Information & Communication Technology

Reading Book

Grade 6

Educational Publications Department

First Print - 2018
Second Print - 2019

ISBN 978-955-25-0088-6

Published by Educational Publications Department
Printed by: Karunaratne & Sons (Pvt) Ltd.
65 C, Thalgahavila Road, Midellamulahena, Horana.

The National Anthem of Sri Lanka

Sri Lanka Matha
Apa Sri Lanka Namo Namo Namo Namo Matha
Sundara siri barinee, surendi athi sobamana Lanka
Dhanya dhanaya neka mal palaturu piri jaya bhoomiya ramya
Apa hata sepa siri setha sadana jeewanaye matha
Piliganu mena apa bhakthi pooja Namo Namo Matha
Apa Sri Lanka Namo Namo Namo Namo Matha
Oba we apa vidya
Obamaya apa sathya
Oba we apa shakthi
Apa hada thula bhakthi
Oba apa aloke
Apage anuprane
Oba apa jeevana we
Apa mukthiya oba we
Nava jeevana demine, nithina apa pubudukaran matha
Gnana veerya vadawamina regena yanu mana jaya bhoomi kara
Eka mavakage daru kela bevina
Yamu yamu vee nopama
Prema vada sema bheda durerada
Namo, Namo Matha
Apa Sri Lanka Namo Namo Namo Namo Matha

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ආනන්ද සමරකෝන්

ஒர தாய் மக்கள் நாமாவோம்
ஒன்றே நாம் வாழும் இல்லம்
நன்றே உடலில் ஓடும்
ஒன்றே நம் குருதி நிறம்

அதனால் சகோதரர் நாமாவோம்
ஒன்றாய் வாழும் வளரும் நாம்
நன்றாய் இவ் இல்லினிலே
நலமே வாழ்தல் வேண்டுமன்றோ

யாவரும் அன்பு கருணையுடன்
ஒற்றுமை சிறக்க வாழ்ந்திடுதல்
பொன்னும் மணியும் முத்துமல்ல - அதுவே
யான்று மழியாச் செல்வமன்றோ.

ஆனந்த சமரக்கோன்
கவிதையின் பெயர்ப்பு.

Being innovative, changing with right knowledge
Be a light to the country as well as to the world.

Message from the Hon. Minister of Education

The past two decades have been significant in the world history due to changes that took place in technology. The present students face a lot of new challenges along with the rapid development of Information Technology, communication and other related fields. The manner of career opportunities are liable to change specifically in the near future. In such an environment, with a new technological and intellectual society, thousands of innovative career opportunities would be created. To win those challenges, it is the responsibility of the Sri Lankan Government and myself, as the Minister of Education, to empower you all.

This book is a product of free education. Your aim must be to use this book properly and acquire the necessary knowledge out of it. The government in turn is able to provide free textbooks to you, as a result of the commitment and labour of your parents and elders.

Since we have understood that the education is crucial in deciding the future of a country, the government has taken steps to change curriculum to suit the rapid changes of the technological world. Hence, you have to dedicate yourselves to become productive citizens. I believe that the knowledge this book provides will suffice your aim.

It is your duty to give a proper value to the money spent by the government on your education. Also you should understand that education determines your future. Make sure that you reach the optimum social stratum through education.

I congratulate you to enjoy the benefits of free education and bloom as an honoured citizen who takes the name of Sri Lanka to the world.

Akila Viraj Kariyawasam
Minister of Education

Foreword

The educational objectives of the contemporary world are becoming more complex along with the economic, social, cultural and technological development. The learning and teaching process too is changing in relation to human experiences, technological differences, research and new indices. Therefore, it is required to produce the textbook by including subject related information according to the objectives in the syllabus in order to maintain the teaching process by organizing learning experiences that suit to the learner needs. The textbook is not merely a learning tool for the learner. It is a blessing that contributes to obtain a higher education along with a development of conduct and attitudes, to develop values and to obtain learning experiences.

The government in its realization of the concept of free education has offered you all the textbooks from grades 1-11. I would like to remind you that you should make the maximum use of these textbooks and protect them well. I sincerely hope that this textbook would assist you to obtain the expertise to become a virtuous citizen with a complete personality who would be a valuable asset to the country.

I would like to bestow my sincere thanks on the members of the editorial and writer boards as well as on the staff of the Educational Publications Department who have strived to offer this textbook to you.

W. M. Jayantha Wickramanayaka,
Commissioner General of Educational Publications,
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2019.04.10

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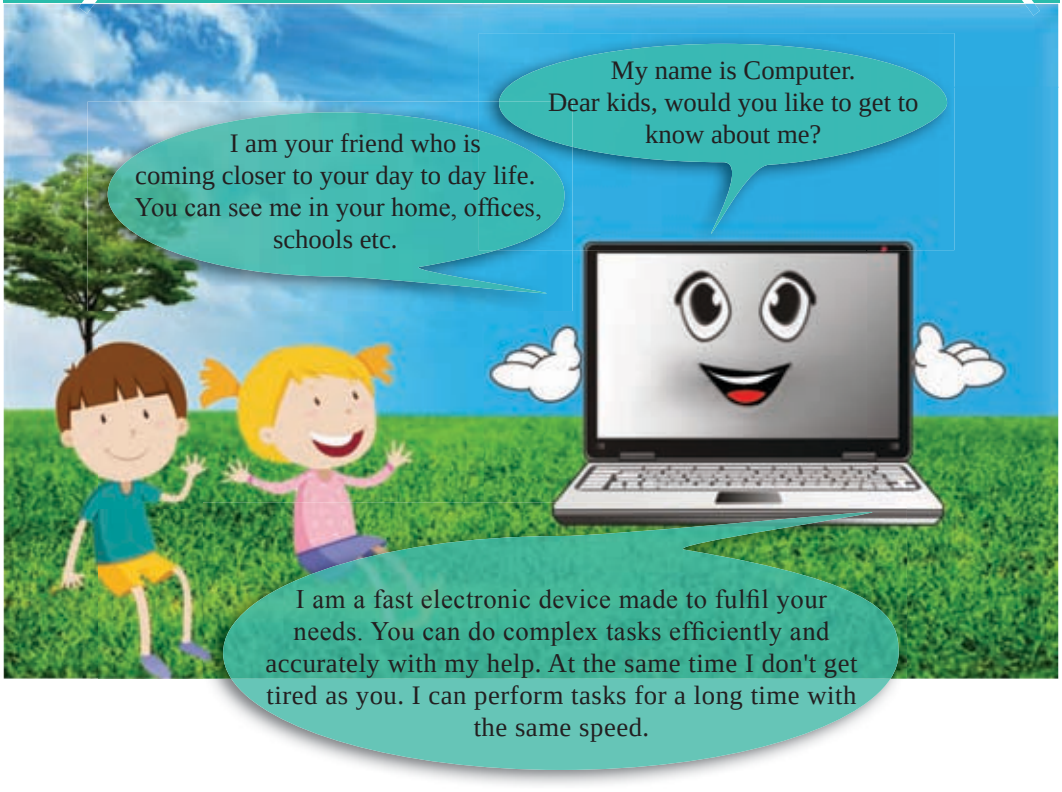
Editorial Board

1 Importance of Computers

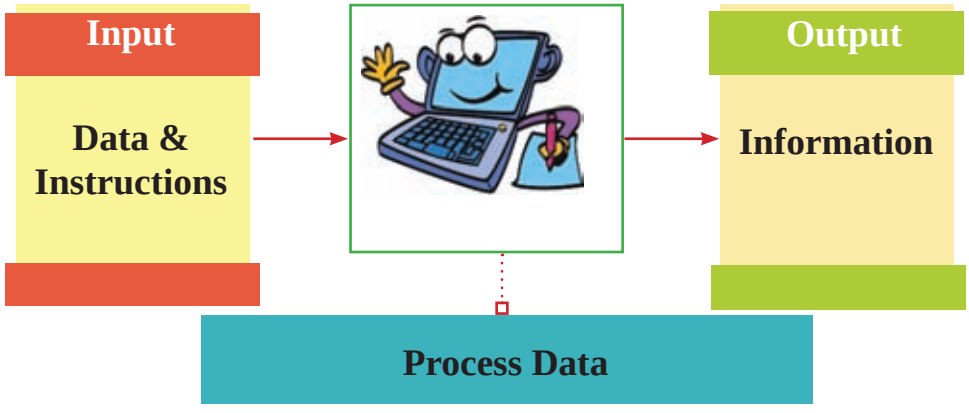
1.1 Let's get to know the Computer

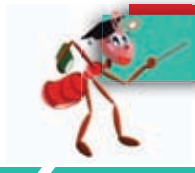


1.1.1 Functions of a Computer

The basic functions of a computer are entering data, processing them and producing processed data (information).

Figure 1.1 - Basic Functions of a Computer

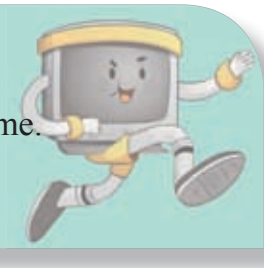




Activity 1 - See 1.1 in the Workbook.

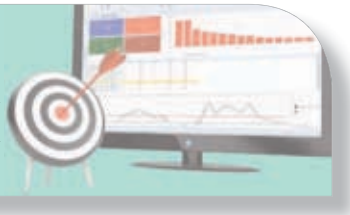
1.1.2 Significant Features of a Computer

Speed and Efficiency



- It can finish any given task within a very short time. (It can perform billions of tasks in a second.)

Accuracy



- It can provide correct information when correct instructions and data are given.

Reliability

- You can rely on the process and the output.

Consistency

- It produces consistent output when the same input is given.

Storage Capacity

It can store a large amount of data. It can obtain them at any given time for any process.

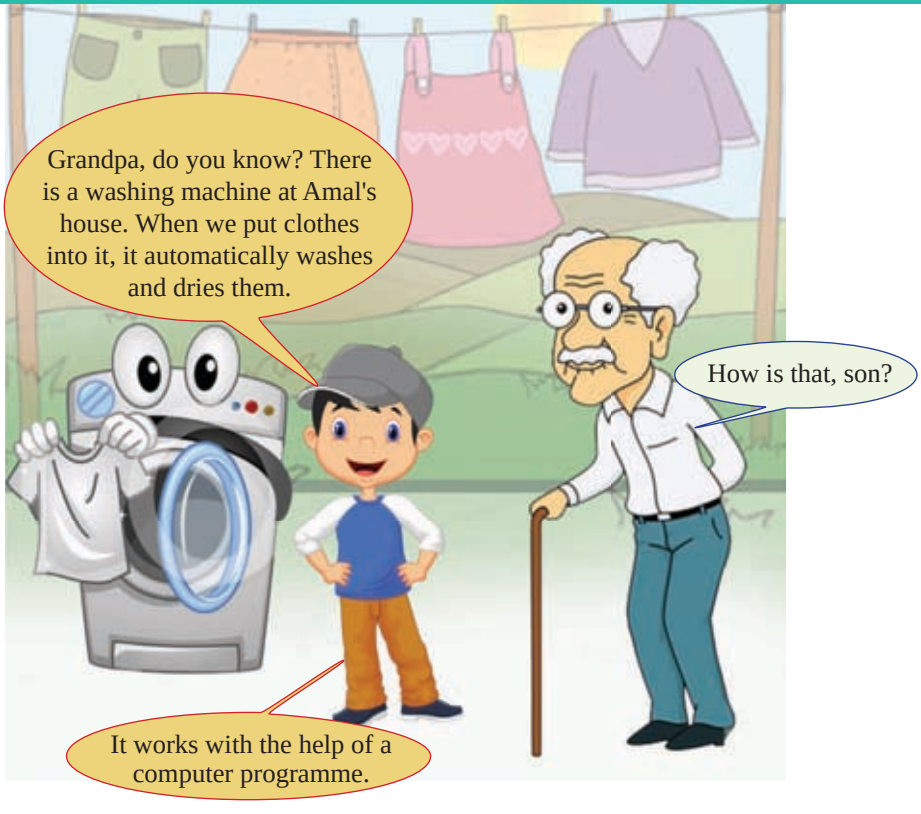
Cost

Though the initial cost is high, the maintenance cost is not so.

Intelligence

It can act according to the given instructions. But it cannot take decisions on its own like a human being.

1.1.3 Devices with Embedded Computers



Equipment like washing machines, mobile phones, modern motor vehicles and modern televisions are operated by computer programmes. Computer programmes included in such equipment are known as Embedded Computer Systems.

Smart Phones | Washing Machines | Modern Cars | Smart Televisions

Figure 1.2 - Some Devices with Embedded Computers

1.2 Let's identify the Components of a Computer

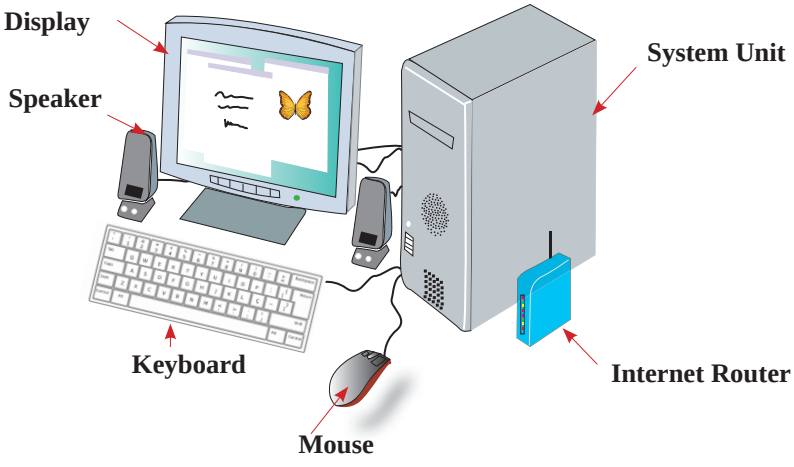


Figure 1.3 - Components of a Computer

A computer is a unit which consists of many parts. We can categorise those parts into components according to the nature of the functions they do.

- Input Devices
- Output Devices
- Central Processing Unit
- Main Memory
- Storage Devices
- Communication Devices

• Input Devices

The devices which are used to enter data and instructions to computers are called input devices.

Mouse

Keyboard

Microphone

Web Camera

Barcode Reader

Scanner

Figure 1.4 - Some Input Devices

• Output Devices

The devices which are used to retrieve the data and information are called output devices.

Computer Monitor

Printer

Speaker

Multimedia Projector

Figure 1.5 - Some Output Devices

• Central Processing Unit (CPU)

Controlling the computer and processing data according to the given instructions are done by the Central Processing Unit.

The Central Processing Unit is located inside the system unit. It cannot be seen from outside.

System Unit Mother Board Central Processing Unit

Figure 1.6 - Location of the Central Processing Unit

• Main Memory

The device which is used to store data, information and instructions temporarily is identified as the main memory or the primary memory. It is also called the Random Access Memory (RAM).

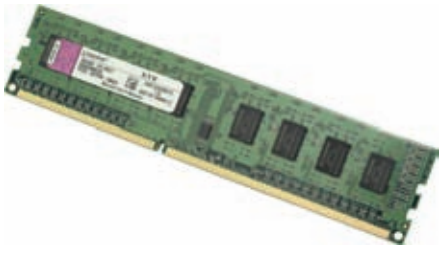


Figure 1.7 - Random Access Memory -RAM

• Storage Devices

The devices which are used to store data, information and instructions are called storage devices.

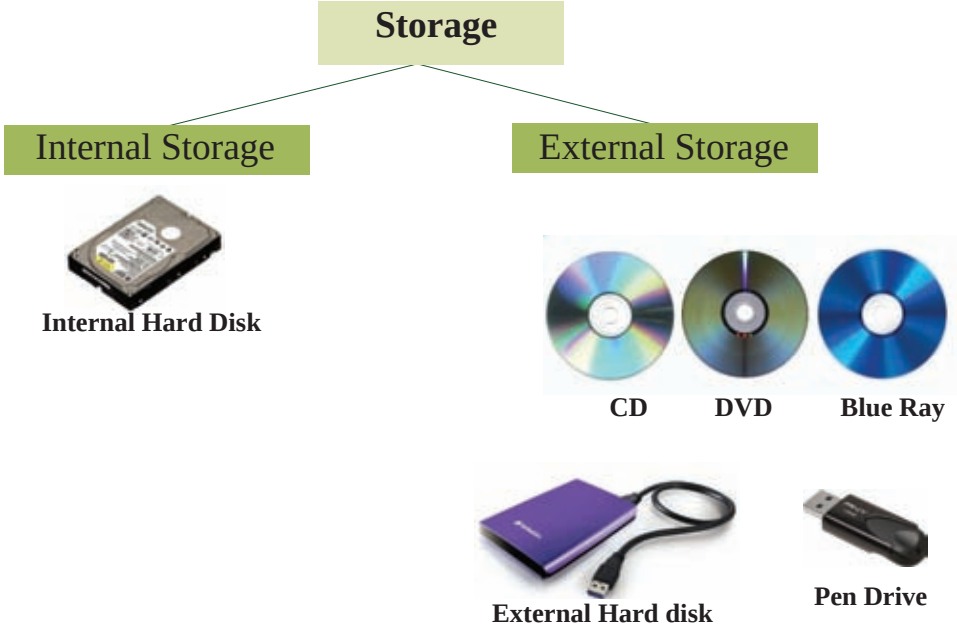


Figure 1.8 - Some Storage Devices

• Communication Devices

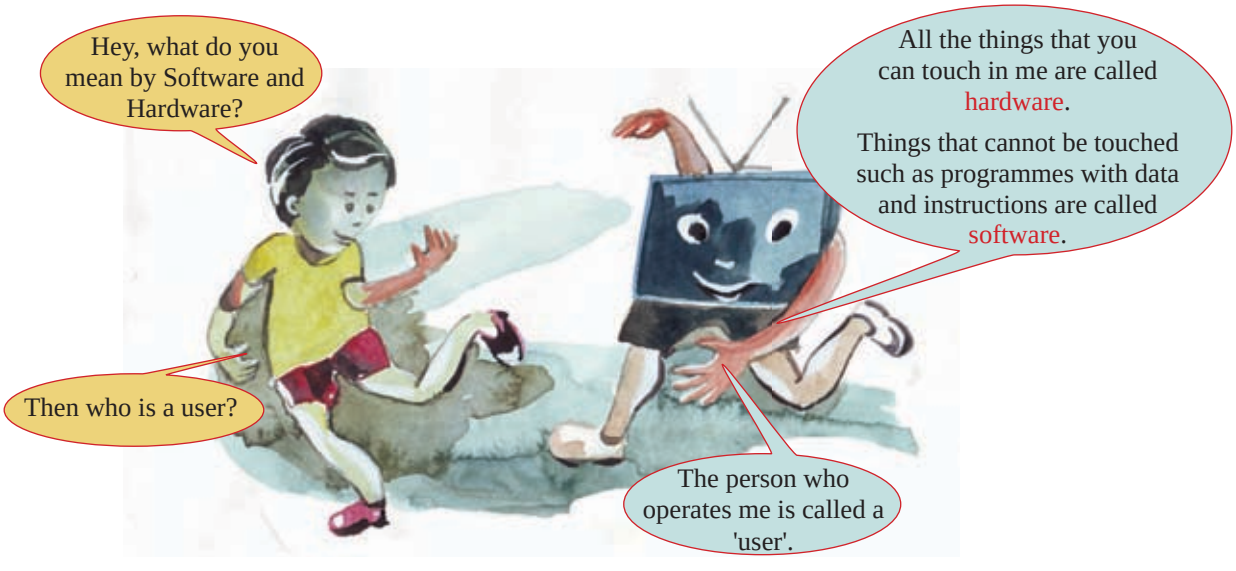
The devices which are used to exchange the processed data and information are called communication devices.

Figure 1.9 - Wired/Wireless Communication Devices

1.3 Importance of Software

A software is a set of programmes designed to execute certain tasks by using a computer.

Activity 2 - See 1.2 in the Workbook.



A user can do different tasks by using software.There are various types of software to fulfil the needs of the user.

