

Vocabulary


Use the vocabulary words and definitions below as a reference for this unit.

access to get what you need; to make use of a computer resource

bold (bold face) type characters that are thicker and darker than normal text
*Example: **bolder** than normal text*

Boolean wording specific words or symbols used to narrow a topic search on the Internet
Example: or, and, not, +, -

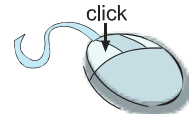
browser an application that allows you to access information on the World Wide Web (WWW)
Example: Netscape or Internet Explorer

button a little clickable box on the computer screen that is a shortcut for a command
Example: sound button 

character any letter or number that appears on the computer screen

clear a command that erases information

click to press a button on a mouse or other pointer



Vocabulary

- command** an instruction given to the computer
- computer program** a piece of software that allows you to do certain tasks on the computer
- cursor** a blinking line or other mark on the computer screen that shows where the next letter or character you type will appear
Example: In graphics programs, the cursor is often called a *pointer* and can take different shapes such as a brush, pencil, or hand.
- document** written information
- electronic mail (e-mail)** private messages that are sent and received over a computer network
- electronic reference** the source and location of reference information obtained from the Internet or by electronic means
- file** all of the information you have saved and stored under one name
- font** a specific design for a set of letters and characters
Example: Your computer probably has several fonts: *Arial font*, *Courier font*, *Times Italic font*, *Geneva font*.
- graphics** pictures or images created on the computer

Vocabulary

hard drive (hard disk drive) the device that reads from and writes to a hard disk

hardware the physical part of a computer; the machinery and equipment



homepage the first page on a World Wide Web site which may link to supporting pages

icon a small picture on the screen used to represent an idea or document
Example: Files and programs have icons.

folder icon



Internet a collection of computer networks that allows users to view, retrieve, or share information from around the world; also called *the Net*

Internet address the electronic address used to access a specific site
Example: <http://www.google.com>

keyboard a set of keys for computer input which looks similar to a typewriter keyboard but has extra keys for computer commands



Vocabulary

link a connection between two parts of the same or separate document
Example: A web page that is connected to another one containing similar information.

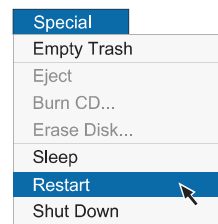
margin the space between text and edge of the page



menu a list of choices or commands you can select

menu bar a bar across the top of a computer screen or window that has the names of available pull-down menus

Example: Click your choice (e.g., File, Edit, View, Special, Help) on the menu bar to make its pull-down menu appear.



MLA style a set of written procedures from the Modern Language Association used to write papers and resources

monitor the device that displays text and graphics from your computer

mouse a pointing device used to move a cursor on the computer screen



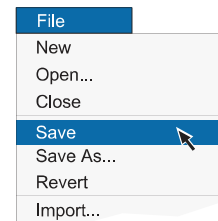
online connected to the Internet or a computer network

Vocabulary

open to load a particular program or a page within a program; command used to view a document or other file

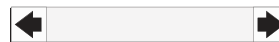
program a piece of software that contains instructions to tell a computer what to do

save to store information on a disk or hard drive for future use



scroll to move up, down, or sideways on a page using scroll bars, arrows, or a mouse

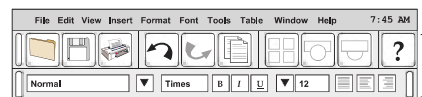
Example: scroll bar used to move sideways, right or left



search engine a program on the Internet that helps you find specific references or sites; also called a robot, spider, rom, or webcrawler

software the computer program that tells a computer's hardware what to do

toolbar a vertical or horizontal bar with icons or pictures to click on to perform different functions in an application; can be moved around or made to disappear

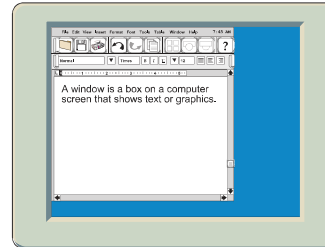


Vocabulary

user a person using a computer

web page a site on the Internet with its own address; may provide information or links to other sites

window a box on a computer screen that shows text or graphics



word processor a program used to write and edit on-screen before printing

World Wide Web (WWW) a part of the Internet that allows you to find linked text, graphics, video, and sound using a web browser; also called *the Web*