

Computer Basics: Vocabulary

WHAT THE TECH?!



<p>App, Application, or Program</p>	<p>A software tool used to complete a specific task such as create a letter, browse the Internet, and calculate a math problem.</p>	
<p>Browser</p>	<p>An application/program used to access and view websites.</p>	
<p>Central Processing Unit (CPU)</p>	<p>Stands for "Central Processing Unit." The CPU is the primary component of a computer that processes instructions. It runs the operating system and applications, constantly receiving input from the user or active software programs. It processes the data and produces output, which may stored by an application or displayed on the screen.</p>	
<p>Clicking</p>	<p>Pressing and releasing the left (primary) mouse button. Can also be called left-clicking.</p>	
<p>Cloud</p>	<p>Where we store and access data and programs over the Internet instead of your computer's hard drive.</p>	
<p>Cursor</p>	<p>A highlighted or bright (sometimes blinking) line or other mark that shows where information is being input; that is, where the next letter or character will appear.</p>	

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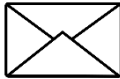

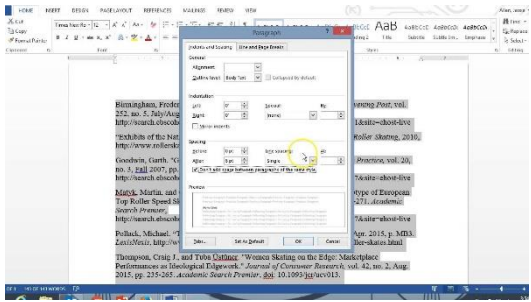


<p>Default</p>	<p>"Factory setting" for any given option in a software program or operating system.</p>	
<p>Defragmentation</p>	<p>Defragmentation is the process of consolidating fragmented files on the user's hard drive. The process of defragmentation moves the data blocks on the hard drive around to bring all the parts of a file together.</p>	
<p>Desktop</p>	<p>The "home screen" on your computer--what you see when you first log on.</p>	
<p>Double-click</p>	<p>Quickly press and release the primary (left) mouse button twice.</p>	
<p>Downloading</p>	<p>To download data or software means to transfer it to your computer or phone from another device or from the internet.</p>	
<p>Drag and Drop</p>	<p>Points the mouse at an icon or folder, presses the button and without releasing the button, moves the icon or folder to another place on the computer where the button is released.</p>	

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Email	<p>Private messages, called electronic mail, that are sent and received over a computer network.</p>																															
Email Address	<p>Your “digital address” or where people can send you mail on the internet.</p>	<p>AmyLeighSmith1982@gmail.com</p> <p>Amy Leigh Smith 742 Evergreen Terrace Springfield, OR 97477</p>																														
External Hard drive	<p>An external hard drive is a storage device located outside of a computer that is connected through a USB cable or wireless connection. An external hard drive is usually used to store media that a user needs to be portable, for backups, and when the internal drive of the computer is already at its full memory capacity. These devices have a high storage capacity compared to flash drives and are mostly used for backing up numerous computer files or serving as a network drive to store shared content.</p>																															
File Explorer	<p>Directory that includes all Files and Folders</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>projects</td> <td>2/11/2013 6:59 AM</td> <td>File folder</td> </tr> <tr> <td>Happy New Year 2013</td> <td>2/9/2013 5:03 PM</td> <td>Microsoft Wo</td> </tr> <tr> <td>Neighborhood Cookbook</td> <td>2/10/2013 8:10 PM</td> <td>Microsoft Wo</td> </tr> <tr> <td>Personal Budget 2012</td> <td>2/10/2013 8:05 PM</td> <td>Microsoft Exc</td> </tr> <tr> <td>Personal Budget 2013</td> <td>2/10/2013 8:05 PM</td> <td>Microsoft Exc</td> </tr> <tr> <td>Surprise party guest list</td> <td>2/10/2013 7:44 PM</td> <td>Microsoft Wo</td> </tr> <tr> <td>Surprise party to do list</td> <td>2/10/2013 8:10 PM</td> <td>Microsoft Wo</td> </tr> <tr> <td>US13</td> <td>2/9/2013 5:04 PM</td> <td>JPEG Image</td> </tr> <tr> <td>WE2</td> <td>2/9/2013 5:04 PM</td> <td>JPEG Image</td> </tr> </tbody> </table>	Name	Date modified	Type	projects	2/11/2013 6:59 AM	File folder	Happy New Year 2013	2/9/2013 5:03 PM	Microsoft Wo	Neighborhood Cookbook	2/10/2013 8:10 PM	Microsoft Wo	Personal Budget 2012	2/10/2013 8:05 PM	Microsoft Exc	Personal Budget 2013	2/10/2013 8:05 PM	Microsoft Exc	Surprise party guest list	2/10/2013 7:44 PM	Microsoft Wo	Surprise party to do list	2/10/2013 8:10 PM	Microsoft Wo	US13	2/9/2013 5:04 PM	JPEG Image	WE2	2/9/2013 5:04 PM	JPEG Image
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File	<p>A piece of computer information-document, spreadsheet, music, video, etc.</p>																															
Folder	<p>Just like a file folder in a filing cabinet, a file is where documents (letters, spreadsheets, etc.) are kept.</p>																															
Font	<p>The size and style of letters.</p>	<p>SAMPLE FONT, SAMPLE FONT, sample font, Sample font, sample</p>																														
Formatting	<p>Changing the way that text, graphics, tables and other elements looks on the page.</p>																															

