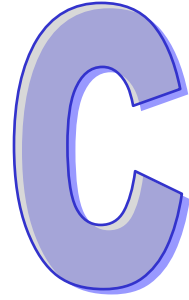


Appendix Glossary



Glossary

active Refers to the state of the window that you are using that is currently selected.

application A software program used for a particular task, such as word processing or database management. This term is used interchangeably with program.

application icon A small graphic that represents an application.

arrow keys On your computer keyboard, the keys you use to navigate around your screen. Each key is marked with an arrow and is referred to by the direction in which the arrow points. There is an UP ARROW, DOWN ARROW, LEFT ARROW and RIGHT ARROW key.

back up (verb) The process of making copies of program or data files. You back up all of your work on a portable storage device in case the main copy is accidentally deleted or damaged. You can restore the main copy from the back up copy.

backup (adj.) A copy of a program or data file.

bit Short for binary digit (either a 1 or 0 in the binary number system). A bit is the smallest unit of information processed by a computer. There are 8 bits in a byte.

bitmap A file format for digital images that can be processed by Windows applications.

boot The process of turning the computer on and getting the operating system running. This term comes from the concept of a computer pulling itself up by its own bootstraps.

browser A program to find, read, edit and print information from the World Wide Web.

button A graphic element resembling a button that, when activated, performs a specified command (for example, open or print). The user activates a button by clicking on it with a mouse or, if the button is the focus, by pressing the Enter key.

byte A unit of information (8 bits) that represents a single character such as a letter, number or punctuation mark. Because bytes are so small, computer memory and storage amounts are usually given in kilobytes (one thousand bytes), megabytes (one million bytes), or gigabytes (one billion bytes).

CD-ROM Compact Disc-Read Only Memory is a five-inch round disk that contains up to 650 million bytes of text, video and sound information. CDs are inserted into the CD-ROM drive in the computer. You cannot make changes to the disk.

CDRW stands for Compact Disk-Read Write. These CDs can be used to store data or other types of files.

character Any letter, number, or symbol such as a punctuation mark. Computers are very literal. They will “read” each character, including letters, punctuation and even the spaces between them.

click To press and immediately release the mouse button. To click on something means to position the pointer on it and press and release the mouse button.

clipboard A temporary storage location used to transfer data between documents and between applications. Typically, you transfer data to the clipboard by using an application’s Copy or Cut command and you insert data from the clipboard by using the application’s Paste command.

close To deactivate a program or document. Remove the program or document from temporary storage memory (RAM).

column Vertical line of consecutive cells in a spreadsheet, usually labeled by letters of the alphabet.

command A word or phrase, usually found in a menu, that you click on or select in order to carry out an action.

CPU The Central Processing Unit, often called the microprocessor or system unit, is the computational and control unit of the computer.

database A collection of data; a file or group of files, made up of records and fields, with functions that facilitate searching, sorting, reporting, etc.

default The settings that are applied to your computer before you configure them to your preferences are the default settings.

desktop The main screen for Windows on which the taskbar and icons appear.

dialog box A window displayed by the system or program application. It contains options (such as command buttons, check boxes, radio buttons, list boxes, etc.) that the user may select.

digital image An image (picture or graphic) that has been converted to binary format so that it can be processed by a computer.

disk A medium for storing information. Information saved on a disk remains there even when you turn your computer off, unlike information temporarily stored in memory (RAM). A hard disk is permanently mounted inside its drive. A floppy disk is a portable storage device that can be inserted and removed from the drive.

disk drive A device used for storing and retrieving information on disks.

document The data you create using an application, including information you type, edit, view or save. A document may be a business report, a spreadsheet, a picture or a letter. It is stored as a file on a disk.

dp Dot pitch is the spacing in millimeters of dots on the monitor. The smaller the number, the closer the dots and therefore the sharper the picture.

driver A program that serves as an interface between a computer's hardware and its operating system.

DSL (Digital Subscriber Line) An internet connection on as long as the computer is on – a “permanent” connection.

email (verb) To exchange electronic messages and computer files over a communications network, such as the Internet.

email (noun) An electronic message.

exit To terminate operation of a program, application or function.

extension Part of a file name. The extension is a period followed by up to three characters. For example, the extension for a Word document is .doc.

FAQ Frequently Asked Questions. Often seen on web sites to explain features.

file A collection of saved information or data (e.g., a document), or a collection of commands or instructions (e.g., a program).

file compression Reformatting a file to require less space on a disk or other storage device.

filename The name of a file. Windows allows up to 256 characters for the file name plus a period and an up to three-character extension. The application program often assigns the extension to the file name to identify what program it was created in.

flash drive A device used for storing and retrieving information onto a high capacity, very small, light weight device. Can be carried on a key chain.

folder Folders can be created to contain files in logical groupings.

font The term applied to styles of letters, numbers, punctuation marks and symbols. For example, the font used in this document is called Times New Roman.

footer Information that appears at the bottom of every page in a document.

format (noun) The way text is set up on a page.

Format (verb) To prepare a disk for holding information. Formatting a disk deletes all information that was previously on it.

GB Gigabyte. A unit of information equal to a billion bytes in a computer. (See byte.)

gigabyte See GB.

graphics Pictures or images created using a computer program.

header Information that appears at the top of every page of a printed document.

hertz The unit of frequency used to measure computer speed. One hertz (Hz) equals one cycle per second. Frequency is often measured in kilohertz (1,000 Hz), megahertz (1,000,000 Hz) or gigahertz (1,000,000,000 Hz). Usually the higher the speed, the faster the computer or other hardware operates.

home page The main page for a web site, usually seen first when the web site is accessed. Also, the page you select as the opening page for your browser.

