

# Chapter 18 Technology in the Workplace

## Section 18.1 Information Technology

### Section Summary with Key Terms and Academic Vocabulary

**Information Technology** Information technology (IT) has changed the way business is done. Computers are an important part of IT. So are telephones, fax machines, PDAs, and other handheld devices. Wireless technology lets people with a wireless-enabled computer or PDA connect to the Internet. E-mail lets them communicate with others electronically. Wearable computers help workers to become more mobile. All of these technologies enable business to be done more quickly and easily. Telecommuting can help employees decrease their travel time. Virtual training lets people simulate real situations using a computer to help them learn new tasks.

#### Key Terms \_\_\_\_\_

**information technology (IT)** Using computing, electronics, and telecommunications to process and distribute information in digital and other forms

**telecommunications** The transmission of information over communication lines

**telecommuting** An arrangement that allows employees to work at home while communicating with the workplace by phone, fax, or modem

**wearable computer** A small portable computer that is designed to be worn on the body during use

**computer-aided design (CAD)** Software for designing products with a computer

**virtual reality** An artificial, three-dimensional visual world created by a computer

#### Academic Vocabulary \_\_\_\_\_

**transmit** To send or convey from one person or place to another

**automatic** Done by machine; mechanical

**simulate** To give or assume the appearance or effect of

**visual** capable of being seen; visible