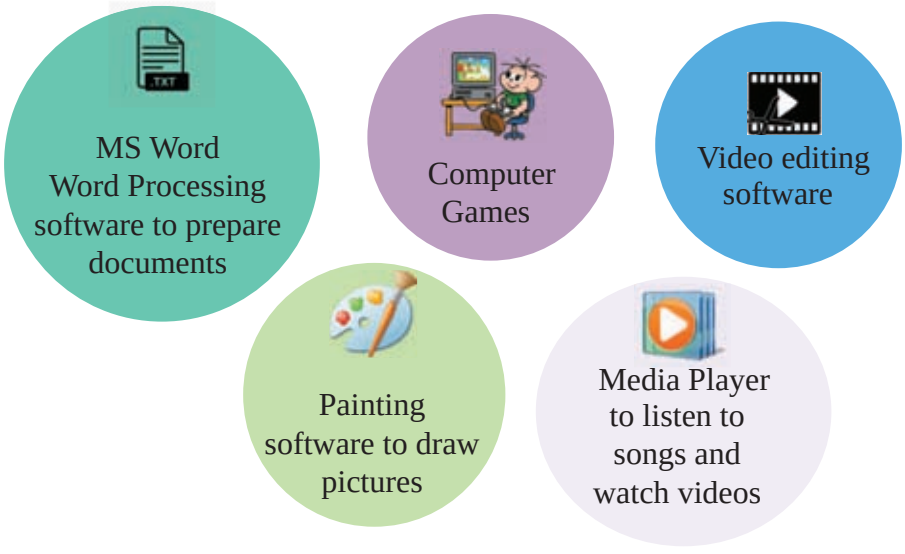


Figure 1.10 - Some Examples for Software

You can study more about software in the forthcoming chapters.

1.4 Application of Computers in Various Sectors

Activities in all sectors have become easy by the use of computers. Several examples for such sectors are given below.

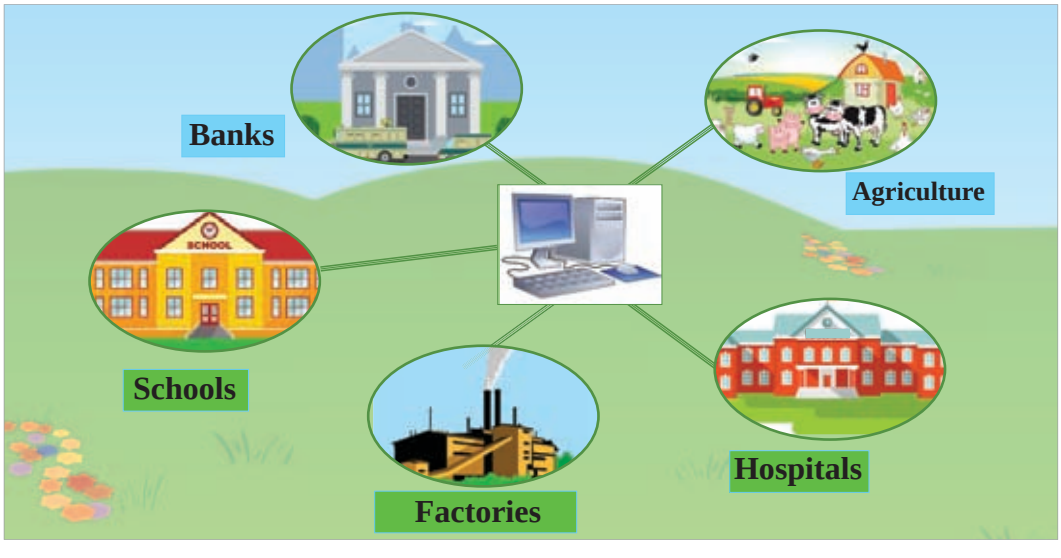
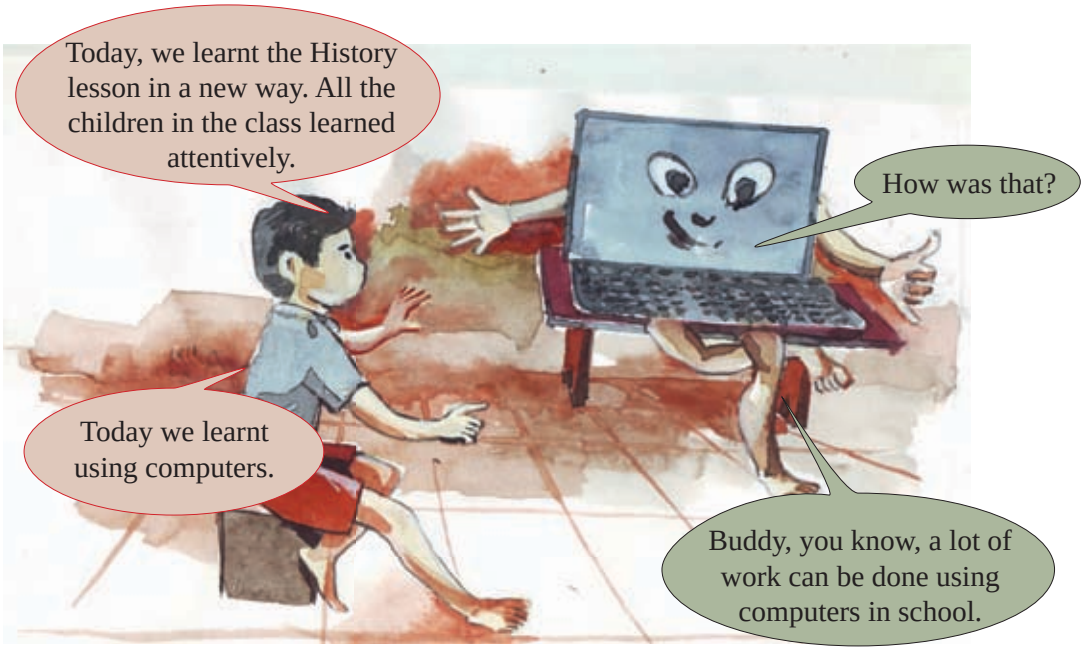


Figure 1.11 - Various Sectors that use Computers

1.4.1 Schools



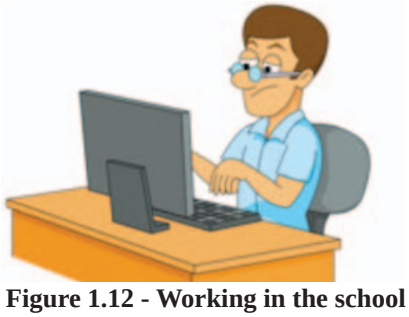


Figure 1.12 - Working in the school office using computers

Computers simplify work and bring effectiveness to office work in the school system.

Computers are used instead of blackboard and books in the learning process.

Figure 1.13 - Computer enabled Learning Situation

Figure 1.14 - Getting knowledge from the internet

Obtain additional knowledge related to subjects by accessing the internet.

1.4.2 Banking

Computer has become an essential tool in the banking activities.

Figure 1.15 - An ATM machine

Use of Automated Teller Machine (ATM) to deposit and withdraw money.

Using electronic cards to settle bills when purchasing goods.

Figure 1.16 - Paying bills by electronic cards

Figure 1.17 - Internet Banking

Internet banking and mobile banking are latest trends in the banking system.

1.4.3 Hospitals

There are many examples of using computer systems in hospitals.

Figure 1.18 - Thermometer

Digital thermometer is an embedded computer device which can be used at home.

Use of computer and embedded computer devices in Intensive Care Unit (ICU).

Figure 1.19 - Use of computers and computer embedded devices in ICU

Use of computers and computer embedded devices in an operation theatre.

Figure 1.20 - Use of computers and computer embedded devices in an operation theatre

1.4.4 Factories

Figure 1.21 - Use of Robotic Technology

- Human labour is replaced by computer devices. As a result, production can be increased.
- The use of robotic technology is a latest improvement in industrial work. Activities in industrial sector have become easier by that.

1.4.5 Agriculture

Embedded computer devices are used in various activities such as harvesting, weeding and water supplying. Thus, the productivity can be increased by minimising expenditure.

Figure 1.22 - Supplying Water and Fertilizer using Modern Technology in Agriculture

Activity 3 - See 1.3 in the Workbook.

Summary

- The main tasks of the computer are input, processing and output.
- Input devices, memory, CPU, output device, communication devices are identified as the main parts of a computer.
- Software is essential to do different tasks of the user.
- Computer is used for various activities of day to day life.
- Smart phones, modern televisions and washing machines can be identified as equipment with embedded computer systems.

2 Use the Computer Laboratory Safely

2.1 Let's Identify the Computer Laboratory

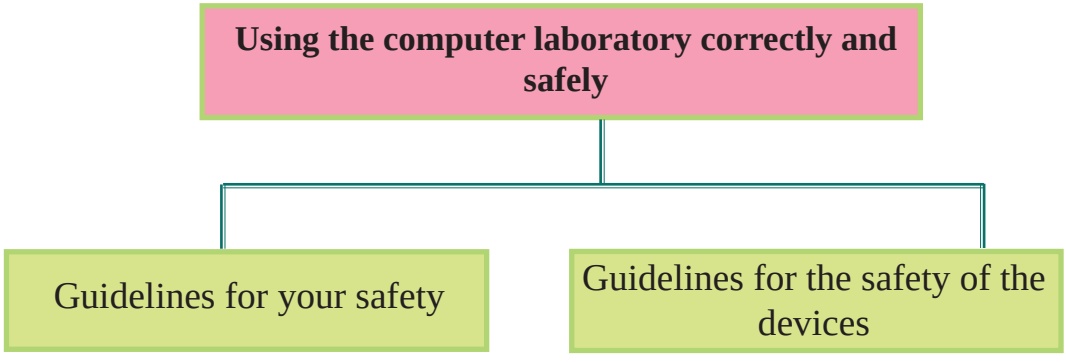
I welcome all of you to the computer lab. This computer lab is a valuable resource in our school. Since you all are new to this place, you need to know about this computer lab and how to use it well.

Computers and other accessories have been installed in the computer laboratory. Printers, scanners, multi-media projectors are some of them.

Computers and other accessories in a lab are expensive and valuable. A large amount of money have to be spent to repair a device, if it is damaged or to replace a new one. Therefore, it is your responsibility to use them properly and keep them safe.

Figer 2.1 - A Computer laboratory

2.1.1 Let's use the Computer Laboratory Correctly



For your safety

Be careful when you touch devices such as wires and sockets that are connected to electricity.

Should be aware of the exit doors of the laboratory.

Should be aware of fire extinguishers if any.

Avoid running and playing inside the computer laboratory.

For the safety of the devices

Do not supply power to devices without correct instructions.

The laboratory and all the equipment should be kept clean and dust-free.

All the equipment must be switched off properly after use.

The used equipment should be placed in the proper place.

Footwear should be removed and placed outside the laboratory.

Avoid taking food, water or other liquid into the laboratory because they may damage the equipment.

Virus scanning should be done when connecting external storage devices such as flash drives to the computer.

Activity 1 - See 2.1 in the Workbook.

2.2.1 Let's operate the Computer

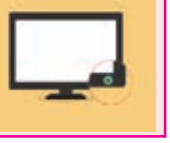
We must practise to operate the computer correctly from our childhood. For that follow the guidelines given below.

1. First, supply electricity to the computer by turning on the switch connected to the computer.

2. If the computer is connected to an uninterrupted power supply (UPS), turn it on.

3. Next, the system unit should be switched on.

4. Finally, the monitor should be turned on.



Anyhow, the above steps may differ in modern computers (like laptop computers) which come with a single power button.

Please follow your teacher's instructions at all times since the above steps might be different in your laboratory.

How to shut down the computer?

The functioning computers should be shut down in a proper way. Otherwise, the life span of the computer may be shortened.

First, we should close any programmes that we have opened.

Then, select the command "Shutdown" and click on it.

Switch off the power on/off button of the monitor when it's screen becomes dark.

Then, switch off the UPS and the wall switch respectively.

2.2.2 Let's learn Computer Ethics

''මහත් සෙත් වඩවන	''Mahath seth wadawana
සිරිත් මල්දම් බලමින	Sirith maldam balamina
සිරිත් හොඳ දැනගෙන	Sirith honda denagena
මහත් යසසිරි ලබනු දෙලොවින''	Mahath yasasiri labanu delowina''
- සිරිත් මල්දම	- Sirith Maldama

Meaning : Read Sirith maldama. It brings you peace. Learn and practise good values from it and it will bring you good fortune in this life and lives to come.

Dear children, you always get advices to be a good child at home and at school. These advices are called ethics, values, or good customs.

Good practices help to lead a good life. Similarly, there is a set of ethics that should be followed to use the computer properly.
They are identified as 'computer ethics'.

Activity 2 - See 2.2 in the Workbook.

This code of ethics can be considered as a set of guidelines that help you to use the computer properly.

When we use the computer laboratory...

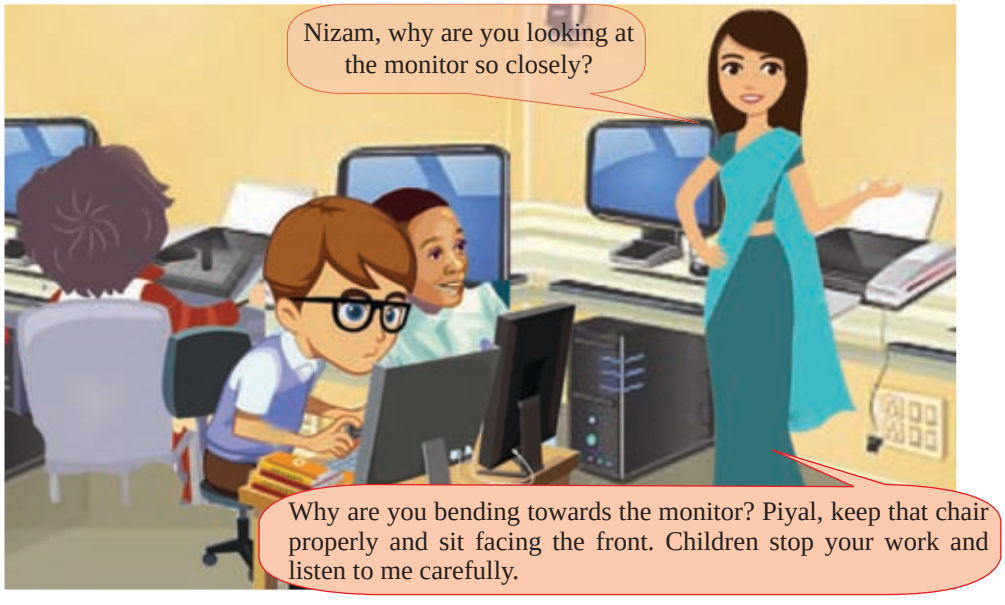
- we must use computers without disturbing others.
- we must avoid hacking computer activities of others.
- we must refrain from accessing computer files and articles of others without permission.
- Software which should be used by paying money should not be fakely used or copied.
- we must not repair any computer devices without proper instructions.
- we should not uninstall/ change/ delete any programmes without the permission of the teacher.
- we must not access the internet without the supervision of teachers.

In additon, there can be some other rules and regulations related to your laboratory.

The above regulations are for grade 6 students like you. You will learn more on computer ethics in the forthcoming grades.

Activity 3 - See 2.3 in the Workbook.

2.2.3 Let's use Correct Postures when using Computers



It is common for various health problems to occur when using computers constantly. Most of the illnesses occur due to the lack of maintaining a correct posture. So we need to practise maintaining a correct posture from our childhood.

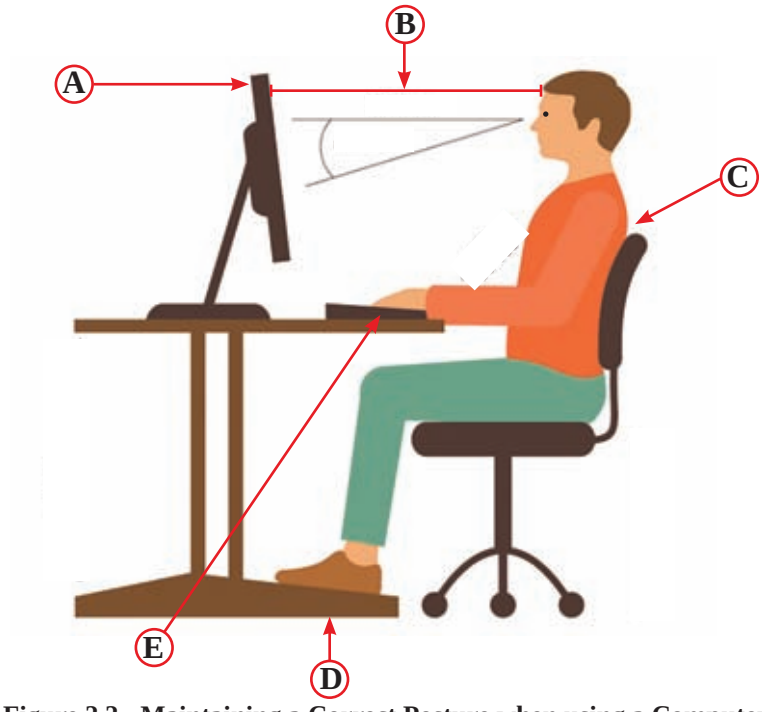


Figure 2.2 - Maintaining a Correct Posture when using a Computer

Correct postures to be followed	When correct postures are not maintained
A. Always keep the computer screen at the level of your eyes or little below.	Pain in the eye, problems in eyesight and tearful eyes can occur.
B. The distance between your eyes and the computer screen should be between 18 and 28 inches.	
C. Sit straight by leaning on to the back of the chair.	Pain in backbone.
D. Keep your legs vertically and place your feet on the ground.	Strain in feet.
E. Keep the keyboard and the mouse at the level of your elbow.	Pain in fingers and elbows.

In addition, adjust the brightness and the contrast of the computer screen to suit your eye. Often give a rest to your eye if you are working on your computer for a long period of time.

Although an incorrect posture can cause health issues, the computer is not a device that can be discarded. Therefore, we must use the computer properly to avoid such problems.

Activity 4 - See 2.4 in Workbook.

2.2.4 Let's dispose Electronic Waste Safely

All computer hardware is considered as electronic waste when they become out of use or when the user discards them.

When these harmful substances enter the human body. They can cause various diseases. They can cause various day-to-day inconveniences and gradually lead tod evelop various long-term non-curable diseases such as cancers and kidney diseases.

When we dispose these tools improperly to the environment it can cause great damage to the environment as well as to human beings, since they have been manufactured from various harmful metals such as Copper, Aluminum and Lead as well as from plastic.

- **Lead** Damage the brain, kidneys and disorders in blood circulation
- **Barium** Brain swelling, muscle weakness, damage to heart
- **Mercury** Damage to kidneys and nervous system
- **Beryllium** Lung Cancer

Figure 2.3 - Illnesses that can be caused due to electronic waste

Since, these hazards can cause damages for generations, they must be disposed properly. For that, the 3R system can be used.

Figure 2.4 - 3R Method

1. Reduce

It is not necessary to upgrade to new equipment periodically if we maintain existing equipment properly as to use them for a long time.

This reduces the amount of waste that is released to the environment.

Activity 5 - See 2.5 in the Workbook.

2. Reuse

When purchasing new equipment, consider donating or selling the old equipment if they are in working condition, without discarding them.

Figure 2.5 - Uses of Discarded Computers

If it is not in working condition, then it can be utilized for other purposes.

For instance, as shown in the picture, an empty monitor can be used as a flower pot and a casing of the system unit can be used as a garbage bin.

The amount of waste that is released to the environment is therefore minimal.

3. Recycle

Equipment which are not repairable or reusable, should be recycled without discarding them. It should be handed over to a electronic waste recycling company.

Recycling is a process of transforming the waste to a new product. Waste is separated into small parts and new material is produced through machinery.

Activity 6 - See 2.6 in the Workbook.

2.2.5 Let's use Passwords to protect Computers

Computers should be safeguarded physically as well as logically.

You must have read in fairy tales that a door is opened with a secret word. Also, there is a key to open main door of your house. Can you open the door without a key?

To protect the information stored in the computer from outsiders, a secret word can be set in the computer. That is known as a password.