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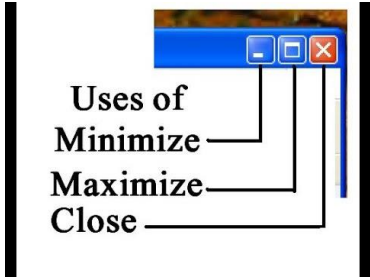
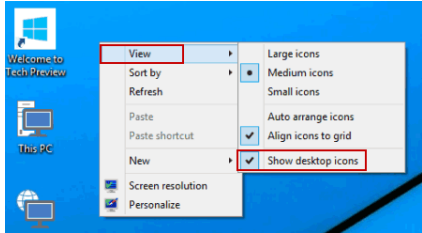
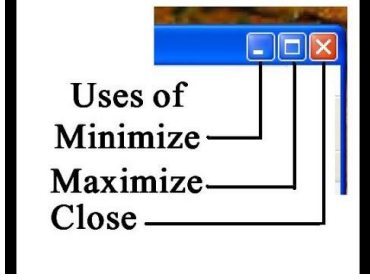

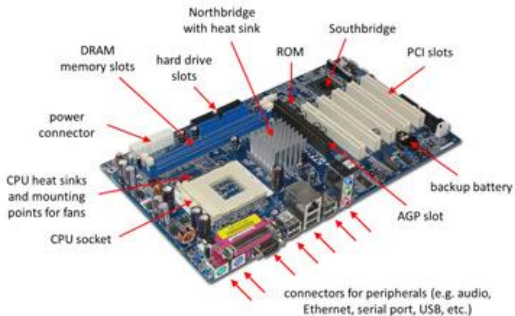


<p>Hard drive</p>	<p>Located inside your computer; location where you store data including the operating system.</p>	
<p>Hardware</p>	<p>The physical equipment of the computer system that you can see and touch.</p>	 <p style="text-align: center;">HARDWARE</p>
<p>Highlight</p>	<p>Click and drag across a word or sentence to highlight it. When it is highlighted you can make changes to it.</p>	<p style="text-align: center;">Highlighting text</p>
<p>Hover (Mouse Over)</p>	<p>Position the mouse pointer over top of an icon without clicking the icon.</p>	
<p>Icon</p>	<p>A small picture used to represent a file or program.</p>	
<p>Input and Input Devices</p>	<p>Whenever you enter data into your computer, it is referred to as input. This can be text typed in a word processing document, keywords entered in a search engine's search box, or data entered into a spreadsheet. Input can be something as simple as moving the mouse or clicking the mouse button or it can be as complex as scanning a document or downloading photos from a digital camera. Input devices perform these tasks, sending information and instructions to the computer.</p>	

