INFORMATION AND COMMUNICATION TECHNOLOGIES
IN TERMINOLOGICAL STUDIES

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ANNOTATION: Describes the use of information and communication technologies in the study terminologies and terminological systems in terms of creation, processing, storage, use and transmission of information, as well as its management.

Key words: terms, computer sublanguage, information and communication Technologies.

INTRODUCTION: The term acts as a special unit – a unit of language and logos. Its specific the nature of "a word in a special function" [1. P. 77] determines the study of both linguistic characteristics of terms, which, undoubtedly, obey the general laws of existence and development of language as a system and extra-linguistic characteristics.

For a terminologist of undoubted interes represent information and communication technologies (ICT) that optimize collection, systematization and research of material, as well as verification of the results obtained. English abbreviation ICT (ICT) has two interpretations: 1) Information and Computing Technology [3]; 2) Information and Communication Technology [2]. The latter interpretation "is used in Europe instead of or as an extension of the term Information Technology (IT), information technology is a general term used to refer to all technologies, related to the creation, processing, storage, use, transfer and management of information in digital form" [2]. In any case, the terms IT and ICT imply the following triad: computer – computer networks – software.

The latter interpretation "is used in Europe instead of or as an extension of the term Information Technology (IT),information technology is a general term used to refer to all technologies, related to the creation, processing, storage, use, transfer and management of information in digital form" [2]. In any case, the terms IT and ICT imply the following triad: computer – computer networks – software. cloud data storage/ cloud service(Dropbox, iCloud, Google Docs, Spideroa k, Sugar Sync, Windows Live yDrive, ZumoDrive, MandrivaSync), social online storage (Wuala, Ubuntu), file sharing hosting (4shared), web services (k.com, yncplicity), document management system (TeamDrive). It is also worth mentioning web services (see web service, web services) - services in which messages are exchanged over the Internet using XML, SOAP or other accepted in IT industry standards [2]. More and more Intelligent software is becoming widespread, for example, working with artificial intelligence.

Let's move on to the tools provided IT (software). Largest interest for terminology, in our opinion,are represented by Microsoft Pen Access and Microsoft Excel programs. The era of "cards in boxes" has sunk into oblivion: today it is meaningless draw up card indexes by hand, rearranging then cards in the desired order depending on the search conditions.

Working with Microsoft package programs Office (Microsoft Office 2010 – current version office suite, the basic support of which will be discontinued on July 15, 2015), users do not fully understand and use their potential. All this is legal for carrying out research, recording of results and their processing in linguistics.

Research of language levels within the framework of studies of terminologies and terminological systems (about for the differences in the latter, see the works of A. S. Gerd,S. V. Grineva, V. M. Leichik, S. D. Shelova) involve identifying an inventory of certain features (for example, affixes and semi-affixes, international term elements, all types of semes).

Please note that the text must be place in one Microsoft Excel cell, since automatic splitting into columns is possible only in this case. Excel tables easily copied into Microsoft Word with subsequent transformations in Microsoft Word, which is important when writing a paper research nature.

If you select in the "Data Format" tab "fixed width" option, then the data will automatically be divided into columns of the selected width (the "Set field width" tab), eliminating unnecessary keyboard input from documents with the .doc extension.

The most important feature provided Microsoft Excel program is to sort data according to various parameters: the number of parameters is theoretically unlimited. Possible classification according to the following parameters: 1) filter; 2) font color; 3) color filling cells. Hypothetically, having 3 filters (suffixes or semes), 2 fonts (2 dictionaries) and 2 different cell colors (2 registers) can be highlighted 12 subsets of elements.

When sorting data, it makes sense to sort by several criteria at once, for example: 1) by columns; 2) values; 3) order. It is important that in this case.The program allows you to be case sensitive. The researcher has the right to choose any necessary filter it by giving it any name. Tab "Working with data" allows you to distribute the contents of one Excel cell in columns.Please note that the data must be placed in one cell. You cannot work with data in multiple cells.

The first step in implementing this procedure is indication of data format: 1) with delimiters; 2) fixed width. Standard separators (provided by the program) include: tab, semicolon,comma or space. However, the most interesting option seems to be the choice any character as a delimiter. From experience of working with text data, the symbol represents the greatest "productivity" %, since it practically does not occur in texts. The program will definitely perceive this character as a column separator. Unfortunately, automate procedure for breaking text into semantics fragments using these delimiters does not seem possible. This operation is performed manually by the researcher.Below in the dialog box, the researcher immediately sees a sample of data analysis. The program then asks for the data format: general, text or date. The most optimal General or text format is presented.However, some nuances should be taken into account: for values   in the "General" format, numeric values are automatically converted into numbers, dates into dates, and all other meanings - in the text.

One of the necessary functions in work linguists is the "Remove Duplicates" function, which removes duplicate lines from the sheet. Using this Functions can check columns "Sort within specified" mode selection", and deleting data is possible only within one column. Program leaves only unique values, showing the number of duplicates removed values. This mechanism allows 100% accurately count identical elements in the data array.

The "Working with Data" tab will help you check the entered information. Data type can be an integer, real, list, date, time, text length. Values   range from "between" to "less than" or equal" ("outside", "equal", "not equal", "greater than", "less than", "greater than or equal to", "less than" or

equal"). For example, let's select the data type "Text length", value "Between", while the minimum is 1 unit, the maximum is 3 units. Then in the "Data Check" tab select the "Circle incorrect data" command. The command "Remove the stroke of invalid data" allows you to cancel in one click all discharge. The remaining functions of the program are intended mainly for working with numerical values   and formulas.

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