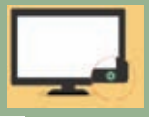
Then you must enter the password before entering the computer. If the password is incorrect, the computer does not allow you to enter.

Follow the guidelines given below when setting a password

- The password must be a collection of letters (A-Z), numbers (0 - 9), and symbols (@, #, $). It should have a minimum of 8 characters including at least one of the above types.
- The password must not include some simple information like your name, birthday, etc. which can be easily guessed.
- You can give a password hint.
  In case you forget the password, you can give a word or a statement as a hint that will help you to recall it again.
- By giving an e-mail address, the password can be restored.

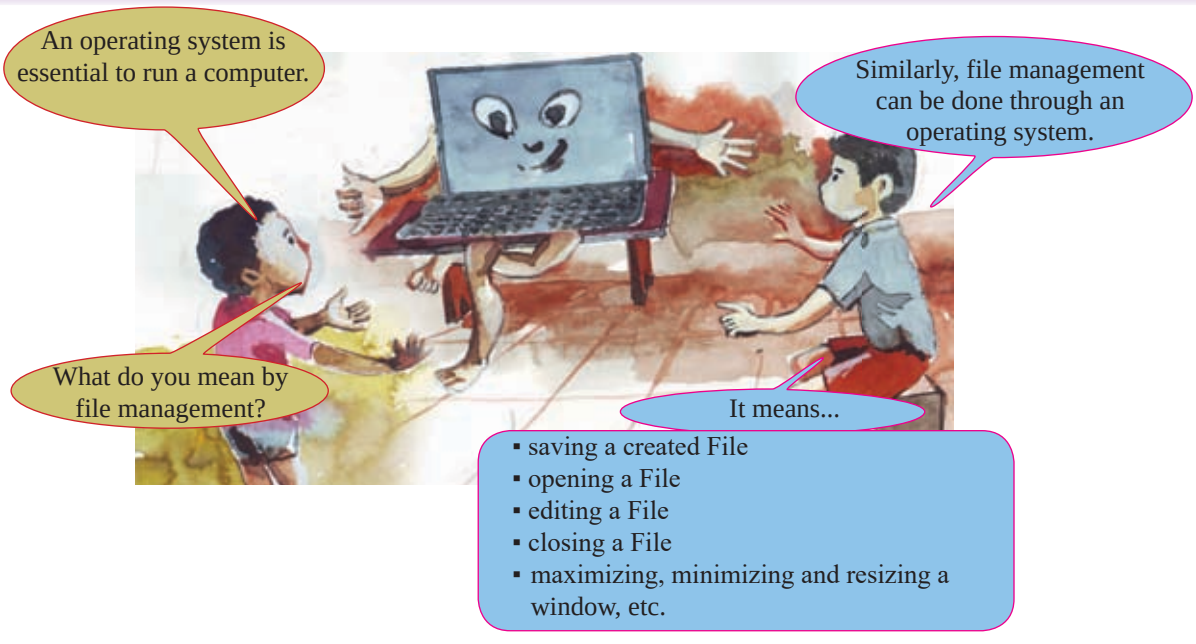
Activity 7 - See 2.7 in the Workbook.

Summary

Turn on the computer	Turn off the computer
Electric Supply  ↓ UPS  ↓ System Unit  ↓ Monitor 	Opened programmes  ↓ Operating System  ↓ Monitor  ↓ UPS  ↓ Electric supply 

- It's our responsibility to avoid damaging any equipment in the laboratory.
- Passwords can be used to protect the computers.
- Electronic waste should be disposed properly without harming the environment.
- When using the computer, maintain a correct posture to prevent from physical difficulties that occur on a daily basis and from long term health issues.

3 Operating System and File Management



3.1 Operating System

You have learnt in the first chapter that an operating system is a software. That means, it is a computer programme. It establishes a relationship between the user and the hardware. It also helps to manage other software in the computer.

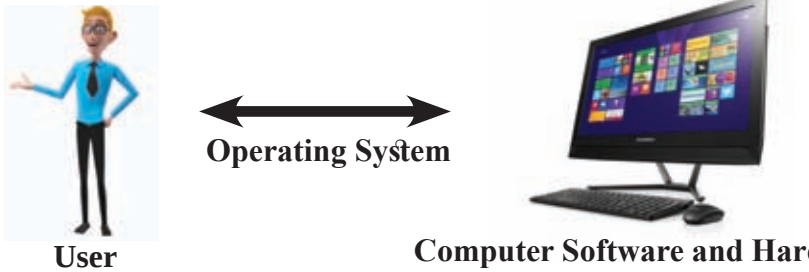


Figure 3.1 - Functions of an Operating System

According to my brother, computer is like a cricket team. Then, the captain is the operating system. Other players are like software and hardware.

The captain leads the players by giving instructions according to the needs of the match. Just like that, software and hardware are managed by the operating system according to the given set of instructions.

Sometimes, captains are changed. Likewise, the operating system also can be changed.
Windows, Linux, Ubuntu are some other types of operating systems. It is like changing a captain.

Captain	Operating System
Players	Software, Hardware
Different Captains	Various types of operating system Eg: Windows, Linux, Ubuntu

Figure 3.2 - Explaining of Operating System through an Example

Examples for Operating System

Windows O/S

Linux O/S

redhat O/S

Mac OS

Figure 3.3 - Examples for Operating System

3.2 User Interface

A user interface is given to a user by the operating system to do his tasks. This interface is displayed on the screen when the computer is turned on.

Activity 1 - See 3.1 in the Workbook.

3.2.1 Let's learn about File

Activity 2 - See 3.2 in the Workbook.

Given below are several files which are stored in a computer.

- List of term test marks in a particular class
- A video of the school play presented at the all island drama competition
- The agenda of the sportsmeet
- The National Anthem
- Images of the sportsmeet

These different types of files are shown with unique symbols. A few examples are given below to give you a basic understanding and you will get a broader knowledge about them in higher grades.

A file with text

A file with voice

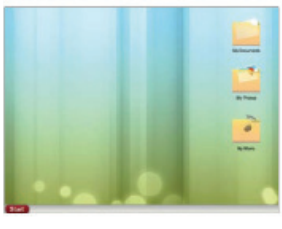
A file with images

A file with video

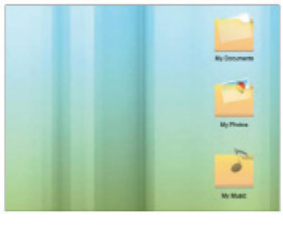
Figure 3.4 - Exampels for File Symbols

User Interface

When you open a file or a programme, it is displayed on the user interface.



You can use the icons which are shown on the user interface to open a file, a folder or a programme.



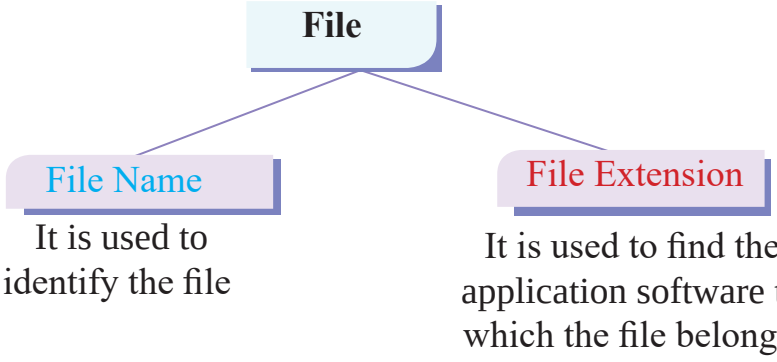
An icon represents a file, a folder or a programme.

File

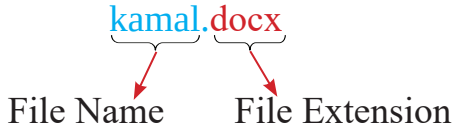
Folder

Activity 3 - See 3.3 in the Workbook.

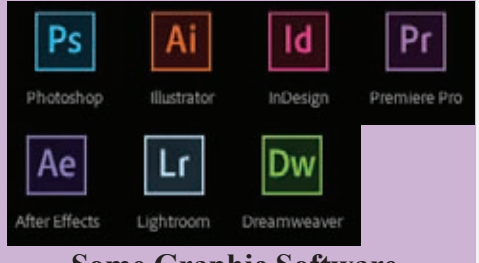
A file contains two parts.



This file is created by a word processing software and it is named as "Kamal".



Let's see how certain tasks are done using a graphic software to learn more about files. A graphic software is used to draw images, charts, shapes, diagrams, figures and building plans.



Some Graphic Software

3.2.2 Let's Identify the Working Window

The working window is displayed once you open a software.

Let's imagine that you drew an art on a working window. (For that, tools in the menu provided in the opened software should be used).

The working window can be maximized, minimized, resized and closed.

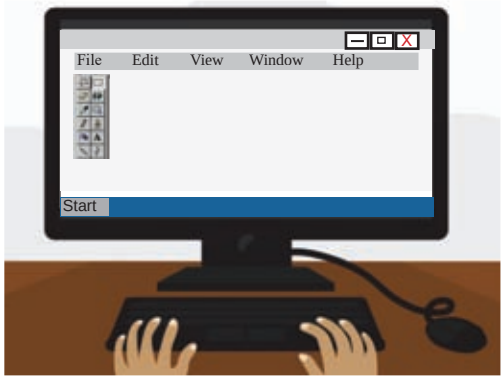


Figure 3.5 - Working Window

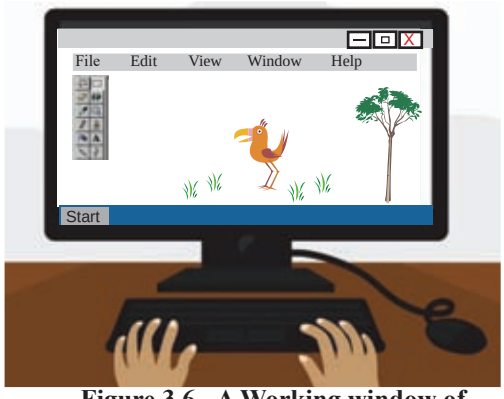


Figure 3.6 - A Working window of an Art

Minimizing the Working Window

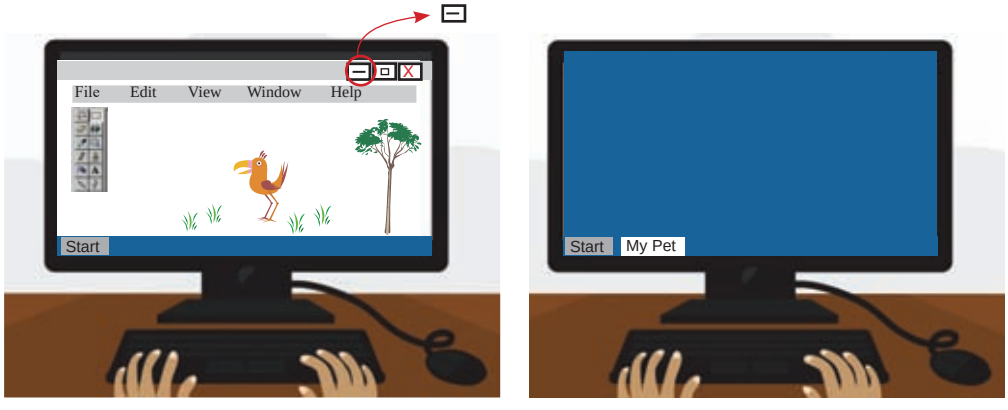


Figure 3.7 - Hiding a Window

Here the window is hidden. The window you opened disappears and is kept on the task bar. It is shown by words or an icon.

Eg: My Pet or

By clicking on the button shown by the word or the icon, you can restore the working window.

Maximizing the Window

The working window can be enlarged by clicking on the maximize button so that the screen fits into the entire screen.

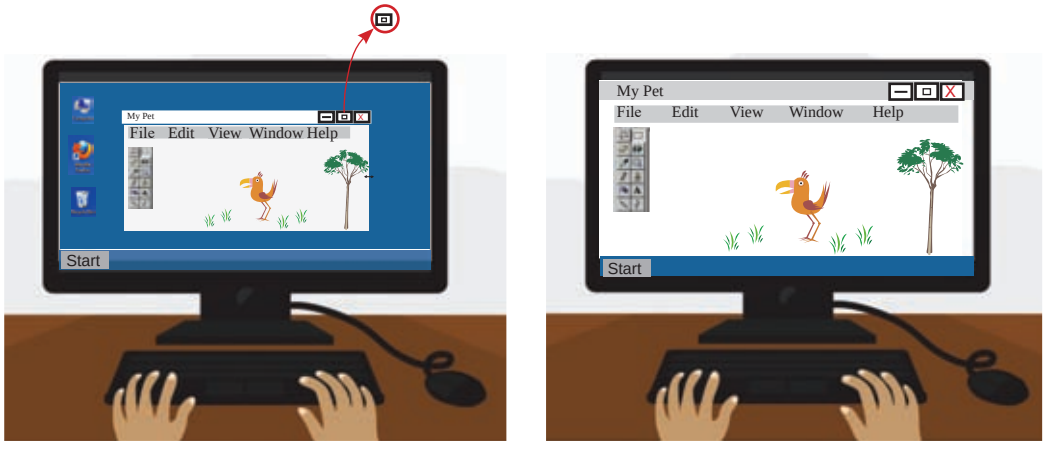


Figure 3.8 - Maximizing a window

It will shrink when you re-click the button again.

Resizing the Window

There is also the opportunity to change the size of the working window that appears on the screen. When the mouse pointer is brought to the edge of the window, arrow shapes are shown. By dragging these arrow shapes you can change the size of the window.

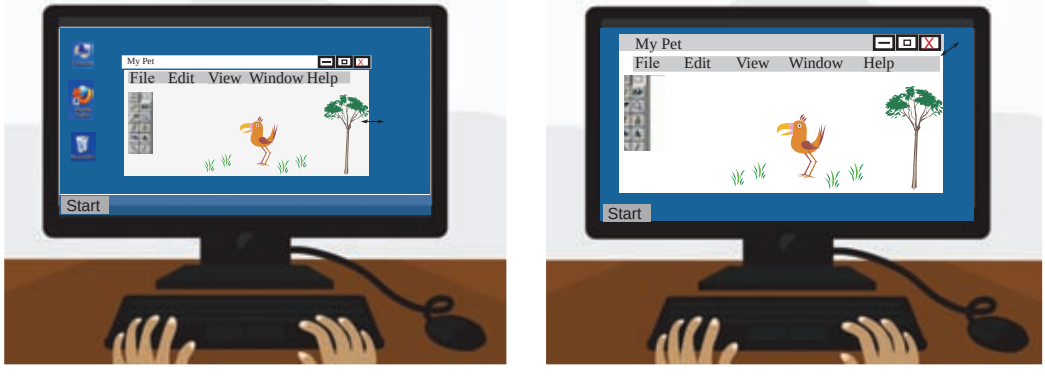
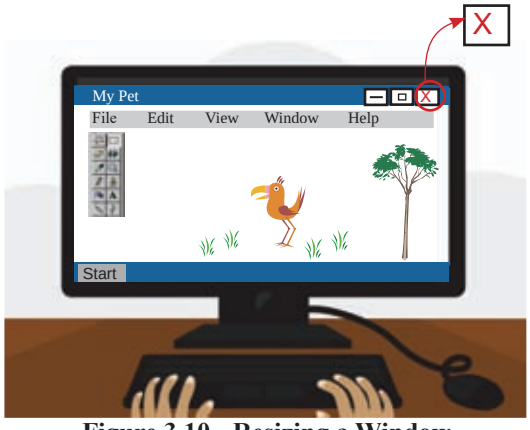


Figure 3.9 - Resizing a Window

Closing the Window X

Click the X button on the top right hand corner to close a window.



When you click the X button, you will see a query window asking whether to save the document or not.

Figure 3.10 - Resizing a Window

If you want to save the document, to use it later, Select 'Yes' command or if you do not want to save it, click the "No" command.

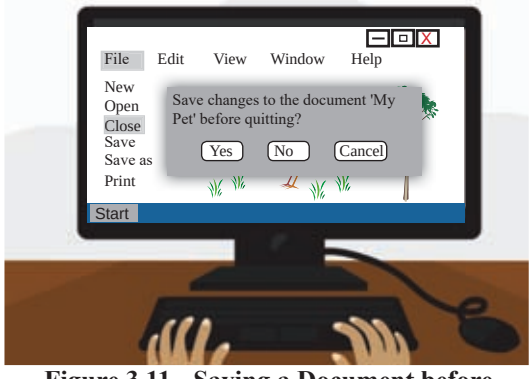
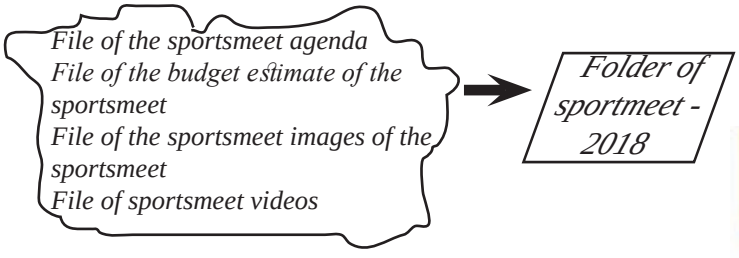


Figure 3.11 - Saving a Document before closing a Window

3.2.3 Let's learn about File Folder

Folders are used to keep files in order.



Folder

File and Folder

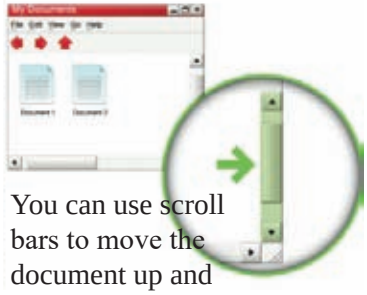
Following facts about folders and the working window will be useful to you.

Symbols like ; < > ... can be used to name a file or a folder.

Folder and Working Window

A folder contains files like documents, images, etc.

When you double click on a file or a folder, its content is displayed on a working window.



You can use scroll bars to move the document up and down as well as from left to right.

Menu Bar

The menu bar contains commands to carry out tasks in a folder, a document or a programme.

Title Bar

The name of the file, document or the programme will be shown on the title bar.

Tool Bar

The tool bar contains several commands that are derived from the menu bar.

Multiple working windows can be opened simultaneously.

The active window is visible in front of the other windows and its title bar is highlighted.

To switch between windows, click on the relevant window or the button on the task bar.

The opened windows are displayed as buttons on the task bar. The button related to the active window is displayed in another colour.

Create a File

Consider the simple art drawn above. When you close the window, if you give a command to save it, it creates a file and saves the document.

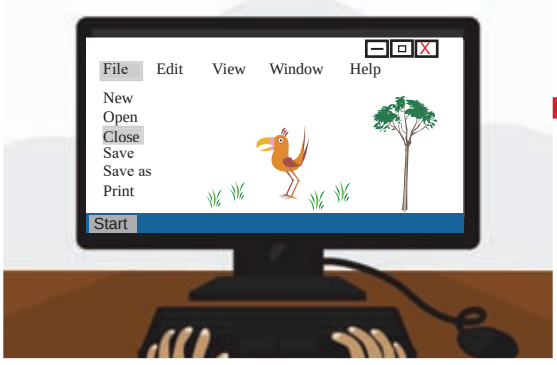


Figure 3.12 - Creating a File

Activity 4 - See 3.4 in the Workbook.

Saving a File

Figure 3.13 - Saving a File

Created files should be saved for reuse. These can be stored in a folder for convenience and order. Here you can use the 'Save' or 'Save as' command to save the file.

When saving the file for the first time, despite the selected command, the "Save as" command window will be opened.

Here, the operating system suggests a name for the file. The user can change it and give a suitable name. Also, determining the location of the file to be stored can be done in the same manner.