HTML Hypertext Mark-up Language, the programming language used to create web pages.

hyperlink (link) A highlighted, colored, or underlined word, phrase or other object on a web page that when clicked will cause a new page to be displayed.

icon A small image displayed on the screen to represent some item (such as a folder or software program), action or command (such as print or copy) that can be activated by the user. Icons allow the user to control computer actions without having to remember and type commands.

insert To add new information between existing information. Example: insert a word in a sentence, or insert a row in a spreadsheet.

insertion point The vertical line that marks where information can be entered.

interlaced A term that describes the method used to display the picture on the screen in which every other line is displayed in sequence. Because only half of all the lines are on the screen at a time, picture flicker is more noticeable than on a non-interlaced monitor.

Internet A vast, world-wide communications network between computers.

KB (Kilobyte) A unit of information equal to 1,000 bytes. (See byte.)

kilobyte See KB.

kilohertz 1,000 hertz. (See hertz.)

link See hyperlink.

MB (Megabyte) A unit of information equal to 1,000,000 bytes. (See byte.)

megabyte See MB.

megahertz See Mhz.

memory A temporary information storage area in the circuits of the computer.

menu A list of command options displayed on the software window.

menu bar A rectangular bar at the top of the application's window that displays available menus. Clicking on the menu name displays a list of options.

Mhz (Megahertz) A unit of the clock speed of the computer or other hardware equal to 1,000,000 clock pulses per second.

modem Modem stands for modulator/demodulator and is the device in or attached to the computer that permits data transmission over telephone lines.

motherboard Refers to the circuit board in the computer which contains the microprocessor, memory (RAM), the expansion slot connectors and other circuitry which makes up the heart of the computer.

mouse A hand-held movable device used to activate computer functions.

noninterlaced A monitor term that describes the method used to display all the picture lines on the screen in one pass before starting the next pass. This method is superior to the interlaced method because it produces less picture flicker.

open To copy a file from permanent to temporary storage (RAM) so the file can be used or modified.

page The amount of information displayed on a monitor screen. (See also web page.)

permanent As applied to programs or data, something that retains its values after power is turned off. For example, a file is considered permanently stored if it is saved on a hard drive or floppy disk.

pixel Short for picture element. Refers to the smallest dots of the thousands of dots that make up a picture.

point size The height of a printed character is specified in units called points. Also known as font size.

pointer The symbol (I-bar, arrow or other) directed by moving the mouse.

program (noun) A sequence of instructions for a computer to follow.

program (verb) To create a sequence of instructions for a computer to follow.

radio button (sometimes called an option button). A small circle similar in appearance to the buttons on an old-fashioned radio. Clicking a radio button activates or deactivates a function.

RAM Random Access Memory. Program and data information is moved into this temporary storage for use by the microprocessor. Information that resides in RAM must be saved on the hard or floppy disk prior to turning off the computer.

readme A file on a program's install disk that presents new and/or important information about the program.

record A set of information related to one item, person or entity in a database. For example, in a computer-generated address book database, John Jones plus his personal information would be one record in that database.

ROM (Read Only Memory) Permanent memory that stores key data used by a computer. It can be read, but not modified. The contents of this memory are retained even after the computer is turned off.

row Horizontal line of consecutive cells on a spreadsheet, usually labeled by numbers.

save To copy a file from temporary storage (RAM) to permanent storage (a floppy or hard disk). If a file with the same name already exists in the same location, it will be replaced with the current one.

server For computers connected on a network, the server processes requests for specific data or files.

SIMM (Single-In-Line Memory Module) A small metal card that contains a fixed amount of memory (examples: 1 Megabyte, 4 Megabyte, etc.). These small cards plug into special connectors on the motherboard and make up the memory in the computer. They can be purchased separately and installed in a computer that has room for more memory.

scroll To move through text or graphics (up, down, left or right) in a window in order to see parts of a document or list that cannot fit on the screen.

software The set of instructions that make computer hardware perform tasks.

spreadsheet An application program that is similar to a bookkeeper's columnar pad. A grid of rows and columns enable one to manipulate words, numbers, formulae and mathematical functions.

sub-folder A folder within another folder on a disk or hard disk.

SVGA (Super Video Graphics Array) A standard for video display that provides high resolution color images on the monitor using 800 by 600 pixels or higher with up to millions of colors.

System unit (see CPU)

tab Some dialog boxes display tabs that, when clicked with the mouse, display dialog boxes with further options. The tabs are similar to tabbed pages in a looseleaf notebook.

temporary Applied to programs or data that lose their values after power is turned off. For example, a program in RAM.

toolbar A row, column or block of on-screen buttons or icons. When the user clicks on these buttons or icons, certain functions of the application are activated. The toolbars can sometimes be customized by adding or deleting buttons.

UPS (Uninterrupted Power Source) part of a device that protects computer equipment from power failures.

URL (Uniform Resource Locator) The address of a Web page on the Internet.

Web (World Wide Web) Part of the Internet.

web page A file containing text and graphic data displayed on a web site.

web site A group of related web pages.

window A rectangular area on the screen in which an application or document is viewed. A window can be opened, closed, moved and the size can be changed. Several windows may be open at one time.

Windows The operating system made by the Microsoft Corporation and used by a majority of personal computers.

Windows 7 Soon to be released 7th version of the Windows operating system

Windows Vista The latest (2007) version of the Windows operating system.

Windows XP Currently (2007) the most prevalent version of the Windows operating system.

word processor An application program designed to produce letters, memos, etc., in which one may create, format and edit text and print and save the document.

wordwrap A feature that automatically continues to wrap text from the end of a line to the beginning of a new line as you type. With wordwrap, you do not need to press the Enter key at the end of each line of text.