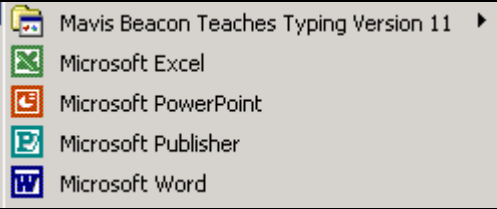
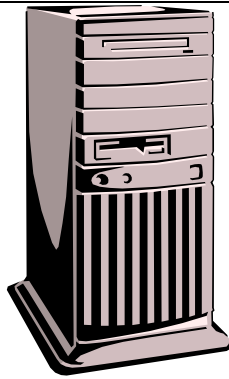
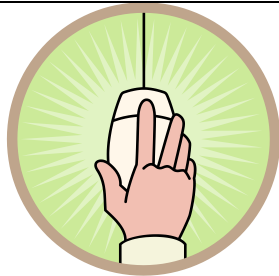
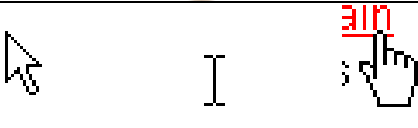

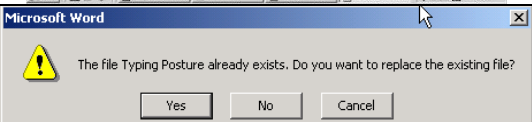



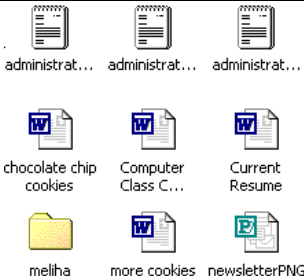


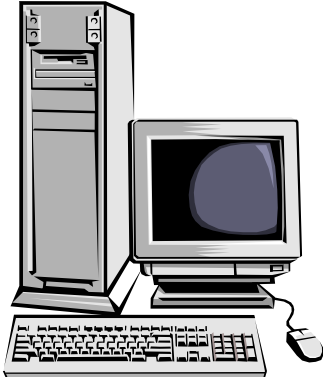








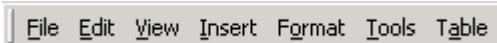
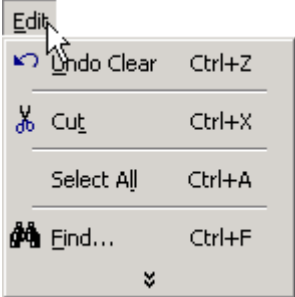

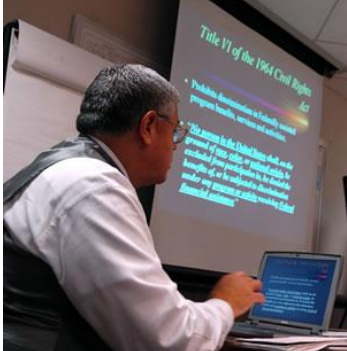


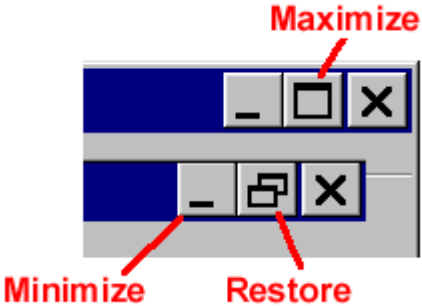
STUDENT DICTIONARY



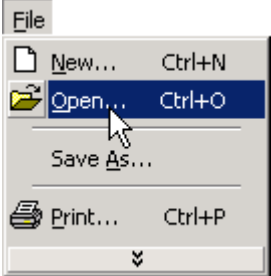


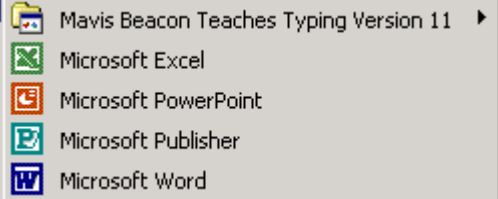
Computer Basics and Word Processing

<p>1. APPLICATION: another word for a program or software.</p>	
<p>2. BOLD: A font style that makes letters and words darker.</p>	<p>These words are bold. These words are not.</p>
<p>3. CENTRAL PROCESSING UNIT or CPU: where all of the data you input into the computer is filed and turned into useful informational text.</p>	
<p>4. CLICKING: Pointing to something on the screen and then pushing the right or left buttons on the mouse, this is called clicking.</p>	
<p>5. CURSOR: The line or arrow that you control by moving the mouse.</p>	
<p>6. DESKTOP: The screen you see first when your computer turns on. This screen has many icons.</p>	
<p>7. DIALOGUE BOX: A window that opens and asks you questions.</p>	