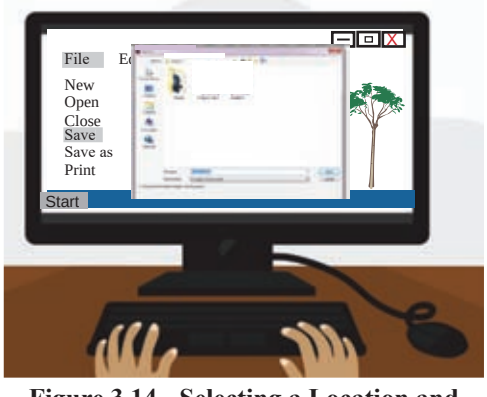


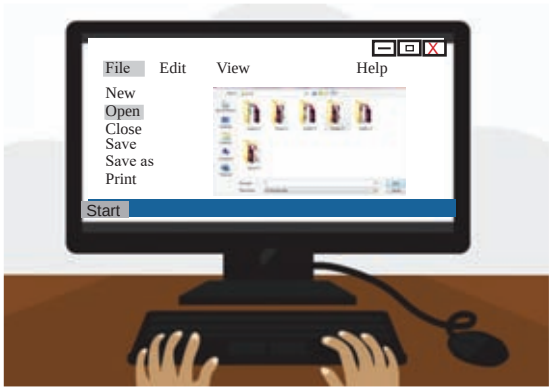
Figure 3.14 - Selecting a Location and giving a Name to save a File

When giving a name to a file, give a name that hints the content of the file. It makes it easier to find the file easily.

It is not allowed to save two files with the same file name which are created by the same software in the same folder. The operation system gives an identity to the file by doing that.

It's also difficult for you to identify several friends who have the same name. Similaly, the same problem affects the operating system. Therefore, it does not allow multiple files to be saved under the same file name in the same folder.

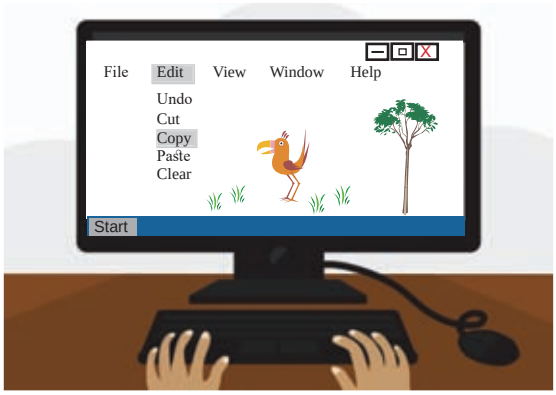
Open a File



To open a saved file, find the file location and the name. Then, click on it.

Figure 3.15 - Opening a File

Edit a File



You will be able to edit the saved file after opening it.

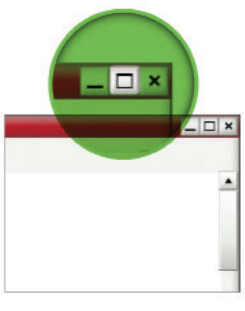
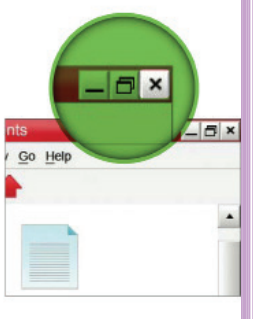
Here, it should be saved once you edit it. For that, 'Save' command can be used. If you want to save the file in a different location, then use the 'Save as' command.

Figure 3.16 - Editing a File

Activity 5 - See 3.5 in the Workbook.

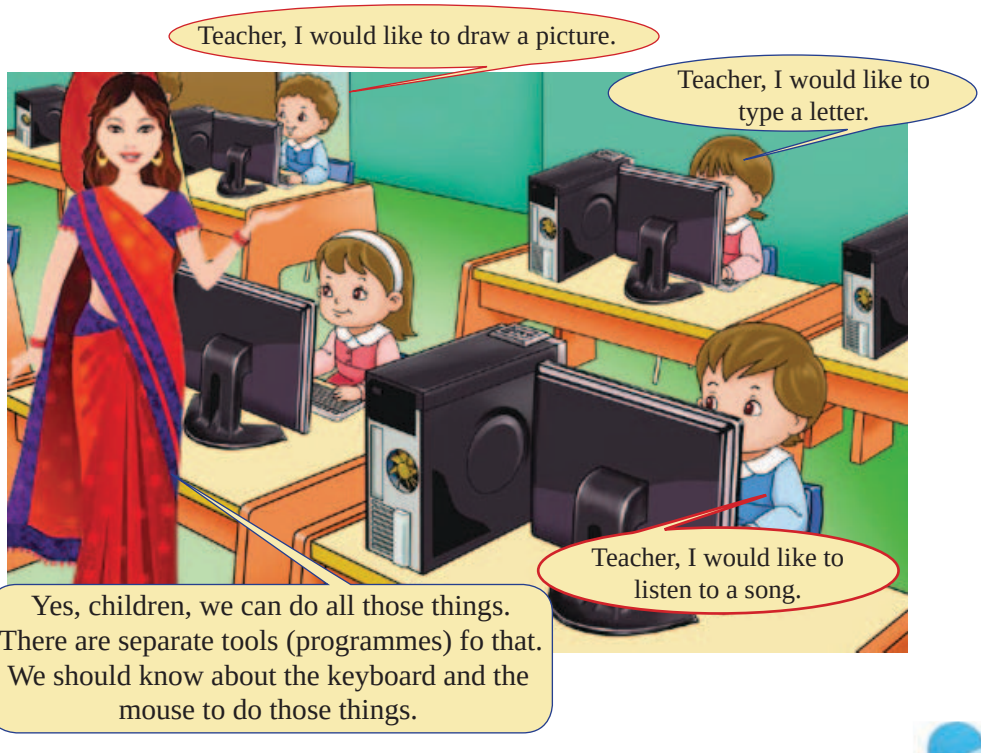
Summary

- The operating system is a bridge that connects the user and the computer.
- File manipulation is a major function of the operating system.
- Creating a file, editing and closing a file can be done through an operating system. In addition, it is possible to maximize, minimize and resize a window.
- A file is a collection of data and information whereas a folder is a collection of files.
- A file name contains a name and an extension whereas a folder contains only a name.

To minimize the screen click the minimize button on the top right hand corner of the screen.	To restore the window, click the relevant button on the task bar.	Click the maximize button to enlarge the screen and to fit the window to the entire screen.	To close the window, click the close button.
			

4 Using Mouse and Keyboard to use Application Software

4.1 Application Software



4.1 Examples for Tasks that can be done by a Computer

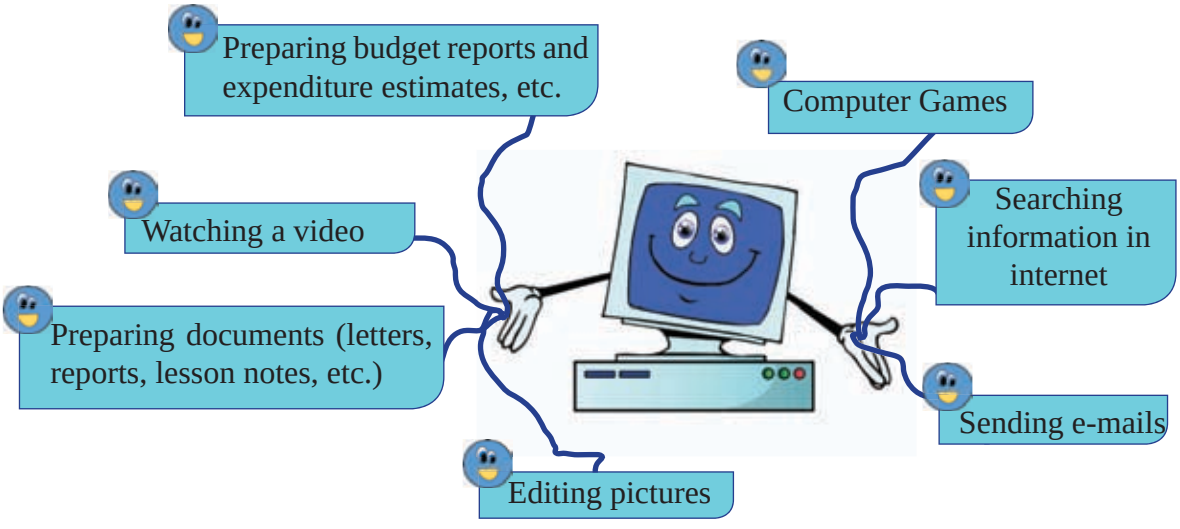


Figure 4.1 - Several Tasks that can be done through a Computer

Various programmes which execute such requirements of the user are called application software.

4.1.1 Types of Application Software

Application software is mainly divided into two parts. They are;

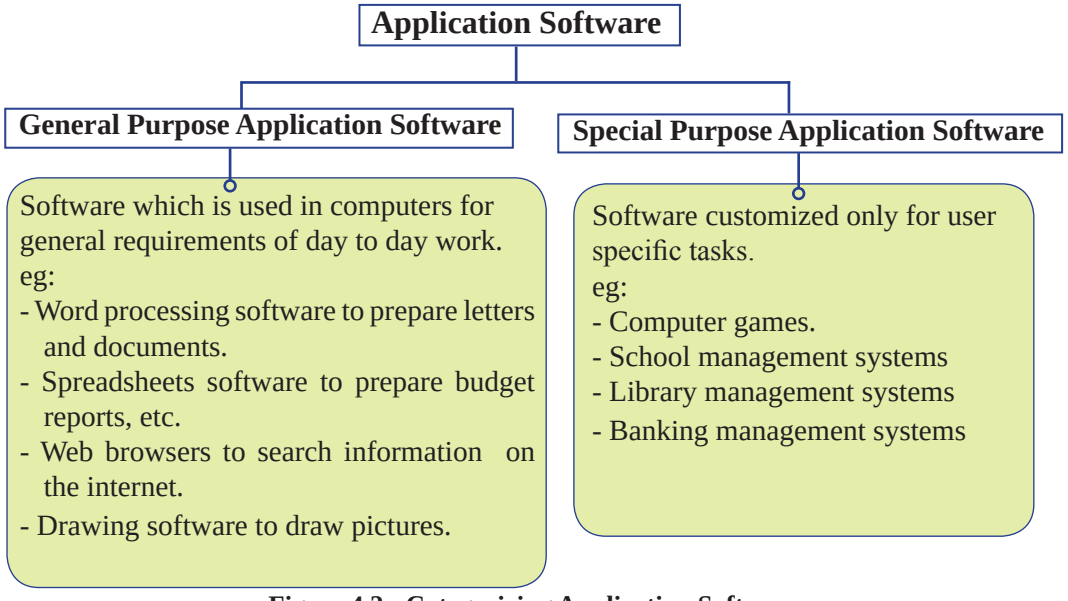
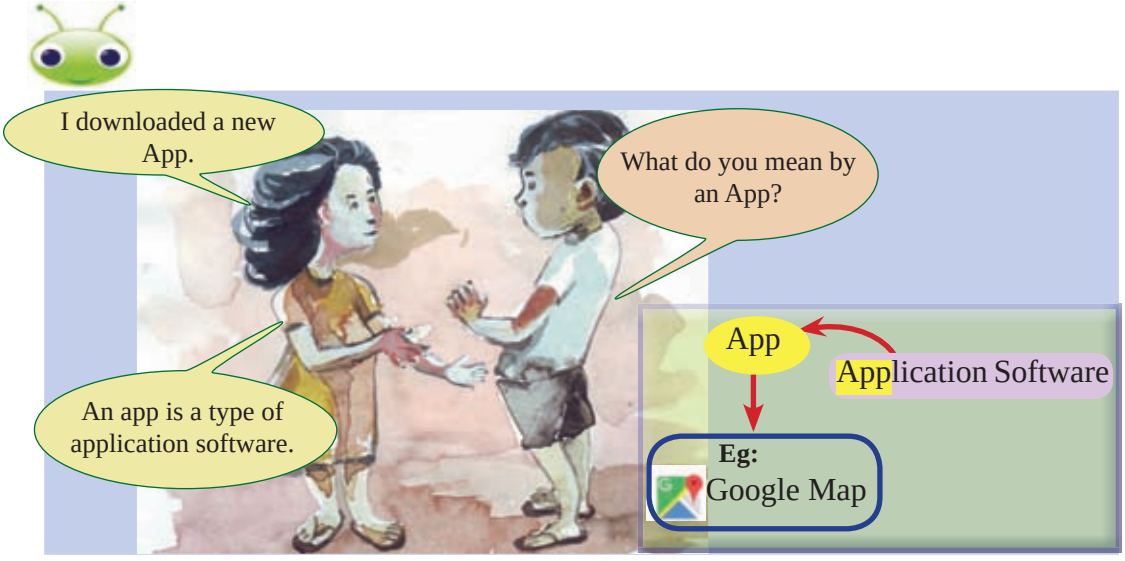


Figure 4.2 - Categorizing Application Software



4.2 Basic Tools needed to use Application Software

When using application software, basically the keyboard and the mouse are used. Therefore, first of all, you need to get a clear understanding of the mouse and the keyboard to accomplish various tasks using application software. You should properly train yourself to use them.

4.2.1 Using the Mouse

Controlling the pointer on the screen can be done by moving the mouse. Also, opening a file, folder, menu and selecting commands can be done by clicking the buttons on the mouse.

The arrow mark shown on the screen is identified as the mouse pointer or the cursor.

Activity 1 - See 4.1 in the Workbook.

Main Parts of a Mouse

Normally, the mouse has a left and a right button and a small wheel in the middle.

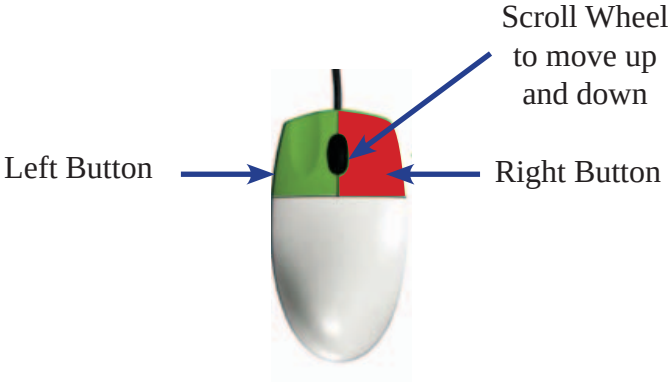


Figure 4.3 - Main Parts of a Mouse

Activity 2 - See 4.2 in the Workbook.

Let's identify several types of mouse that are in use.

Mouse

Wireless Mouse

Touch Pad

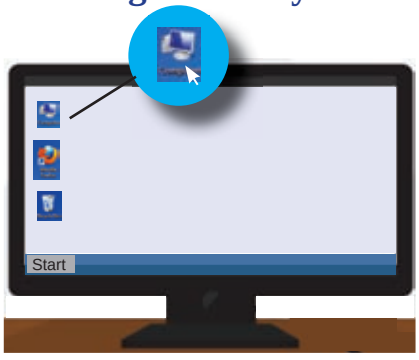
Figure 4.4 - Examples for Mouse Types

Functions of the Mouse

Many tasks can be performed on the computer screen with a mouse. They can be divided into following three categories.

Eg:
- Selecting necessary items
- Opening necessary items
- Moving necessary items

Selecting necessary items



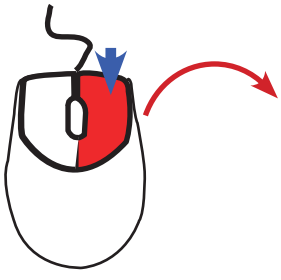
To do this, bring the cursor on to the item and click the left button once. Then the item is highlighted.

Opening necessary items

Method I

By double-clicking the left button, you can open the application or file that represents a corresponding icon.

Method II



Once you click the right button on the icon, select the 'open' command from the sub menu.

Moving necessary items

Click the left button, then drag and drop it.

In addition, a mouse scroll is used to move the working window up and down. Here, a wheel in the mouse is rotated to move the page up and down.

Let's use the Mouse Properly

Figure 4.5 - Using the mouse properly

When we use the mouse, we need to learn to hold it properly. Holding the mouse inproperly can cause pain and difficulty in our hands.

Figure 4.6 - Using the mouse inproperly

4.2.2 Keyboard

There are various keyboards such as wired keyboards, wireless keyboards and touch keyboards.

Figure 4.7 - Keyboard

Figure 4.8 - Wireless Keyboard

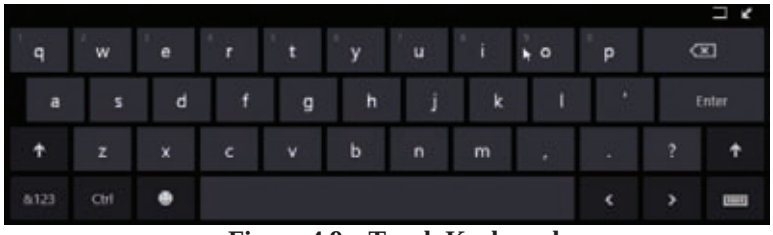


Figure 4.9 - Touch Keyboard

Types of Keys in the Keyboard and Their Functions

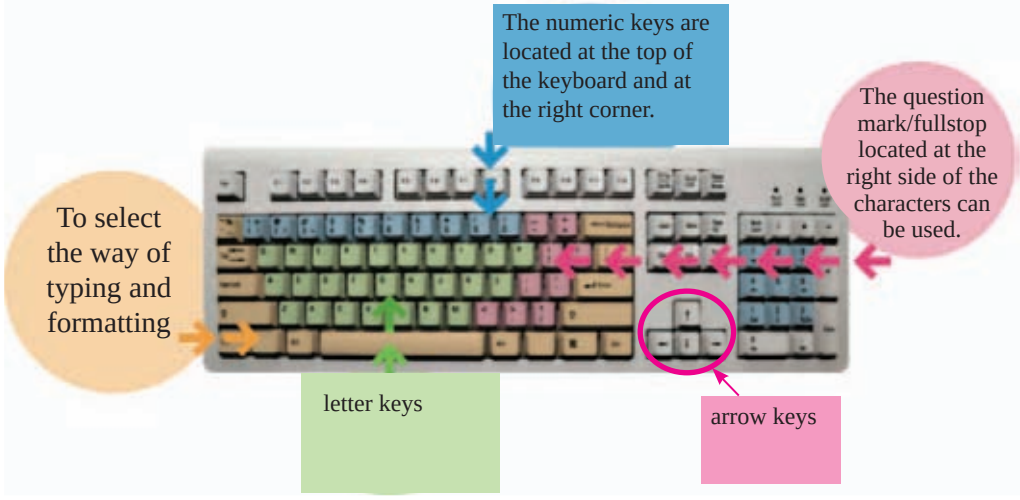


Figure 4.10 - Parts of the Keyboard

There is a vertical line that appears and disappears when you are about to start typing on a document or a box. It is the cursor.

Letter keys are used to type letters. Letter-keys are not located in the order of the English alphabet. The manner in which the letter keys are located on the keyboard is known as 'QWERTY' layout.

The cursor shows the location where the typing starts.

Use the Caps Lock key

After pressing the Caps lock key once, you can type in capital letters. When you need to type normally, press the Caps lock key again.

- **Pressing Caps Lock** key once
  A, C, D
- **When you press Caps Lock again** a, c, d

Use the Shift key

There are two Shift keys on the right and left hand on a keyboard. When letter keys are pressed while pressing on the shift key, letters are typed in capital letters. Similarly, while pressing the Shift key, if you press other keys, the symbol at the top of the key is typed.

⇧ + A ⟶ A

⇧ + ?/ ⟶ ?

Activity 3 - See 4.3 in Workbook.

Space bar - It is used to insert space between words. By pressing this key once, you can get one space and by pressing it twice, you can get two spaces. Likewise, you can press it several times to get the needed space.

Eg:- Pressing once. **Thank You**

Pressing twice. **Thank You**

Tab key - It is used to insert a large space between words. If you press it once, one space is kept and by pressing it twice, two spaces can be kept.

Eg:- Pressing once. **Thank You**

Pressing twice. **Thank You**

Enter key - This key is used to take the cursor one line below.

Eg:- Pressing once **Thank**

You

Arrow keys - These keys are used to move the cursor up and down and from right or left.

Backspace key - By pressing this once, one letter, space or a number on the left side is deleted.

