

Vocabulary

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


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

backupan extra copy of a file kept for safety

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

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

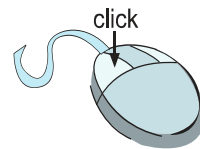
browseran application that allows you to access information on the World Wide Web (WWW)
Example: Netscape or Internet Explorer

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

characterany letter or number that appears on the computer screen

cleara command that erases information

clickto press a button on a mouse or other pointer



commandan instruction given to the computer

Vocabulary

computer programa piece of software that allows you to do certain tasks on the computer

cursora 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.

diska device on which information is stored

documentwritten information

electronic mail (e-mail)messages that are sent and received over a computer network

electronic referencethe source and location of reference information obtained from the Internet or by electronic means

fileall of the information you have saved and stored under one name

fonta 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.

graphicspictures or images created on the computer

Vocabulary

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

hardwarethe physical part of a computer; the machinery and equipment



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

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

folder icon



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

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

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



Vocabulary

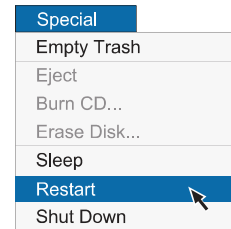
linka connection between two parts of the same or separate document
Example: A web page that is connected to another one containing similar information.

marginthe space between text and edge of the page



menua list of choices or commands you can select

menu bara 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 stylea set of written procedures from the Modern Language Association used to write papers and resources

monitorthe device that displays text and graphics from your computer

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

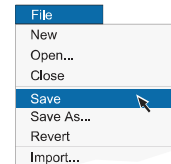


onlineconnected to the Internet or a computer network

opento load a particular program

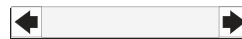
programa piece of software that contains instructions to tell a computer what to do

saveto store information on a disk or hard drive for future use



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

softwarethe computer program that tells a computer's hardware what to do

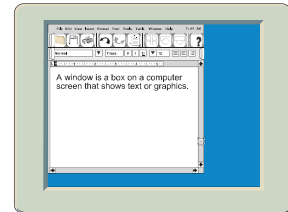
toolbara vertical or horizontal bar with icons or pictures to click on to perform different functions in an application; can be moved around or made to disappear



usera person using a computer

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

windowa box on a computer screen that shows text or graphics



word processora 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*