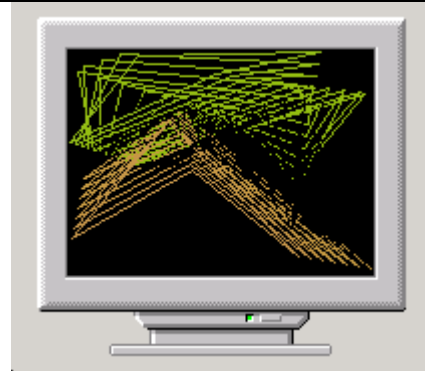
<p>8. DISK DRIVE: The place where you put your CD or your USB Drive, so that you can save files on it.</p>	
<p>9. DISKS: One way to save your work, like recording on a video tape. Out dated, you don't see many disk drives any more.</p>	
<p>10. DOCUMENT: Anything you create in Microsoft Word is called a document.</p>	 <p>Computer Vocabulary</p>
<p>11. FILE: a piece of computer information such as a document or part of a computer program.</p>	
<p>12. FOLDER: like a file folder in a filing cabinet, a file is where documents (letters, spreadsheets, etc.) are kept.</p>	 <p>My Pictures</p>
<p>13. FONT: The way letters and words look.</p>	<p>  Bradley Hand (TC) Britannic Bold Broadway <i>Brush Script MT</i> Californian FB </p>
<p>14. FORMAT: Changing the way that text looks on the page.</p>	<p style="text-align: center;">THIS is formatted.</p> <p style="text-align: center;">This is not formatted.</p>
<p>15. HARDWARE: All the parts of the computer that you can touch: the monitor, CPU, printer, mouse, and keyboard.</p>	

<p>16. HARD DRIVE: the place inside your computer where programs and files are stored.</p>	
<p>17. HEADSET: earphones and a microphone that you wear on your head.</p>	
<p>18. HIGHLIGHT/SELECTING: Click and drag across a word or sentence to highlight it. When it is highlighted you can make changes to it.</p>	<p>This text is not highlighted. This text is highlighted.</p>
<p>19. ICON: Symbols or pictures that you can click on to perform an action. Each program has its own icon.</p>	
<p>20. ITALICS: A font style that slants words to the right.</p>	<p><i>This text is in italics.</i> This text is not.</p>
<p>21. KEYBOARD: Like a typewriter, it's where you type and enter numbers. It is one way to tell the computer what you want it to do.</p>	
<p>22. LAPTOP: a portable computer that you can carry with you.</p>	
<p>23. Mac or MACINTOSH: A computer made by Apple Computers. It uses the Macintosh operating system. There are two basic kinds of computers: PCs and Macs.</p>	

<p>24. MENU BAR: The words at the top of the screen. Click on these words and you see menus of other things you can do.</p>	
<p>25. MENU: A list of other things you can do. You see a menu when you click on one of the words on the Menu Bar.</p>	
<p>26. MICROSOFT: A software company owned by Bill Gates. He developed the Windows based Operating System that you are using on this computer.</p>	
<p>27. MICROSOFT POWERPOINT: a software program for making presentations that you can show to others.</p>	
<p>28. MICROSOFT WINDOWS: an operating system made by the Microsoft company. The latest version is Windows 8.</p>	
<p>29. MICROSOFT WORD: A word-processing program for typing letters, resumes, school papers and more.</p>	
<p>30. MINIMIZE: to move a window to the bottom of the screen without closing the window.</p> <p>31. MAXIMIZE: to expand a window to the full size of the screen.</p> <p>32. RESTORE: to make a window smaller so that you can change the size or position.</p>	

<p>33. MONITOR: Your computer's screen. It allows you to see what the CPU is doing with the data you have entered into it.</p>	
<p>34. MOUSE: The tool you can use to tell the computer what to do. For example you can open programs and files by clicking or double clicking.</p>	
<p>35. OPEN: A command on the File Menu that brings files onto the screen so that you can see them.</p>	
<p>36. OPERATING SYSTEM: the most important program in your computer. This program is like the "manager" of all of the other programs.</p>	
<p>37. PC = PERSONAL COMPUTER A computer that is made to use the Windows operating system. There are two basic kinds of computers: PCs and Macs.</p>	
<p>38. POINT: The size of text.</p>	<p>12 point 16 point 24 point</p>
<p>39. PROGRAMS: Another word for software or applications.</p>	

40. **SCREEN SAVER:** A design on the screen that turns on if you don't use your computer for a few minutes.



41. **SCROLL BARS:** The bars on the sides of the screen that allow you to move up or down the page.



42. **SOFTWARE:** another word for programs, instructions in the computer that help it do different tasks



43. **SPELL CHECK:** When you're using Microsoft Word, you can click on this button to look for spelling and grammar mistakes.



44. **SPREADSHEET:** Organizes information into rows and columns and often uses math and numbers.

	A	B	C	D	E	F
1	654	654	321	810	1205	
2	654	209934	321	810	1205	
3	654	67388814	321	810	1205	
4	654	2.16E+10	321	810	1205	
5	654	6.94E+12	321	810	1205	
6	654	2.23E+15	321	810	1205	
7	654	7.15E+17	321	810	1205	
8	654	2.3E+20	321	810	1205	
9	654	7.37E+22	321	321	321	
10	654	2.37E+25	321	321	321	
11						

45. **TOOL BARS:** The bars across the top of the screen that have icons you click on to do different things.



46. **USB DRIVE:** a disk that you can save information on. Also called a **flash drive, jump drive, or thumb drive.**



47. WORD PROCESSING: Typing documents on a computer. Word processing also allows you to format, save, and edit your writing.