Let's use the Keyboard Correctly

When we fail to use the keyboard correctly, it will cause inconvenience and pain in fingers as well as in the wrists.

The way you should keep your fingers on the keyboard is shown below.

Figure 4.11 - The method of keeping hands on the keyboard correctly

4.3 Let's learn how to use the Application Software

It is intended to provide an understanding about some of the application software and we look forward to discuss audio and video software in the forthcoming chapters.

Graphic Software

At first, art was drawn manually by man.

Later, software was produced to draw pictures using the computer.

Figure 4.12 - A hand drawn painting

Figure 4.13 - An art drwan using a computer

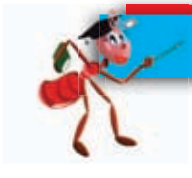
Activity 4 - See 4.4 in the Workbook.

Different software is used to create graphics and to draw arts. This software is known as graphic software.

Adobe Illustrator

Microsoft Paint

Figure 4.14 - Examples for Grapic Software



Activity 5 - See 4.5 in the Workbook.

Word Processing Software

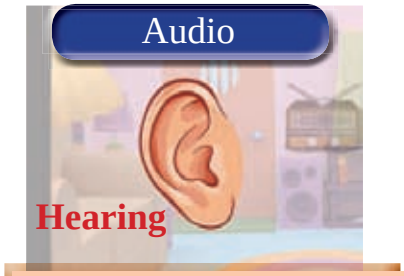
The software we use to create and store documents that are needed in everyday life is called word processing software.

Figure 4.15 - Examples for Word Processing Software

Activity 6 - See 4.6 in the Workbook.

Audio and Video Editing Software

Software has been developed to edit audio and video recordings. Many tasks can be done using this software.



- Audio
  Has voice
  Eg: Radio Programmes

- Video
  Has voice and images
  That means, audio-visual
  Eg: Television programmes

Among several software which is designed to create and edit audio-video material, software created to edit audio recordings is known as audio editing software and software created to edit video recordings is known as video editing software.

Audacity

Adobe Audition

Figure 4.16 - Examples for Audio Editing Software

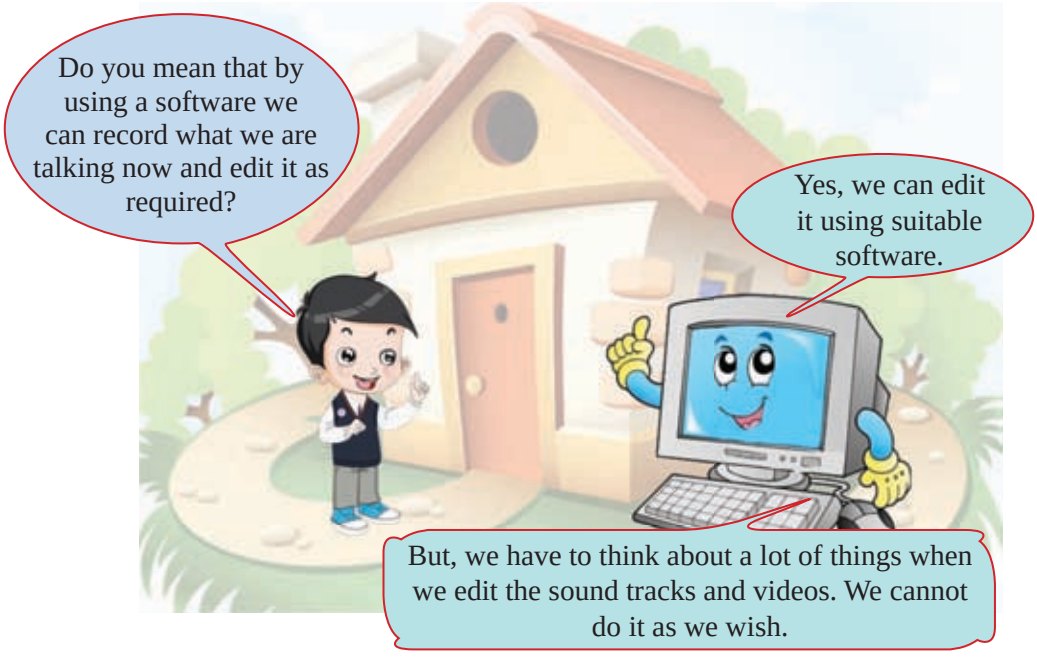
Openshot

Adobe Premiere Pro

Figure 4.17 - Examples for Video Editing Software

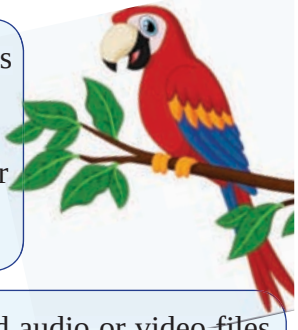
Activity 7 - See 4.7 in the Workbook.

Creating Audio-Video Files



It is very important to comply with the ethics in editing audio and video recordings.

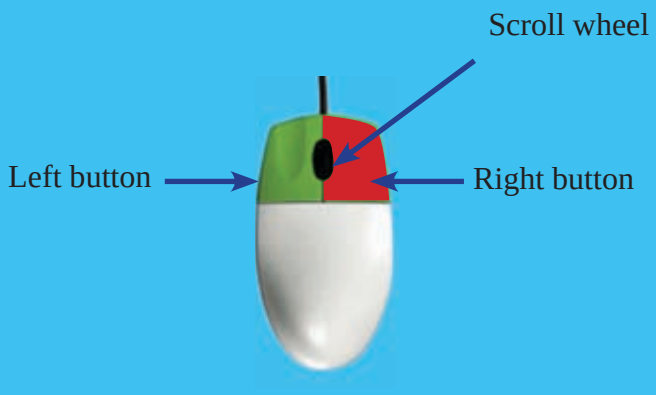
- When we record voices and images of others, their permission must be obtained. (In case of small children, the permisson of their parents or school must be obtained.)
- When editing recordings of voices and images of others, they should not be done in a manner as to make them uncomfortable.
- Editing should not be done in a manner as to give a false idea or a message.
- You should not use the knowledge of editing software for fraudulent purposes.
- If edited audio or video files are made available, it must be done by protecting the identity of you or relevant people.

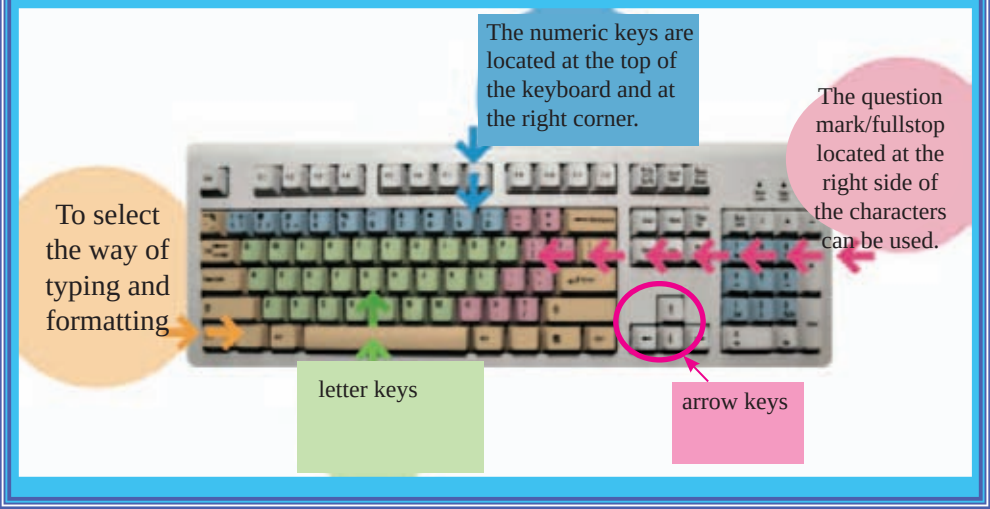


Activity 8 - See 4.8 in the Workbook.

Summary

- Software which is designed to fulfil user requirements is called application software.
  Eg: graphics software, word processing software, audio-video software
- Knowledge of the keyboard and the mouse is important to use application software.
- Right button, left button and scroll wheel are the main parts of a mouse.





5 Algorithm and Flow Charts

5.1 Process of Solving Practical Problems

Imagine that a group of relatives have arrived when you were alone in the house. You need to serve them some tea. Here, you should prepare a cup of tea by following different steps.

On another occasion, you will have to make a fruit salad for a dessert or make a birthday cake. On all these occasions, you need to solve problems. Compare it with calculating the area of a rectangle during your mathematics lesson.

When we have a certain aim, we do certain activities to achieve it. In our day to day life, we often solve problems.

5.1.1 Problem Solving

The problem needs to be analyzed well before solving it. Then you can get a good understanding of how to solve the problem. The process of problem solving has an input, an outcome and a process.

Input	-	Things to be included to solve the problem.
Process	-	Guidelines to be followed to solve the problem.
Output	-	The result you get after solving the problem.

Thus, you will understand that processing content according to a recipe is known as solving problems.

Example: 1
The input, process and output of preparing a fruit salad is as follows.

Input - a variety of fruits
Process - washing fruits, cutting fruit, mixing
Output - Fruit salad

Example: 2
The input, process and output of finding the area of a rectangle are as follows.

Input - the length and the width of the rectangle
Process - length x width
Output - area of the rectangle

Activity 01 - See 5.1 in the Workbook.

5.2 Algorithm

If you are able to prepare a cup of tea, tie the shoe lace correctly, or put on the school uniform correctly, then you know how to use an algorithm.

Figure 5.1 - Some instances in daily life where we use algorithms

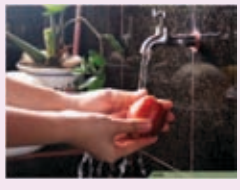
5.2.1 What is an algorithm?

Algorithm

A method that includes all the steps of solving a problem in order is known as an algorithm.

Example 1

Steps to create a fruits salad are as follows.

Step 01		Finding various kinds of fruits
Step 02		Washing all the fruits well
Step 03		Cutting fruits into small pieces
Step 04		Putting the pieces of fruit into a bowl
Step 05		Add sugar and mix
Step 06		Serve the fruit salad in bowls

It's important to write the steps sequentially in an algorithm. Think about what will happen if the sixth step is done as the second step. All the fruits mixed with sugar should be washed again.

Therefore, it is important to write the steps of an algorithm sequentially.

5.2.2 Writing Algorithm

When writing an algorithm in a standard way, every algorithm must have a start and an end. Therefore, it is compulsory to include an initial step and a final step in writing an algorithm in addition to the normal steps.

Example 1

The algorithm for making a chocolate cake

Step 01	Start
Step 02	Clean and wash the baking tray and other bowls
Step 03	Dissolve chocolate
Step 04	Mix wheat flour and baking powder
Step 05	Beat butter until it gets creamy. While beating, add sugar little by little
Step 06	Add the eggs one by one to the sugar and butter mixture and beat it. Then add the flour mixture little by little.
Step 07	Add the dissolved chocolate
Step 08	Add milk
Step 09	Put the mixture into the baking tray and bake it
Step 10	Let it cool after baking
Step 11	Decorate as you wish and serve it
Step 12	End

Example 2

Algorithm to find the area of a rectangle.

Steps 01	Start
Steps 02	Get the length of the rectangle
Steps 03	Get the width of the rectangle
Steps 04	Area = length x width
Steps 05	Get the area of the rectangle
Steps 06	End

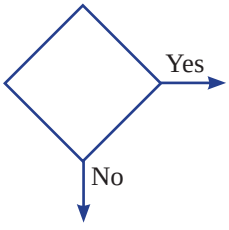
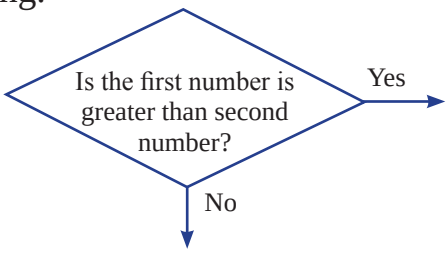
Activity 02 - See 5.2 in the Workbook.

5.3 Flow Chart

A flow chart is a graphical representation of the algorithmic steps.

Here, standard symbols are used to show each action.

Symbol	Usage
	Used to indicate the start and the end. Eg: 
	Used to indicate the input and the output. Eg:  

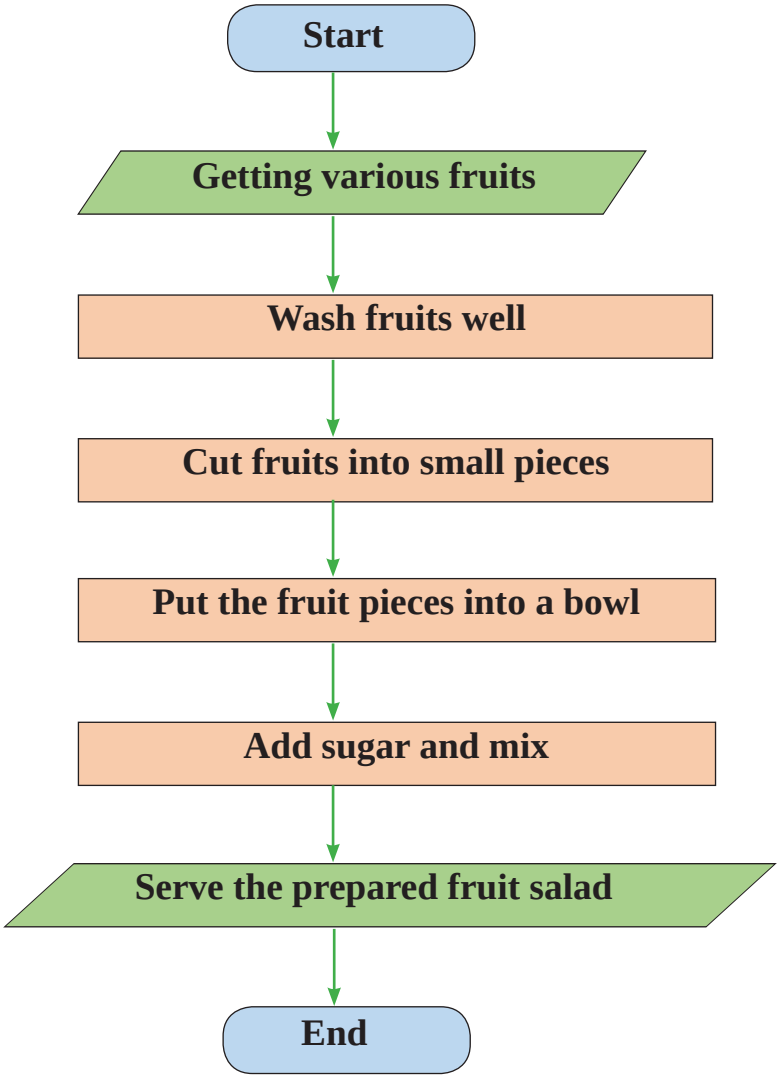
	Used to show an action/a process Eg: Adding eggs one by one to the mixture of sugar and butter and beating it. Area = length x width
	Used to indicate an instance of decision making. 
	It is used to indicate the direction of data flow.

Activity 03 - See 5.3 in the Workbook.

Example 01

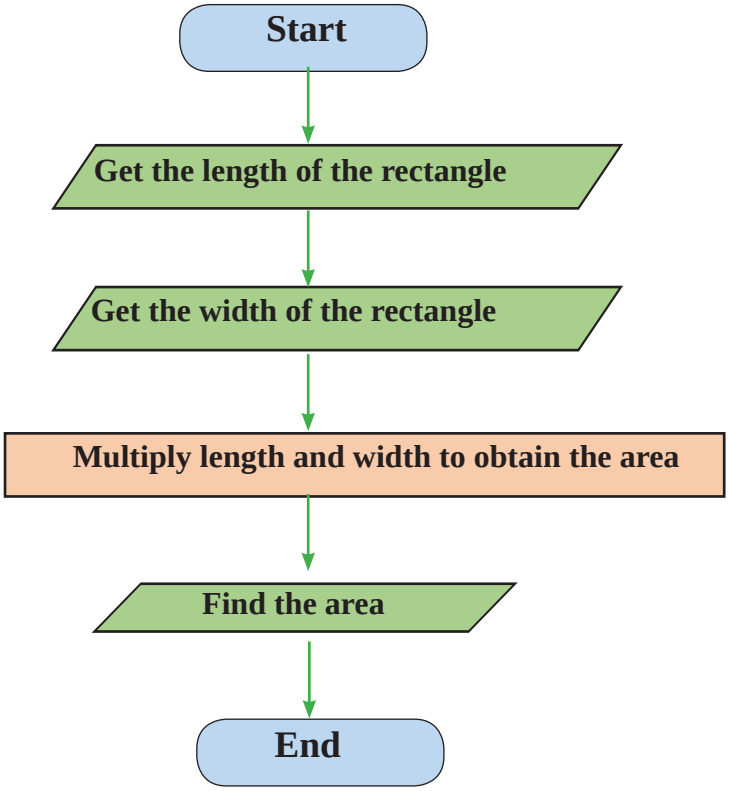
Drawing the flow chart for making a fruit salad using the above symbols is given below.

Here the symbols related to start, end input out and process are used.



Example 02

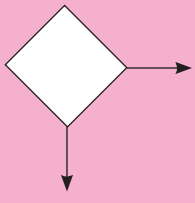
The flow chart for finding the area of a rectangle is given below.



Activity 04 - See 5.4 in the Workbook.

Summary

- Before the problem is resolved, it needs to be analyzed well.
- There is an input, output and a process when solving a problem.
- Things we feed to solve the problem are identified as the 'input', the steps to be followed when solving a problem are identified as the 'process', and the result we get after solving the problem is named as the 'output'.
- A method set out in order including all the steps needed to solve any problem is identified as an algorithm.
- A standard algorithm must have a start and an end.
- A flow chart is a graphical representation of the algorithmic steps. Specific symbols are used to indicate each action.

-  shape is used to indicate the start and the end.
-  shape is used to indicate the input and the output.
-  shape is used to indicate the process.
-  shape is used to indicate the decision taken.

6 Using the Internet for collecting Information and Communication

6.1 Let's learn about the Internet

The internet is made up of a large number of computers and computer networks around the world.

Two or more interconnected computers → **Computer Network**

A large number of interconnected computer networks → **Internet**

There are a wide range of services available on the internet reading such as reading newspapers, bill payments, online shopping, exchange of letters and watching television.

6.2 Accessing Internet

Figure 6.1 - Model of a Web Page

6.2.1 Web Browser

You open a website or a web page in a web browser. The software used to open websites and webpages on the internet is the web browser.

Eg:

Google Chrome Internet Explorer Mozilla Firefox

6.2.2 Use of Web Browsers

To use a web browser, the computer should be connected to the internet.

Normally a web browser can be opened via a shortcut on the desktop.

The address bar can be seen on the top of the web browser's interface.

If you want to open a website, you need to enter an address in the address bar.

Bring the cursor on to the address bar and click on it. Then enter the address directly. Then press the enter key.

Eg: Accessing the website of the Ministry of Education

Figure 6.2 - Website of the Ministry of Education

If you have typed the address previously, it will be displayed. Hence, bring the cursor and click on it.

Figure 6.3 - Address Bar

There is a toolbar in the web browser. These toolbars can be used to change websites and update web pages.