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











































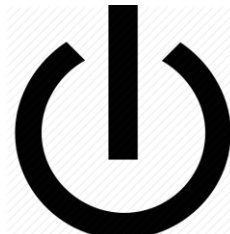


<p>Internet</p>	<p>A network of computer networks.</p>	
<p>Link</p>	<p>Short for “hyperlink”--object or string of text that allows you to "jump" to a new location. Usually blue.</p>	
<p>Maximize</p>	<p>When you maximize a window on your computer screen, it becomes larger. In Windows, maximizing a window makes it take up the entire screen. In Mac OS X, a maximized window typically only takes up as much space as it needs.</p>	
<p>Menu</p>	<p>A list of operations available to the user of a program. Menus can be accessed a variety of ways, including both left and right click.</p>	
<p>Minimize</p>	<p>When you minimize a window, you hide it from view. This is commonly done to unclutter the display or to view other open windows without closing the current window. In Windows, minimizing a window will create a button for it in the taskbar. In Mac OS X, an icon for the minimized window is added to the right side of the dock.</p>	
<p>Modem</p>	<p>The hardware that allows computer to connect to the internet.</p>	
<p>Motherboard</p>	<p>The motherboard is a computer’s central communications backbone connectivity point, through which all components and external peripherals connect.</p>	

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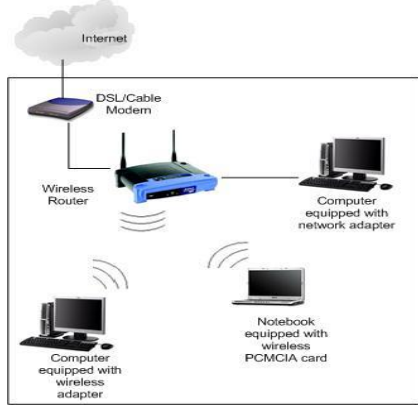
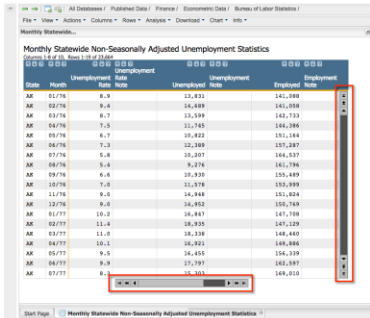



<p>Network</p>	<p>A collection of computers that are connected.</p>																																	
<p>Operating system</p>	<p>Most important software on the computer; controls the hardware and makes it possible to run other types of software.</p>																																	
<p>Output and Output Devices</p>	<p>Data generated by a computer is referred to as output. This includes data produced at a software level, such as the result of a calculation, or at a physical level, such as a printed document. Output devices perform these tasks by sending information or instructions to a user or device.</p>																																	
<p>Password</p>	<p>A secret word or phrase used to access information stored on a computer or computer network.</p>	<p style="text-align: center;">Good & Bad Passwords</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="background-color: #f8d7da;">REALLY BAD</th> <th style="background-color: #d4edda;">BETTER</th> <th style="background-color: #d4edda;">EXCELLENT!</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f8d7da;">password</td> <td style="background-color: #d4edda;">Cynthia1970!</td> <td style="background-color: #d4edda;">j5LyF*H6IIg</td> </tr> <tr> <td style="background-color: #f8d7da;">admin</td> <td style="background-color: #d4edda;">LayC70!</td> <td style="background-color: #d4edda;">7+n*7XonG5</td> </tr> <tr> <td style="background-color: #f8d7da;">cynthia</td> <td style="background-color: #d4edda;">*cynthia70lay</td> <td style="background-color: #d4edda;">VJ(>0WuVE83V</td> </tr> <tr> <td style="background-color: #f8d7da;">cynthialay</td> <td style="background-color: #d4edda;">CynthiaL7019</td> <td style="background-color: #d4edda;">R.xzVv2m0R0;</td> </tr> </tbody> </table>	REALLY BAD	BETTER	EXCELLENT!	password	Cynthia1970!	j5LyF*H6IIg	admin	LayC70!	7+n*7XonG5	cynthia	*cynthia70lay	VJ(>0WuVE83V	cynthialay	CynthiaL7019	R.xzVv2m0R0;																	
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<p>Pointers</p>	<p>the symbols that appear on the computer screen that indicate your movement of the mouse.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Normal Select</td> <td style="width: 33%; text-align: center;"></td> <td style="width: 33%;">Vertical Resize</td> <td style="text-align: center;"></td> </tr> <tr> <td>Help Select</td> <td style="text-align: center;"></td> <td>Horizontal Resize</td> <td style="text-align: center;"></td> </tr> <tr> <td>Working In Background</td> <td style="text-align: center;"></td> <td>Diagonal Resize 1</td> <td style="text-align: center;"></td> </tr> <tr> <td>Busy</td> <td style="text-align: center;"></td> <td>Diagonal Resize 2</td> <td style="text-align: center;"></td> </tr> <tr> <td>Precision Select</td> <td style="text-align: center;"></td> <td>Move</td> <td style="text-align: center;"></td> </tr> <tr> <td>Text Select</td> <td style="text-align: center;"></td> <td>Alternate Select</td> <td style="text-align: center;"></td> </tr> <tr> <td>Handwriting</td> <td style="text-align: center;"></td> <td>Link Select</td> <td style="text-align: center;"></td> </tr> <tr> <td>Unavailable</td> <td style="text-align: center;"></td> <td></td> <td></td> </tr> </table>	Normal Select		Vertical Resize		Help Select		Horizontal Resize		Working In Background		Diagonal Resize 1		Busy		Diagonal Resize 2		Precision Select		Move		Text Select		Alternate Select		Handwriting		Link Select		Unavailable			
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<p>Power Button (on/off)</p>	<p>Activates or Deactivates a particular device.</p>																																	

