an audience |
| Productivity Application | Software applications that help users create and process relevant information |
| Spreadsheet | A specialized digital document in which data is arranged in rows and columns for use in business calculations |
| Web Conference | A meeting facilitated by productivity applications that provide video collaboration |
| Word Processor | Software application designed to aid the user in creating digital documents focused on language and formatting |