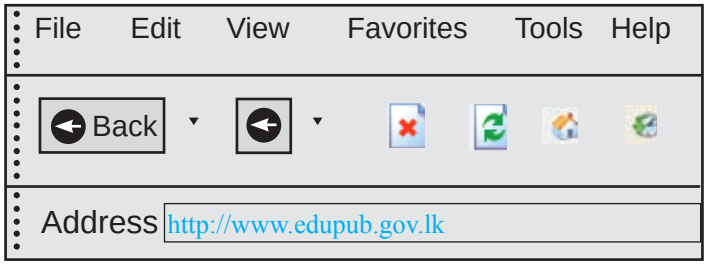


Figure 6.4 - Web Address of the Educational Publications Department

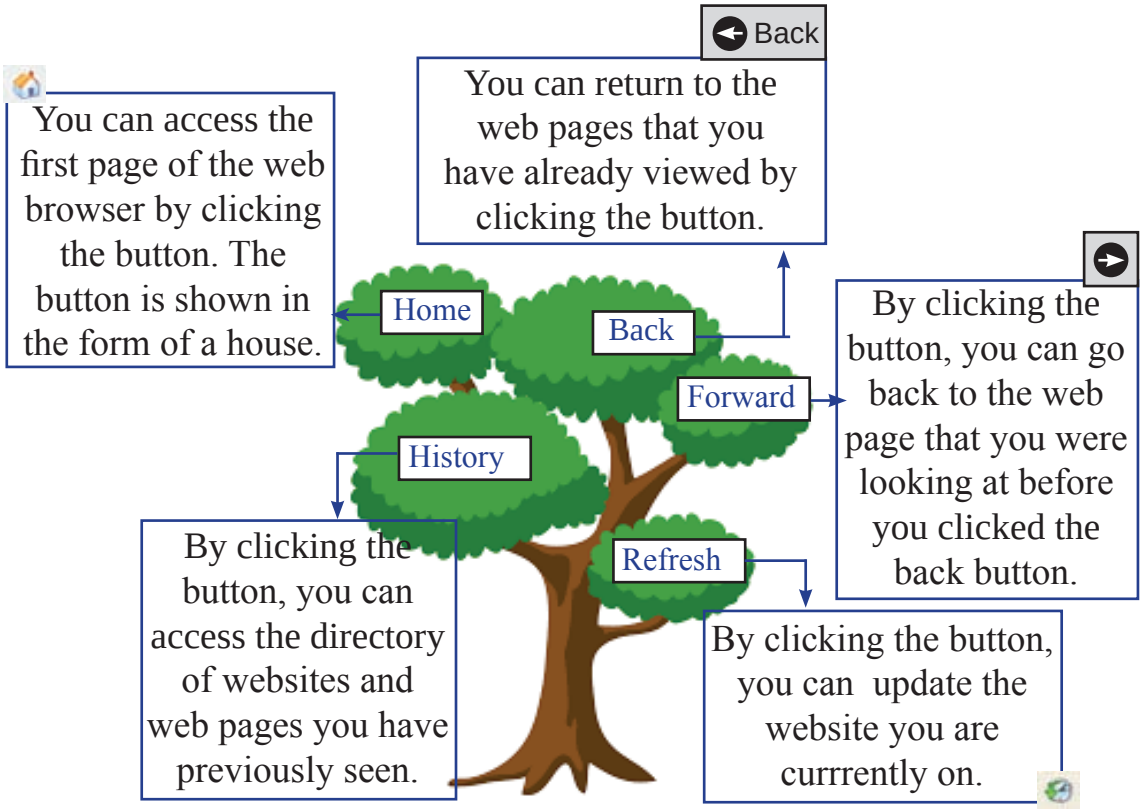
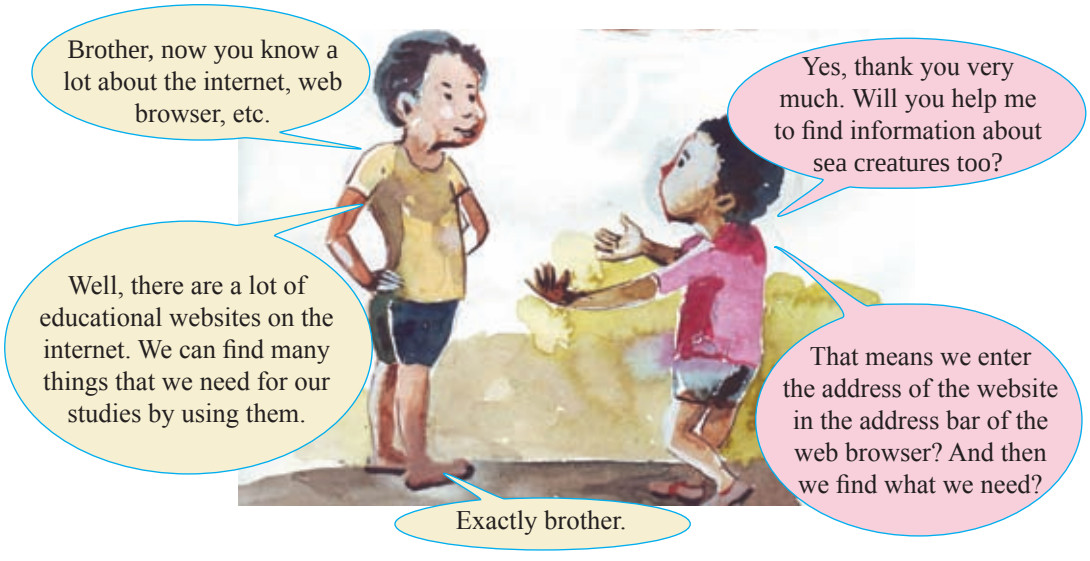


Figure 6.5 - Some Buttons in a Web Browser

6.3 Obtaining Information from Educational Websites



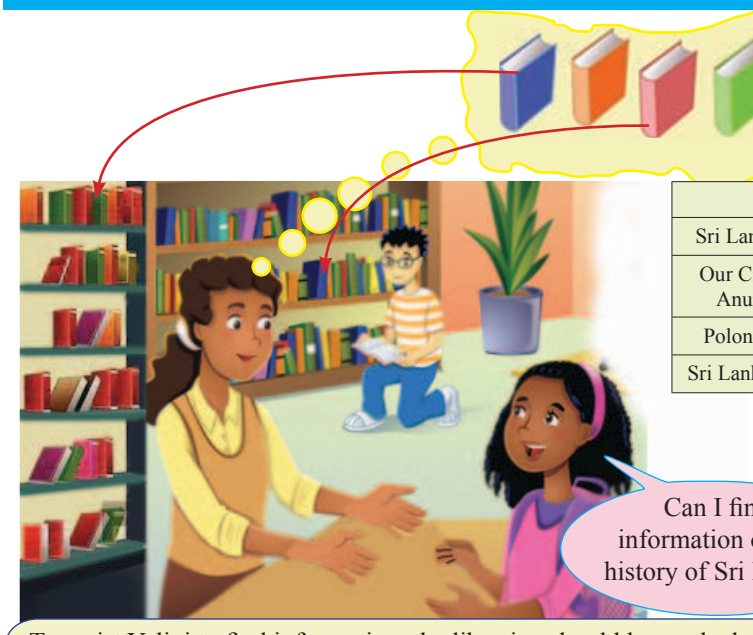
There are a lot of educational websites on the internet and we can get many information regarding our studies. In order to enter a website the address of the web site should be entered in the address bar of the web browser.

Example : www.bbc.com/bitesize

6.4 Let's learn about Search Engines

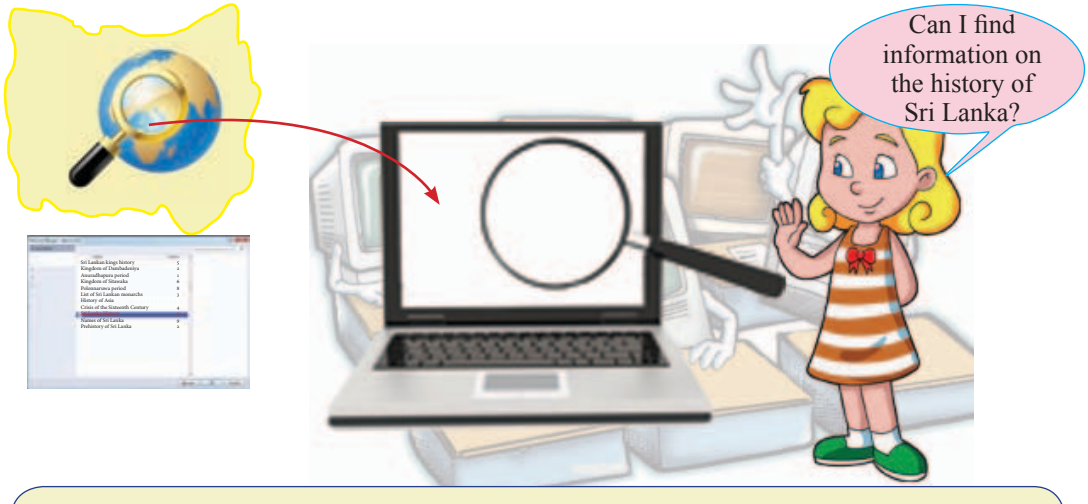
A search engines is a software that can be used to find information on the internet. This gives you a list of websites related to the facts that we are searching for.

Use of Search Engines



Book	Rack
Sri Lankan History	1
Our Civilization 1 Anuradhapura	3
Polonnaruwa Era	2
Sri Lankan History 2	6

To assist Yalini to find information, the librarian should know the books about the history of Sri Lanka and know the location of books.
In the end, a list of names of the books and the place where the books are placed will be provided.



To help Anne to find the information, the search engine should know about websites or web pages that contain information on the history of Sri Lanka and they should also know the location of websites or webpages.
In the end, a list of names and addresses of websites will be available to help you find relevant websites or web addresses.

There are a large number of websites and web pages on the internet. Search engines can search anything such as recipes, news, history, science, education, etc. on those sites.

Search engines are needed to find what is most productive on the internet.

A search engine efficiently scans thousands of websites and web pages and process them.

- Examples for search engines;

  Google - www.google.com
  Yahoo - www.yahoo.com
  Bing - www.bing.com

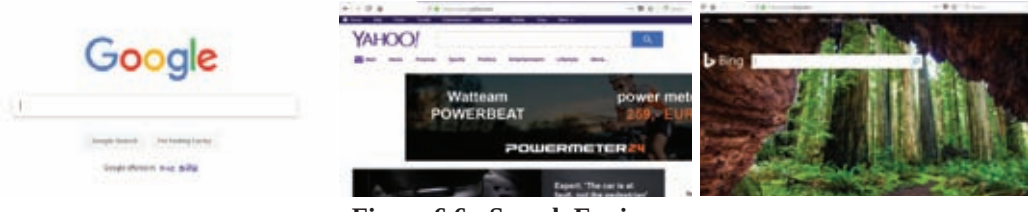


Figure 6.6 - Search Engines

Opening and Using Search Engines

To use search engines, you need to open the web browser that is installed in a computer.

The address of the search engine must be entered in the address bar.

You can enter the search engine by clicking the Search key on the address bar or by pressing Enter key on the keyboard.

There is a search box or a search field in a search engine.

Enter the key words relevant to the information and click the search button.

Your search results are shown as a list of websites and links. It will show a list of the most popular or the most suitable websites or links on the top. From that, you need to select the relevant site and click on the link to view it.

The keywords are the simplest and straightforward terms of what you are looking for.

For example,

Think that you need to search about the history of Sri Lanka. You can use

'History Sri Lanka' as a key word.

Tips for making Search Results more effective

The following short tips can be used to make your search more effective:

- Use keywords. Do not use complete sentences/questions.
  Eg: 'I need the history of Sri Lanka'.

  You should type 'Sri Lankan History' or 'History Sri Lanka' instead of 'I need the History of Sri Lanka'.

- If you cannot find what you require, try using a different word or a different expression.

Figure 6.7 - Search Information using a Search Engine

Activity 1 - See 6.1 in Workbook

In some searches, it will show hundreds of web pages irrelevant to your search. Be careful when selecting your search terms to avoid that. Your search engine will give an accurate result when your word is more appropriate.

1. Use inverted commas (" ") for a clause with several words.

2. Removing unnecessary words

   Do not use words that are not relevant to your search. Do not use words like " how, and, in, to, as". Use the names of people, places or things you want to find.

3. When you want to use more than one main word. Connect the words with '+' . For example, when you need to see the beautiful places in Kandy,

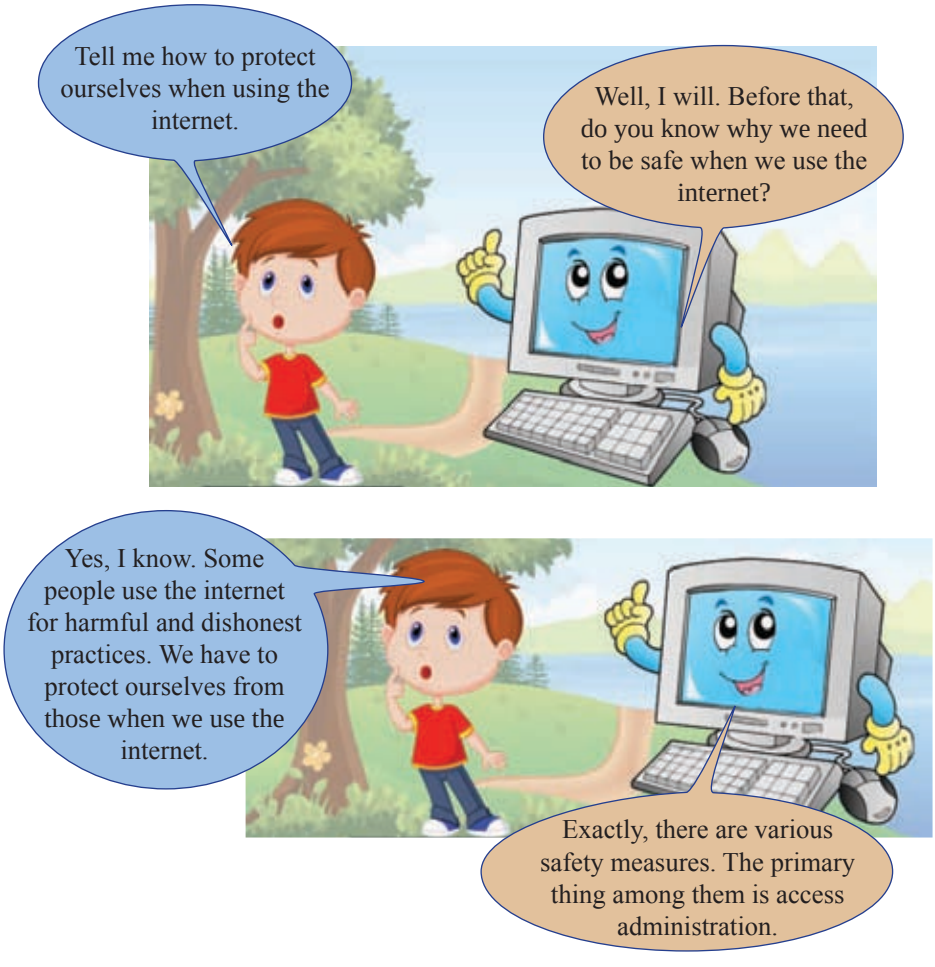
   It is better to use

4) To remove unnecessary facts

   Use '-' in front of the unwanted word. For example, when you are searching for information about Wimbledon, it would show information on tennis too. So to remove details about tennis, use;

5. When looking for an image about something, select the 'image' command of the search engine to search what you need.

6.5 Let's use the Internet Safely



The access administration is following different measures to access the internet safely and with a control. When we are using the internet, we interconnect with various computer networks and various websites around the world. Thus, it can influence our computer in many ways.

6.5.1 Provide Usernames and Passwords when Accessing Websites

In some cases, it is necessary to register usernames and passwords when accessing certain websites to obtain specific information.

Your username should not be your name. You can safeguard you identity by giving another word as the username. It should be memorable and shouldn't be easy for someone else to guess.

For a better password, use a password with letters and numbers. It's identified as a strong password.

Eg: Not a suitable password - password
saman 123

Suitable password - be220mmb*
Sama89agu@

- It's safer to use different passwords for different websites.
- It is important to log out when you leave a website after using the username and password to log on.
- Do not give your password to anyone else.

6.5.2 Use E-mail Safely

Individuals can send e-mail messages in order to access personal information, such as bank account details. We can also receive e-mails containing advertisements that are sent to thousands of people for commercial purposes.

Here are some steps you can follow to safeguard e-mails.

- Be careful when opening e-mails sent by unknown people.
- Avoid replying those e-mails and prevent from accessing links in them.
- Avoid providing information to any institution who request them through e-mails without inquring about them.

6.5.3 Doing Safe Online Transactions

One of the important uses of the internet is that we can do online transactions and purchase goods.

But, you should be very careful. In order to purchase goods, you must use most reliable websites and you must do payments through safe methods.

It's important to follow the directions and instructions of those who have good knowledge about using the internet. At present, there is an increase in the fraudulent acts on the internet.

Be sure to get the help and guidance of your teachers, parents, or adults whenever you access the internet. It will make your browsing time more productive, satisfying and safe.

Activity 2 - See 6.2 in the Workbook.

Summary

- The internet is a collection of a large number of computer networks.
- There are a number of internet services that can be used to exchange information and web is one of the services.
- Documents, pictures, videos and sounds can be exchanged through web and they are stored as webpages.
  A website is created using web pages. A web address is used to identify a website.

- The software used to look up web pages is the web browser.
- Search engines are used to find information.
- The service used to send messages via the internet is e-mail.
- You can use the internet to make transactions and use secure web addresses only.
- Differences between a web browser and a search engine:

Web Browser	Search Engine
It is a software used to access websites through the internet and view the web pages.	It is a programme used to find information needed from a vast collection of information on the internet. This requires a web browser.
The web address is used to access the website.	The words or phrases are used to find information.
Related website is opened.	Provides a list of relevant websites. You must select the suitable website to find the relevant information.