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<p>RAM</p>	<p>Random access memory (RAM) is a type of data storage used in computers that is generally located on the motherboard. This type of memory is volatile and all information that was stored in RAM is lost when the computer is turned off. Volatile memory is temporary memory.</p>	
<p>Right-click</p>	<p>To press and release the right button on the mouse. Usually pulls up shortcut menu options for the program upon which you've clicked.</p>	
<p>Router</p>	<p>A device that plugs into a cable or phone line and broadcasts the digital signal wirelessly. This device is what make WiFi possible.</p>	
<p>Scroll</p>	<p>Control which portion of the document is visible in the window; available either horizontally or vertically or both. There are multiple ways (all depending on your device) to perform this function.</p>	
<p>Scroll Bar</p>	<p>A vertical bar on the right side of a window or a horizontal bar at the bottom of a window that is used to move the window contents up and down or left and right.</p>	
<p>Scroll Wheel</p>	<p>The center wheel/button on a mouse that performs a range of special page movement functions.</p>	

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<p>Search engine and Private Search Engine</p>	<p>A tool for finding information on the Internet. Examples are Google and Yahoo. A private search engine is a search engine that doesn't track its users, and delivers search results with added layers of protection.</p>	
<p>Select</p>	<p>To point to an object and then press and release the primary (left) mouse button. There are multiple ways (all depending on your device) to perform this function.</p>	
<p>Software</p>	<p>The instructions that tell the computer what to do; the programs of the computer system.</p>	<p style="text-align: center;">SOFTWARE</p>
<p>Tabs</p>	<p>In a program, such as an Internet browser, a tab is one of several small, labeled, clickable, areas at the top of a window. Tabs allow you to switch between separate documents or web pages. Can be used within programs or browsers.</p>	
<p>Taskbar (Dock on Mac)</p>	<p>The taskbar is an element of an operating system located at the bottom of the screen in windows (called a Dock in Mac). It allows you to locate and launch programs through Start and the Start menu, or view any program that is currently open.</p>	
<p>Uploading</p>	<p>To transfer (data or programs) from a peripheral computer or device to a central computer or website.</p>	
<p>USB</p>	<p>Universal serial bus, a standardized technology for attaching peripheral devices to a computer.</p>	

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<p>Webpage</p>	<p>A document that lives on the World-Wide Web.</p>	
<p>Website</p>	<p>A location connected to the Internet that maintains one or more pages on the World Wide Web.</p>	<p>www.lvpl.org www.townoflaveta-co.gov www.amazon.com</p>
<p>Wi-Fi</p>	<p>Technology that allows computers and other devices to communicate over a wireless signal.</p>	
<p>Window</p>	<p>A “box” that appears on top of the desktop. It is the portal or way in which you interact with an app.</p>	

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	Back: Used to return to the previous screen in a Web Browser.
	Forward: Used to return to the screen that appeared before you hit the Back button.
	Stop: Used to stop a Web Page from loading when it's taking too long or you realize you entered incorrect information into the Search box.
	Reload/Refresh: Used to search for new content on the current page or to try to reload a Web Page after clicking on the Stop button.
	Add to Bookmarks/Favorites: Used to save favorite or frequently visited websites so they are easier for you to access at a later time.
	Home: Used to return you to the "home" page for the browser. Users can select which Website or Web Page they want to designate as their Home page by adjusting a setting in their Browsers. Note: Mobile devices do not usually have this button.