English-Sinhala-Tamil Glossary			
No	**English**	**Sinhala**	**Tamil**
1.	abstract model	වියුක්ත ආකෘතිය	கருத்தியல் மாதிரி
2.	acceptance testing	ප්‍රතිග්‍රහණ පරීක්ෂාව	ஏற்புச் சோதனை
3.	access privilege	ප්‍රවේශවීමේ වරප්‍රසාදය	அணுகல் உரிமை
4.	agile model	සුචල්‍ය ආකෘතිය	சுறுசுறுப்பு மாதிரி
5.	alternate key	විකල්ප යතුර	மாற்றுச் சாவி
6.	American Standard Code for Information Interchange (ASCII)	තොරතුරු හුවමාරුව සඳහා වූ ඇමරිකානු සම්මත කේතය	தகவல் இடைமாற்றுக்கான அமெரிக்க நியம விதிக்கோவை
7.	amplitude	විස්තාරය	வீச்சம்
8.	amplitude modulation	විස්තාර මූර්ජනාව	வீச்சப் பண்பேற்றம்
9.	analog	ප්‍රතිසම	ஒப்புமை
10.	anchor	රැඳවුම	நிலை நிறுத்தி
11.	application layer	අනුප්‍රයෝග ස්ථරය	பிரயோக அடுக்கு
12.	architecture	නිර්මිතය	கட்டமைப்பு
13.	arithmetic and logical unit (ALU)	අංක ගණිත හා තාර්කික ඒකකය	எண்கணித மற்றும் தர்க்க அலகு
14.	array	අරාව	அணி
15.	artificial intelligence	කෘතිම බුද්ධිය	செயற்கை நுண்ணறிவு
16.	Affective computing	බුද්ධිමත් සහ චිත්තවේගී පරිගණනය	நுண்ணறிவு உணர்திறன்மிக்க கணித்தல்
17.	associative law	සංසටන නීතිය	கூட்டு விதி
18.	attenuation	වැහැරීම/හායනය	நொய்மை
19.	attribute	උපලැකිය /ගුණය/ උපලක්ෂණය	பண்புகள்
20.	authoring tool	සම්පාදන මෙවලම	படைப்பாக்கக் கருவி
21.	Automated Teller Machine (ATM)	ස්වයංකෘත මුදල් ගනුදෙනු යන්ත්‍රය	தானியங்கிப் பணம் கையாள் இயந்திரம்

22.	autonomous	ස්වයංපාලක/ ස්වතන්ත්‍ර/ස්වායත්ත	சுயாதீன
23.	axiom	ස්වසිද්ධිය/ප්‍රත්‍යක්ෂය	வெளிப்படை உண்மை
24.	backups	උපස්ථ	காப்பெடுத்தல்
25.	bandwidth	කලාප පළල/බඳස් පළල	பட்டை அகலம்
26.	batch processing	කාණ්ඩ සැකසුම	தொகுதி முறைவழியாக்கம்
27.	big data	මහා දත්ත	பெரிய தரவு
28.	binary	ද්විමය	துவிதம், இருமம்
29.	binary coded decimal (BCD)	ද්විමය කේතික දශමය	இருமக் குறிமுறை தசமம்
30.	bio-inspired computing	ජෛව ප්‍රේරිත පරිගණනය/ ජෛව අනුප්‍රේරිත පරිගණනය	உயிரியல் உள்ளீர்ப்புக் கணிப்பு
31.	bit coin	බිටු කාසි	நுண்கடன் பணம் செலுத்தல்
32.	bitwise	බිටු අනුසාරිත	பிட் வாரி
33.	bitwise logical operation	බිටු අනුසාරිත තාර්කික මෙහෙයුම්	பிட் வாரி தர்க்கச் செயற்பாடு
34.	black box testing	කාල මංජුසා පරීක්ෂාව	கறுப்புப்பெட்டிச் சோதிப்பு
35.	blogging	වෙබ් සටහනය	வலைப்பதிவிடல்
36.	boot–up	ප්‍රවේශනය	தொடங்குதல்
37.	broadcasting	විකාශනය	தொலைபரப்பல்
38.	browsing	අතරික්සීම	மேலோடல்
39.	bubble sort	බුබුළු තේරීම/ යා-සැසඳුම් තේරීම	குமிழி வகைப்படுத்தல்
40.	built-in	තුළබැඳි / තිළැලි	உட்பொதிந்த
41.	business process re-engineering (BPR)	ව්‍යාපාර ක්‍රියාවලියේ ප්‍රති ඉංජිනේරුකරණය	வணிக செயல்முறை மீள்கட்டமைப்பு
42.	candidate key	නිරූපය යතුර	பிரதிநிதித்துவச் சாவி
43.	cardinality	ගණනීයතාව	எண்ணளவை
44.	cathode ray tube (CRT)	කැතෝඩ කිරණ නලය	கதோட்டுக் கதிர் குழாய்

45.	central processing unit (CPU)	මධ්‍ය සැකසුම් ඒකකය	மத்திய செயற்பாட்டு அலகு
46.	characteristics	ගති ලක්ෂණ / ස්වලක්ෂණ	சிறப்பியல்புகள்
47.	check box	සලකුණු කොටුව	சரிபார்ப்புப் பெட்டி
48.	client-server model	සේවා යෝජක-සේවා දායක ආකෘතිය	சேவைப் பயனர் மாதிரி
49.	clock	ස්පන්දකය	கடிகாரம்
50.	cloud computing	වලාකුළු පරිගණනය	மேகக் கணிமை
51.	coaxial cable	සමක්ෂක කේබලය	ஒரச்சு வடம்
52.	code editor	කේත සංස්කාරක	குறிமுறை தொகுப்பி
53.	comment	විවරණය	விளக்கக் குறிப்பு
54.	commutative law	න්‍යායදේශ න්‍යාය	பரிமாற்று விதி
55.	compact disc	සුසංහිත ඩිස්කය	ஒளியியல் வட்டு
56.	compatibility	ගැළපුම	பொருந்துகை
57.	compiler	සම්පාදකය	தொகுப்பான்
58.	component	සංරචකය	கூறு
59.	composite key	සංයුක්ත යතුර	கூட்டுச் சாவி
60.	constant	නියතය	மாறிலி
61.	content management system (CMS)	අන්තර්ගත කළමනාකරණ පද්ධතිය	உள்ளடக்க முகாமைத்துவ முறைமை
62.	context switching	සන්දර්භ සුවිචනය	சந்தர்ப்ப நிலைமாற்றல்
63.	contiguous allocation	යාබද විභාජනය	அடுத்தடுத்தான ஒதுக்கீடு
64.	control structure	පාලන ව්‍යුහය	கட்டுப்பாட்டுக் கட்டமைப்பு
65.	control unit (CU)	පාලන ඒකකය	கட்டுப்பாட்டலகு
66.	credit card	ණයපත	கடனட்டை
67.	customization	අභිරුචිකරණය	தனிப்பயனாக்கல்
68.	data	දත්ත	தரவு
69.	data and control bus	දත්ත සහ පාලන පථ	தரவும் கட்டுப்பாட்டுப் பாட்டையும்

70.	database management system (DBMS)	දත්ත සමුදාය කළමනාකරණ පද්ධති	தரவுத்தள முகாமைத்துவ முறைமை
71.	data definition language (DDL)	දත්ත නිර්වචන භාෂාව	தரவு வரையறை மொழி
72.	data dictionary	දත්ත ශබ්දකෝෂය	தரவு அகராதி
73.	data flow diagram	දත්ත ගැලීම් සටහන	தரவு பாய்ச்சல் வரைபடம்
74.	data flow model (DFM)	දත්ත ගැලීම් ආකෘතිය	தரவு பாய்ச்சல் மாதிரி
75.	data link layer	දත්ත සබැඳි ස්ථරය	தரவு இணைப்பு அடுக்கு
76.	data manipulating language (DML)	දත්ත හැසුරුම් බස	தரவு கையாளல் மொழி
77.	data migration	දත්ත පරිගමනය	தரவு பெயர்ச்சி
78.	debugging	නිදොස් කිරීම	வழு நீக்கல்
79.	decision support system (DSS)	තීරණ සහාය පද්ධති	தீர்மான உதவு முறைமை
80.	declarative	ප්‍රකාශාත්මක	அறிவிப்பு
81.	default values	පෙරනිමි අගය	இயல்புநிலை மதிப்பு
82.	defragmentation	ප්‍රතිඛණ්ඩනය	துணிக்கை நீக்கல்
83.	demodulation	විමූර්ජනය	பண்பிறக்கம்
84.	device	උපාංගය / උපක්‍රමය	சாதனம்
85.	device driver	උපාංග ධාවක මෘදුකාංග	சாதனச் செலுத்தி
86.	digital	අංකිත	இலக்க முறை
87.	digital camera	අංකිත කැමරාව	இலக்கமுறைப் படக்கருவி
88.	digital economy	අංකිත ආර්ථිකය	இலக்கமுறைப் பொருளாதாரம்
89.	digitizer	සංඛ්‍යාංකකය	இலக்கமாக்கி
90.	direct implementation	සෘජුස්ථාපනය	நேரடி அமுலாக்கம்
91.	disk formatting	තැටි/ඩිසක හැඩසවි ගැන්වීම	வட்டு வடிவமைப்பு
92.	distortion	විකෘතිය	திரிபு

93.	distributive law	විසටන න්‍යාය	பங்கீட்டு விதி
94.	document flow diagram	ලේඛන ගැලීම් සටහන	ஆவணப் பாய்ச்சல் வரைபடம்
95.	domain	වසම	ஆள்களம்
96.	domain name server (DNS)	වසම් නාම සේවාදායකය	ஆள்களப் பெயர் சேவையகம்
97.	domain name system (DNS)	වසම් නාම පද්ධතිය	ஆள்களப் பெயர் முறைமை
98.	dynamic host configuration protocol (DHCP)	ගතික ධාරක පාලන නියමාවලිය	மாறும் விருந்தோம்பி உள்ளமைவு நெறிமுறை
99.	dynamic web page	ගතික වෙබ් පිටු	இயக்குநிலை வலைப்பக்கம்
100.	e-commerce	විද්‍යුත් වාණිජ්‍යය	மின் வர்த்தகம்
101.	economical feasibility	ආර්ථික ශක්‍යතාව	பொருளாதாரச் சாத்தியப்பாடு
102.	elementary process description(EPD)	මූලික ක්‍රියාවලි විස්තරය	அடிப்படைச் செய்முறை விபரிப்பு
103.	e-market place	ඉ-වෙළඳ පොළ	இலத்திரனியல் சந்தை இடம்
104.	encryption	ගුප්ත කේතනය	மறைகுறியாக்கம்
105.	enterprise resource planning system (ERPS)	ව්‍යවසාය සම්පත් සැලසුම් පද්ධතිය	நிறுவன மூலவள திட்டமிடல் முறைமை
106.	entity	භූතාර්ථය/අභිභූතත්වය/සත්තාව	நிலைபொருள்
107.	entity identifier	භූතාර්ථ/අභිභූතත්වය හඳුන්වනය	நிலைபொருள் அடையாளங்காட்டி
108.	entity relationship(ER) diagram	භූතාර්ථ සම්බන්ධතා රූපසටහන	நிலைபொருள் உறவுமுறை அட்டவணை
109.	executable	ක්‍රියාත්මක කළ හැකි	இயக்கத்தகு
110.	executive support system (ESS)	විධායක සහාය පද්ධතිය	நிறைவேற்று உதவு முறைமை
111.	expert system	විශේෂඥ පද්ධතිය	நிபுணத்துவ முறைமை

112.	extended binary coded decimal interchange cod (EBCDIC)	විස්තෘත ද්විමය කේතක දශම	நீடித்த துவித குறிமுறை தசம இடமாற்றக் குறி
113.	extended entity relationship (ER) diagram	විස්තෘත භූතාර්ථ සම්බන්ධතා රූප සටහන	விரிவாக்கப்பட்ட நிலைபொருள் உறவுமுறை அட்டவணை
114.	feasibility study	ශක්‍යතා අධ්‍යයනය	சாத்தியப்பாடு கற்கை
115.	feedback loop	ප්‍රතිපෝෂණ ලූපය	பின்னூட்டல் வளையம்
116.	fetch-execute cycle	ආහරණ-ක්‍රියාකරවුම් චක්‍රය	தருவிப்பு நிறைவேற்றுச் சுழற்சி
117.	fiber optic	ප්‍රකාශ තන්තු	இழை ஒளியியல்
118.	file	ගොනුව	கோப்பு
119.	file hierarchy	ගොනු ධුරාවලිය	கோப்பு படிநிலை
120.	firewall	ගිනි පවුර	தீச்சுவர்
121.	normal form	ප්‍රථම ප්‍රමත අවස්ථාව	இயல்பாக்கல் வடிவம்
122.	fixed internal hard disk	අචල අභ්‍යන්තර දෘඪ තැටි	நிலையான உள்ளக வன்தட்டு
123.	flash memory	සෑණු/ ඛණ්ඩක මතකය	பளிச்சீட்டு நினைவகம்
124.	flash memory card	සෑණු/ ඛණ්ඩක මතක පත	பளீச்சிட்டு நினைவக அட்டை
125.	flat file system	චීක ගොනු පද්ධතිය	சமதளக் கோப்பு முறைமை
126.	flip-flop	පිල්ල-පොළ	எழு-விழு
127.	float	ඉපුලීම/ඉපිලීම	மிதவை
128.	floppy disk	නම්‍ය තැටිය	நெகிழ் வட்டு
129.	flow chart	ගැලීම් සටහන	பாய்ச்சற் கோட்டுப்படம்
130.	folder	ගොනු බහලුම්	கோப்புறை
131.	foreign key	ආගන්තුක යතුර	அந்நியச்சாவி
132.	formatting	හැඩසවි ගැන්වීම	வடிவமைத்தல்
133.	frame	රාමුව	சட்டகம்
134.	frequency modulation	සංඛ්‍යාත මූර්ජනය	அதிர்வெண் பண்பேற்றல்

135.	full adder	පූර්ණාකලකය	முழுமைக் கூட்டி
136.	function	ශ්‍රිතය / කාර්යය	சார்பு
137.	functional dependency	කාර්ය බද්ධ පරායත්තතාව	செயல் சார்புநிலை
138.	functional requirement	කාර්ය බද්ධ අවශ්‍යතාව	செயல்படு தேவை
139.	quantum computing	ක්වොන්ටම් පරිගණනය	சொட்டு கணிப்பு அடிப்படை
140.	gateway	දොරටු මඟ / වාසල් ද්වාරය /වාහල්දොර	நுழைவாயில்
141.	genetic algorithm	සහජ ඇල්ගොරිදමය	மரபணு வழிமுறை
142.	geographical information system(GIS)	භූගෝලීය තොරතුරු පද්ධතිය /භූතැන් තොරතුරු පද්ධතිය	புவியியல் தகவல் முறைமை
143.	graph plotter	ප්‍රස්තාර ලකුණුකරණය	படவரையி
144.	graphic tablet	චිත්‍රකවලකය	வரைவியல் விவரமாக்கி
145.	grid computing	ජාලක පරිගණනය	கோட்டுச்சட்டகக் கணிமை
146.	guided media	නියමු මාධ්‍ය	வழிபடுத்தப்பட்ட ஊடகம்
147.	half adder	අර්ධාකලකය	அரை கூட்டி
148.	hand trace	හස්තානුරේඛනය	கைச் சுவடுகள்
149.	hard disk	දෘඩ තැටිය / දෘඩ ඩිස්කය	வன்தட்டு
150.	hardware	දෘඩාංග	வன்பொருள்
151.	hexadecimal	ෂඩ් දශමය	பதினறுமம்
152.	hierarchical model	ධුරාවලි ආකෘතිය	படிநிலை மாதிரி
153.	host	සත්කාරකය	விருந்தோம்பி
154.	hub	නාභිය	குவியன்
155.	human operator	මිනිස්ක්‍රියාකරුවෝ	மனித இயக்குபவர்
156.	hybrid approach	දෙමුහුන් ප්‍රවේශය	கலப்பு அணுகல்
157.	hyperlink	අධිසම්බන්ධකය	மீ இணைப்பு
158.	Integrated circuits (IC)	අනුකලිත පරිපථ	ஒருங்கிணைந்த சுற்று
159.	icon	නිරූපකය	சிறு படம்

160.	identity	සර්වසාම්‍ය	அடையாளம்
161.	image	රූපය	படிமம்
162.	imperative	විධානාත්මක	கட்டளை
163.	incremental	වර්ධනාත්මක	ஏறுமான, அதிகரிப்பு
164.	indexed allocation	අනුක්‍රමික විභාජනය	சுட்டி ஒதுக்கீடு
165.	information	තොරතුරු	தகவல்
166.	inkjet printer	තීන්ත විදුම් මුද්‍රකය	மைத்-தாரை அச்சுப்பொறி
167.	instant messaging	ක්ෂනික පණිවුඩ යැවීම	உடனடிச் செய்தியிடல்
168.	integrated development environment(IDE)	සමෝධානික සංවර්ධන පරිසරය	ஒருங்கிணைந்த விருத்தி சூழல்
169.	integration test	අනුකලන පරීක්ෂණය	ஒருங்கிணைந்த சோதிப்பு
170.	intelligent and emotional computing	බුද්ධිමත් සහ චිත්තවේගී පරිගණනය	நுண்ணறிவும் உணர்திறனுமிக்க கணித்தல்
171.	interface	අතුරු මුහුණ	இடைமுகம்
172.	internet service provider(ISP)	අන්තර්ජාල සේවය සපයන්නා	இணையச் சேவை வழங்குனர்
173.	interpreter	අර්ථවිනිවාසකය	மொழிமாற்றி
174.	interrupt	අතුරු බිඳුම	இடையூறு
175.	intranet	අන්ත:ජාලය/ අන්තෝජාල	அகவினையம்
176.	internet of things (IoT)	සාර්ව ද්‍රව්‍ය අන්තර්ජාලය/ සබැඳි ද්‍රව්‍ය අන්තර්ජාලය	பொருட்களின் இணையம்
177.	iteration	පුනර්කරණය	மீள் செயல்
178.	karnaugh map	කානෝ සිතියම	கானோ வரைபடம்
179.	knowledge management system(KMS)	දැනුම් කළමනාකරණ පද්ධතිය	அறிவு முகாமைத்துவ முறைமை
180.	large scale integration (LSI)	විශාල පරිමාණයේ අණුකලනය	பாரிய அளவு ஒருங்கிணைப்பு
181.	latency	පමාව/ගුප්තතාව	மறைநிலை

182.	least significant	අඩුමවෙසෙසි	சிறும மதிப்பு
183.	legend	විස්තර පාඨය	குறி விளக்கம்
184.	life cycle of data	දත්ත ජීවන චක්‍රය	தரவு வாழ்க்கை வட்டம்
185.	light emitting diode(LED) display	ආලෝක විමෝචක ඩියෝඩ සන්දර්ශකය	ஒளிகாலும் இருவாயித் திரை / ஒளி உமிழும் இரு முனையம்
186.	linked allocation	සබැඳි විභාජනය	இணைப்பு ஒதுக்கீடு
187.	linker	සන්ධාරකය	இணைப்பி
188.	liquid crystal display(LCD)	ද්‍රවස්ඵටික සන්දර්ශකය	திரவப்பளிங்குக் கணினித் திரை
189.	list	ලැයිස්තුව	பட்டியல்
190.	liveware	ජීවාංග	உயிர் பொருள்
191.	local publishing	ස්ථානීය ප්‍රසිද්ධ කිරීම	உள்ளக வெளியீடு
192.	local area network (LAN)	ස්ථානීය ප්‍රදේශ ජාලය	இடத்துரி வலையமைப்பு
193.	logic gate	තාර්කික ද්වාරය	தர்க்கப் படலை
194.	Logical Data Modeling(LDM)	තාර්කික දත්ත ආකෘතිකරණය	தர்க்கத் தரவு மாதிரியுருவாக்கல்
195.	logical data structure	තාර්කික දත්ත ව්‍යුහය	தர்க்கத் தரவுக் கட்டமைப்பு
196.	logical design tools	තාර්කික සැලසුම් මෙවලම්	தர்க்க வடிவமைப்புக் கருவி
197.	looping	ලූපනය	வளைய வரல்
198.	machine code	යන්ත්‍ර කේතය	இயந்திரக் குறியீடு
199.	machine-machine coexistence	යන්ත්‍ර-යන්ත්‍ර සහපැවැත්ම	இயந்திர- இயந்திர ஒருங்கிருத்தல்
200.	magnetic ink character reader(MICR)	චුම්බකිත තීන්ත අනු ලකුණු කියවනය	காந்த மை எழுத்துரு வாசிப்பான்
201.	magnetic stripe reader	චුම්බක තීරු කියවනය	காந்தப்பட்டி வாசிப்பான்
202.	magnetic tape	චුම්භක පටිය	காந்த நாடா
203.	malware	අනිෂ්ඨ මාදුකාංග	தீம்பொருள்

204.	management information system (MIS)	කළමනාකරණ තොරතුරු පද්ධතිය	முகாமைத்துவ தகவல் முறைமை
205.	man-machine coexistence	මිනිස්-යන්ත්‍ර සහපැවැත්ම	மனிதன் - இயந்திரம் ஒருங்கிருத்தல்
206.	media access control (MAC)	මාධ්‍ය ප්‍රවේශ පාලක	ஊடக அணுகல் கட்டுப்பாடு
207.	memory management unit(MMU)	මතක කළමනාකරණ ඒකකය	நினைவக முகாமைத்துவ அலகு
208.	mesh topology	බැඳී ස්ථලකය	கண்ணி இடத்தியல்
209.	microprocessor	ක්ෂුද්‍ර සකසනය	நுண்செயலி
210.	microwave	ක්ෂුද්‍ර තරංග	நுண்ணலை
211.	mini disk	කුඩා තැටිය	சிறு வட்டு
212.	mobile computing	ජංගම පරිගණනය	செல்லிடக் கணிமை
213.	mobile marketing	ජංගම අලෙවිකරණය	செல்லிடச் சந்தைப்படுத்தல்
214.	modularization	මොඩියුලකරණය	கூறு நிலையாக்கம்
215.	modulation	මූර්ජනය	பண்பேற்றம்
216.	most significant	වැඩිම වෙසෙසි	அதியுயர் மதிப்பு
217.	mother board	මව් පුවරුව	தாய்ப்பலகை
218.	multi agent systems	බහු කාරක පද්ධති	பல்முகவர் முறைமை
219.	multi user-multi task	බහු පරිශීලක - බහු කාර්යය	பற்பயனர்-பற்பணி
220.	multi-core processors	බහු හර සකසන	பல்கரு செயலி
221.	multimedia objects	බහු මාධ්‍ය වස්තු	பல்லூடக பொருள்
222.	multiplexer	බහු පථකාරකය	பல்சேர்ப்பி
223.	multiplexing	බහු පථකරණය	பல்சேர்ப்பு
224.	multiprocessing	බහු සැකසුම්	பன்முறைவழியாக்கி
225.	multitasking	බහුකාර්ය කිරීම්	பற்பணி
226.	multi-threading	බහු-අනුක්‍රියායනය	பல் செயல்கூறு
227.	nature inspired	ප්‍රකෘති ප්‍රේරිත පරිගණනය/	இயற்கை உள்ளீர்ப்புக்

	computing	ප්‍රකෘති අනුප්‍රේරිත පරිගණනය	கணிப்பு
228.	nested loop	නීඩිත ලූපය	நீடித்த வளையம்
229.	network addresses translating (NAT)	ජාල යොමු පරිවර්තනය	வலையமைப்பு முகவரி பெயர்ப்பு
230.	network architecture	ජාල නිර්මිතය	வலையமைப்புக் கட்டமைப்பு
231.	network layer	ජාල ස්ථරය	வலையமைப்பு அடுக்கு
232.	network model	ජාල ආකෘතිය	வலையமைப்பு மாதிரி
233.	neural network	ස්නායුක ජාලය	நரம்பியல் வலையமைப்பு
234.	non-functional requirement	කාර්යබද්ධ නොවන අවශ්‍යතාව	செயல்சாராத் தேவைகள்
235.	normalization	ප්‍රමිතකරණය	இயல்பாக்கல்
236.	null	අභිශූන්‍ය	வெற்று
237.	object code	වස්තු කේත/	பொருள் குறி
238.	object oriented	වස්තු නැඹුරු / පාදක	பொருள் நோக்குடைய
239.	object- relational model	වස්තු-සම්බන්ධක ආකෘතිය	பொருள் உறவுநிலை மாதிரி
240.	octal	අෂ්ටමය	எண்மம்
241.	office automation system (OAS)	කාර්යාල ස්වයංකරණ පද්ධතිය	அலுவலகத் தன்னியக்க முறைமை
242.	offline	මාර්ග අපගත/ මාර්ගගත නොවන	தொடரறு நிலை
243.	one's compliment	එකෙහි අනුපූරකය	ஒன்றின் நிரப்பி
244.	online	මාර්ගගත	தொடரறா நிலை
245.	open source	විවෘත මූලාශ්‍ර	திறந்த மூலம்
246.	operational feasibility	මෙහෙයුම් ශක්‍යතාව	செயற்பாட்டுச் சாத்தியப்பாடு
247.	operator category	කාරක ප්‍රවර්ගය	செயலி வகை
248.	operator precedence	කාරක ප්‍රමුඛතා	செயலி முன்னுரிமை
249.	optical character reader (OCR)	ප්‍රකාශ අණු ලකුණු කියවනය	ஒளியியல் எழுத்துரு வாசிப்பான்

250.	optical mark reader (OMR)	ප්‍රකාශ ලකුණු කියවනය	காந்த மை எழுத்துரு வாசிப்பான்
251.	output	ප්‍රතිදානය	வெளியீடு
252.	packet switching	පොදි හුවමාරුව	பொதி மடைமாற்றல்
253.	paging	පිටුකරනය	பக்கமிடல்
254.	paradigm	සුසමාදර්ශය/ ප්‍රතිමානය/ප්‍රතිරූපය	கோட்பாட்டுச் சட்டகம்
255.	parallel implementation	සමාන්තර ස්ථාපනය	சமாந்தர அமுலாக்கம்
256.	parameter passing	පරාමිති යැවීම	பரமானக் கடத்தல்
257.	parity	සමතාව	சமநிலை
258.	password	මුර පදය	கடவுச்சொல்
259.	payment gateway	ගෙවුම් වාසල් ද්වාරය	பணக் கொடுப்பனவு நுழைவாயில்
260.	periodic refreshing	ආවර්ත ප්‍රබෝධකරණය	காலமுறை புதுப்பித்தல்
261.	peripheral device	පර්යන්ත උපාංගය / උපකුම්ය	புறச் சாதனம்
262.	phablet	ෆැබ්ලට්	பெப்லட்
263.	phased implementation	අවධිස්ථාපනය / පියවර ක්‍රියාත්මකකිරීම	கட்ட அமுலாக்கல்
264.	phase modulation	කලා මූර්ජනය	நிலை பண்பேற்றம்
265.	phishing	තතුබෑම	வழிப்பறித்தல்
266.	physical layer	භෞතික ස්ථරය	பௌதீக அடுக்கு
267.	physical memory	භෞතික මතකය	பௌதீக நினைவகம்
268.	pilot implementation	නියාමක ස්ථාපනය / නියාමක ක්‍රියාත්මක කිරීම	முன்னோடி அமுலாக்கல்
269.	piracy	චෞරත්වය/ ලුණ්ඨනය	களவு
270.	pirated software	චෞර/ලුණ්ඨිත මෘදුකාංග	திருட்டு மென்பொருள்
271.	plagiarism	ග්‍රන්ථ/රචනා චෞර්‍යය	கருத்துத் திருட்டு
272.	point to point connection	ඍජු ලක්ෂ්‍ය සම්බන්ධතාව	ஒன்றுடனொன்று இணைப்பு

273.	pointing device	දැක්වුම් උපාංගය	சுட்டி சாதனம்
274.	port	කෙවෙනිය	வாயில், துறை
275.	portable external hard disk	ජංගම/සුවහනීය බාහිර දෘඪ තැටිය	காவத்தகு புற வன்தட்டு
276.	portal	ද්වාරය/ ආමුඛද්වාරය	வலைவாசல்
277.	Point of sale (POS) machine	විකුණුම් පොල යන්ත්‍ර	விற்பனை இட இயந்திரம்
278.	postulate	උපකල්පනය	எடுகோள்
279.	power supply	විදුලි සැපයුම්/ජව සැපයුම්	மின் வழங்கி
280.	presence check	තථ්‍යතා පරීක්ෂාව	இருத்தல் சரிபார்த்தல்
281.	presentation layer	සමර්පන/ඉදිරිපත් කිරීම් ස්ථරය	முன்வைப்பு அடுக்கு
282.	primary key	ප්‍රාථමික/මූල් යතුර	முதன்மைச் சாவி
283.	primitive data type	ප්‍රාථමික දත්ත වර්ගය	பூர்வீகத் தரவு வகை
284.	privacy	පෞද්ගලිකත්වය	அந்தரங்கம்
285.	private key	පෞද්ගලික යතුර	பிரத்தியேகச் சாவி
286.	process	ක්‍රියාවලිය/ක්‍රියායනය/ සැකසුම්	செயல்/ முறைவழியாக்கல
287.	process control block(PCB)	ක්‍රියායන පාලන බණ්ඩය	செயல் கட்டுப்பாட்டுத் தொகுதி
288.	process management	ක්‍රියායන කළමනාකරණය	செயல் முகாமைத்துவம்
289.	process states	ක්‍රියායන තත්ත්ව	செயல் நிலை
290.	process transition	ක්‍රියායන සංක්‍රමණය	செயல் நிலைமாறல்
291.	product commercialization	නිෂ්පාදන වාණිජ්‍යකරණය	தயாரிப்பு வர்த்தகமயமாக்கல்
292.	product of sum (POS)	වෙක්‍යයන්ගේ ගුණිතය	கூட்டுத்தொகையின் பெருக்கம்
293.	program translator	ක්‍රමලේඛ පරිවර්තක	செய்நிரல் மொழிபெயர்ப்பான்
294.	proprietary	හිමිකම් සහිත	தனியுரிமை
295.	protocol	නියමාවලිය	நடப்பொழுங்கு

296.	prototyping	මූලාකෘතිකරණය	மூலவகை மாதிரி
297.	proxy server	නියෝජන සේවාදායකය	பதிலாள் சேவையகம்
298.	pseudo code	ව්‍යාජ කේතය	போலிக்குறி
299.	public switch telephone network (PSTN)	පොදු ස්විච දූරකථන ජාලය	பொது ஆளியிடப்பட்ட தொலைபேசி வலையமைப்பு
300.	public key	පොදු යතුර	பொதுச் சாவி
301.	pulse code modulation	ස්පන්ද කේත මූර්ජනය	துடிப்புக்குறி பண்பேற்றம்
302.	pulse width modulation	ස්පන්ද විතර මූර්ජනය	துடிப்பு அகலப் பண்பேற்றம்
303.	radio button	විකල්ප තේරීම	ரேடியோ பொத்தான்
304.	random access memory (RAM)	සසම්භාවී ප්‍රවේශ මතකය	தற்போக்கு அணுகல் நினைவகம்
305.	range check	පරාස පරීක්ෂාව	வீச்சு சரிபார்த்தல்
306.	rapid application development (RAD)	ඉක්මන් යෙදවුම් සංවර්ධනය	துரித பிரயோக விருத்தி
307.	read only memory (ROM)	පඨන මාත්‍ර මතකය	வாசிப்பு மட்டும் நினைவகம்
308.	real time	තථ්‍ය කාලික	நிகழ்நேரம்
309.	record	උපලැකියාන	பதிவு
310.	redo	නැවත කිරීම	மீளச் செய்
311.	redundancy	සමතිරික්තතාව	மிகைமை
312.	reference model	යොමු ආකෘතිය	வலையமைப்பின் கட்டமைப்பு
313.	refreshing	පුබුදු කිරීම	புத்துயிர்ப்பித்தல்
314.	register memory	රෙජිස්තර මතකය	பதிவகம்
315.	relational	සම්බන්ධක	தொடர்பு, உறவுநிலை
316.	relational model	සම්බන්ධක ආකෘතිය	உறவுநிலை மாதிரி
317.	relational database	සම්බන්ධක දත්ත සමුදාය	உறவுநிலை தரவுத்தளம்
318.	relational instance	සම්බන්ධතා නිදර්ශනය	தொடர்பு முறை எடுத்துக்காட்டு

319.	relational schema	සම්බන්ධතා පරිපාටික සටහන	தொடர்பு முறைத் திட்டம்
320.	relationship	සම්බන්ධතාවය	தொடர்புமுறை
321.	remote	දූරස්ථ	தொலை, தூர
322.	render	විදැහු	வழங்கு
323.	repeater	පුනර්කථකය	மீளி, மீட்டி
324.	repetition	පුනරුක්තිය	மீள் செயல்
325.	reset button	ප්‍රත්‍යාරම්භ බොත්තම	மீளமைப்புப் பொத்தான்
326.	retrieve	සමුද්ධරණ	மீளப்பெறு
327.	return value	ප්‍රත්‍යාගමන අගය	திரும்பல் பெறுமானம்
328.	reverse auction	ප්‍රතිවෙන්දේසිය	எதிர்மாற்று ஏலம்
329.	ring topology	මුදු ස්ථලකය	வளைய இடத்தியல்
330.	router	මං හසුරුව	வழிப்படுத்தி, வழிச்செலுத்தி
331.	routing	මං හැසිරවීම	வழிச்செலுத்தல்
332.	scanner	සුපිරික්සකය	நுணுகு நோக்கி
333.	scheduler	නියමකරණය	ஒழுங்குபடுத்தி
334.	scope of variable	විචල්‍ය පරාසය	மாறி செயற்பரப்பு
335.	query	විමසුම	வினவல்
336.	selection	තේරීම	தெரிவு
337.	selector	වරකය	தேர்வி, தேர்ந்தெடுப்பி
338.	sensor	සංවේදකය	உணரி
339.	sequence	අනුක්‍රමය	தொடர்
340.	sequential circuit	අනුක්‍රමික පරිපථය	தொடர்ச் சுற்று
341.	sequential search	අනුක්‍රමික සෙවුම	வரிசைமுறைத் தேடல்
342.	server	සේවාදායකය / අනුග්‍රාහකය	சேவையகம்
343.	session layer	සැසි ස්ථරය	அமர்வு அடுக்கு
344.	sharable pool	හුවමාරු පුංජය	பகிரதகு பொது இடம்
345.	sign-magnitude	ලකුණුවත් ප්‍රමාණය / සංලක්ෂිත	குறியுடைய வீச்சளவு

		පරිමාණනය / අංකිත පරිමාණනය	
346.	single user-multi task	ඒක පරිශීලක-බහු කාර්යය	தனிப்பயனர்-பற்பணி
347.	single user-single task	ඒක පරිශීලක-ඒක කාර්යය	தனிப்பயனர்-தனிப்பணி
348.	smart card	සුහුරු කාඩ්පත	சூட்டிகை அட்டை
349.	smart phone	සුහුරු දුරකථනය	சூட்டிகைத் தொலைபேசி
350.	smart system	සුහුරු පද්ධතිය	சூட்டிகை முறைமை
351.	social networking	සමාජ ජාලකරණය	சமூக வலையமைப்பாக்கல்
352.	software	මෘදුකාංග	மென்பொருள்
353.	software agent	මෘදුකාංග කාරක	மென்பொருள் முகவர்
354.	sort	තේරීම	வரிசைப்படுத்து
355.	source	ප්‍රභව	மூலம்
356.	spiral model	සර්පිල ආකෘතිය	சுருளி மாதிரி
357.	spooling	එතීම	சுற்றுதல்
358.	Star topology	තාරකා ස්ථලකය	விண்மீன் இடத்தியல்
359.	stepwise refinement	පියවරාකාර පිරිපහදුව	படிமுறை நீக்கல்
360.	storage	ආචයනය	சேமிப்பு
361.	storage allocation	ආචයන විභාජනය	சேமிப்பு ஒதுக்கல்
362.	stored program concept	ආචිත ක්‍රමලේඛ සංකල්පය	சேமிக்கப்பட்ட செய்நிரல் எண்ணக்கரு
363.	structure	ව්‍යුහය	கட்டமைப்பு
364.	structure chart	ව්‍යුහ සටහන	கட்டமைப்பு வரைபு
365.	structured	ව්‍යුහගත	கட்டமைப்புடைய
366.	structured query language(SQL)	ව්‍යුහගත විමසුම් බස	கட்டமைப்பு வினவல் மொழி
367.	submit button	යොමු බොත්තම්	சமர்ப்பித்தல் பொத்தான்
368.	subnet mask	උප ජාල ආවරණය	உபவலை மறைமுகம்
369.	sub-netting	උප-ජාලනය	உபவலையமைப்பு

370.	sub-program	උප-ක්‍රමලේඛය	துணைச் செய்நிரல்
371.	sum of products (SOP)	ගුණිතයන්ගේ වෙකඵය	பெருக்கங்களின் கூட்டுத்தொகை
372.	supply chain management	සැපයුම් දාම කළමනාකරණය	விநியோக சங்கிலித்தொடர் முகாமைத்துவம்
373.	swapping	ප්‍රතිහරණය	இடமாற்றல்
374.	switch	ස්විචය	ஆளி
375.	syntax	කාරක රීති	தொடரியல்
376.	system development life cycle(SDLC)	පද්ධති සංවර්ධන ජීවන චක්‍රය	முறைமை விருத்தி வாழ்க்கை வட்டம்
377.	table	වගුව	அட்டவணை
378.	table check constraint	වගු පරීක්ෂා සංරෝධකය	அட்டவணை சரிபார்த்தல் கட்டுப்பாடு
379.	tag	උසුලනය	ஒட்டு
380.	Technical feasibility	තාක්ෂණික ශක්‍යතාව	தொழினுட்பச் சாத்தியக் கற்கை
381.	telecommuting	දුරස්ථ සංවාදය / දුර සන්නිවේදනය	தொலைசெயல்
382.	testing strategy	පරීක්ෂණ උපක්‍රමය	பரீட்சித்தல் உபாயம்
383.	text and font	පාඨ සහ අක්ෂර	வாசகமும் எழுத்துருவும்
384.	text formatting	පාඨ හැඩසවි ගැන්වීම	வாசக வடிவமைப்பு
385.	text input	පාඨ ආදාන	வாசக உள்ளீடு
386.	normal form	ප්‍රමිත අවස්ථාව	இயல்பாக்கல் வடிவம்
387.	thumbnail	සැකෙවි රූ	குறும்படம்
388.	time division modulation (TDM)	කාල බෙදුම් මූර්ජනය	நேரப் பிரிவுப் பண்பாக்கம்
389.	time sharing	කාල විභජනය	நேரப்பகிர்வு
390.	timing	කාල ගණනය	நேரக்கணிப்பு
391.	top down design	මුදුන් බිම් සැලසුම	மேலிருந்து கீழான வடிவமைப்பு

392.	touch pad	ස්පර්ශක උපධානය / පාදකය	தொடு அட்டை
393.	touch screen	ස්පර්ශක තිරය	தொடுதிரை
394.	transaction processing system(TPS)	ගනුදෙනු සැකසුම් පද්ධතිය	பரிமாற்றச் செயலாக்க முறைமை
395.	transitive dependency	සංක්‍රාන්ති පරායත්තතාව	மாறும் சார்பு நிலை
396.	transport layer	ප්‍රවාහන ස්ථරය	போக்குவரத்து அடுக்கு
397.	transport protocol	ප්‍රවාහන නියමාවලිය	போக்குவரத்து நடப்பொழுங்கு
398.	tuple	උපලැකියාන/පේලිය	பதிவு/நிரை
399.	twisted pair	ඇඹිරි යුගල	முறுக்கிய சோடி
400.	two's compliment	දෙකෙහි අනුපූරකය	இரண்டின் நிரப்பி
401.	type check	ප්‍රරූප පරීක්ෂාව	வகை சரிபார்த்தல்
402.	constraint	සංරෝධනය	கட்டுப்பாடு வகை
403.	ubiquitous computing	සර්වවර්ති ආගණනය	எங்கும் வியாபித்த கணிமை
404.	undo	අහෝසි කිරීම	செயல்தவிர்
405.	unguided media	නියමු නොවන මාධ්‍ය	வழிபடுத்தப்படாத ஊடகம்
406.	uni-casting	සෘජු සම්ප්‍රේෂණය	தனிப்பரப்பல்
407.	unicode	යුනිකෝඩ්/ ඒකකේත	ஒற்றைக்குறி முறை
408.	unique constraint	අනන්‍ය සංරෝධකය	தனித்துவக் கட்டுப்பாடு
409.	unit testing	ඒකක පරීක්ෂණය	அலகுச் சோதனை
410.	universal	සාර්වත්‍ර	பொது
411.	updating	යාවත්කාලීන කිරීම	தற்காலப்படுத்தல்
412.	user	පරිශීලක	பயனர்
413.	user defined	පරිශීලක නිර්වාචිත	பயனர் வரையறை
414.	validation	වලංගු කිරීම	செல்லுபடியாக்கல்
415.	variable	විචල්‍යය	மாறி
416.	very large scale integration (VLSI)	ඉතා විශාල පරිමාණයේ අනුකලිත	மிகப் பெரியளவிலான ஒருங்கிணைப்பு

417.	video graphic adapter (VGA)	දෘශ්‍ය චිත්‍රක අනුහුරුකුරුව	காணொளி வரையி பொருத்தி
418.	virtual community	අතථ්‍ය ප්‍රජාව	மெய்நிகர் சமூகம்
419.	virtual memory	අතථ්‍ය මතකය	மெய்நிகர் நினைவகம்
420.	virtual storefront	අතථ්‍ය වෙළඳ ප්‍රදර්ශනාගාරය	மெய்நிகர் கடைமுகப்பு
421.	waterfall model	දියඇලි ආකෘතිය	நீர் வீழ்ச்சி மாதிரி
422.	wave length	තරංග ආයාමය	அலை நீளம்
423.	web portal	වෙබ් ද්වාරය	வலை வாசல்
424.	web server	වෙබ් සේවාදායකය	இணைய சேவையகம்
425.	web service provider	වෙබ් සේවා සැපයුම්කරු	இணைய சேவை வழங்குனர்
426.	white box testing	ස්වේත මංජුසා පරීක්ෂාව	வெண்பெட்டிச் சோதிப்பு
427.	world wide web(WWW)	ලෝක විසිරි වියමන	உலகளாவிய வலை
428.	uniform resource locator (URL)	ඒකාකාරී සම්පත් නිශ්චායකය	சீர்மை வள இருப்பிடங்காட்டி
429.	uniform resource identifier(URI)	ඒකාකාරී සම්පත් හඳුන්වනය	சீர்மை வள அடையாளங்காட்டி