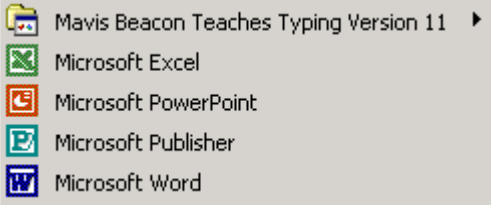
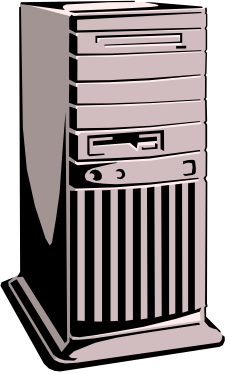
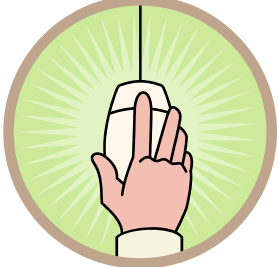
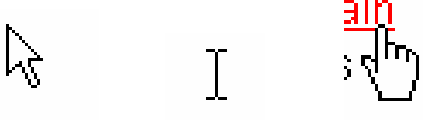

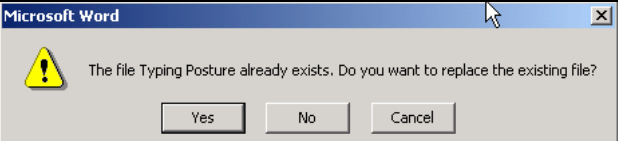

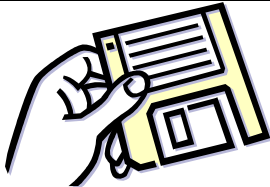

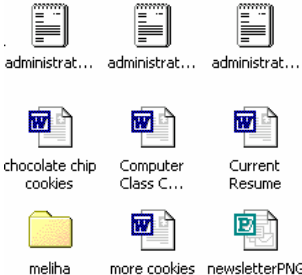


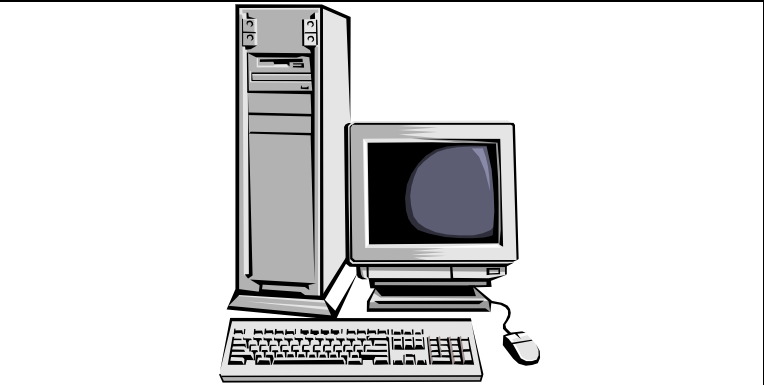


# Basic Computer and Windows Terms

<p>1. <b>APPLICATION:</b> another word for a program or software.</p>	
<p>2. <b>BOLD:</b> A font style that makes letters and words darker.</p>	<p><b>These words are bold.</b> These words are not.</p>
<p>3. <b>CENTRAL PROCESSING UNIT:</b> where all of the information you put into the computer is stored.</p>	
<p>4. <b>CLICKING:</b> Pointing to something on the screen and then pushing the button on the mouse is called clicking.</p>	
<p>5. <b>CURSOR:</b> The line or arrow that follows your mouse movement.</p>	
<p>6. <b>DESKTOP:</b> The screen you see first when your computer turns on.</p>	

<p>7. <b>DIALOGUE BOX:</b> A window that pops up and asks you questions.</p>	
<p>8. <b>DISK DRIVE:</b> The place where you put your disk so that you can save files on it.</p>	
<p>9. <b>DISKS:</b> Where you save your work, like recording on a video tape.</p>	
<p>10. <b>DOCUMENT:</b> Anything you create in Microsoft Word is called a document.</p>	
<p>11. <b>FILE:</b> a piece of computer information such as a document or part of a computer program.</p>	
<p>12. <b>FOLDER:</b> Just like a file folder in a filing cabinet, a file is where documents (letters, spreadsheets, etc.) are kept.</p>	
<p>13. <b>FONT:</b> The way letters and words look.</p>	<p>    <i>Bradley Hand ITC</i>  <b>Britannic Bold</b>  <b>Broadway</b>  <i>Brush Script MT</i>  <b>Californian FB</b> </p>
<p>14. <b>FORMAT:</b> Changing the way that text looks on the page.</p>	<p style="text-align: center;"><b>THIS is formatted.</b></p> <p>This is not formatted.</p>

15. **HARDWARE:** All the parts of the computer that you can touch: the monitor, CPU, printer, mouse, and keyboard.



16. **HARD DRIVE:** the place inside your computer where programs and files are stored.



17. **HIGHLIGHT/SELECTING:** Click and drag across a word or sentence to highlight it. When it is highlighted you can make changes to it.

This text is not highlighted. **This text is highlighted.**

18. **ICON:** Symbols or pictures that you can click on to perform an action. Each program has its own icon.



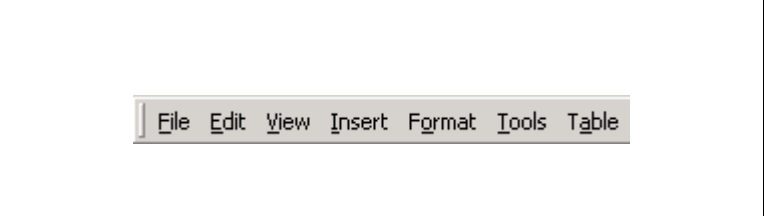
19. **ITALICS:** A font style that slants words to the right.

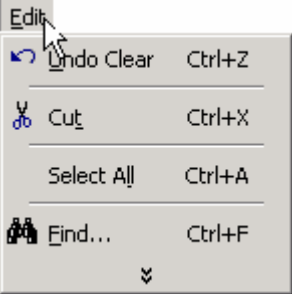

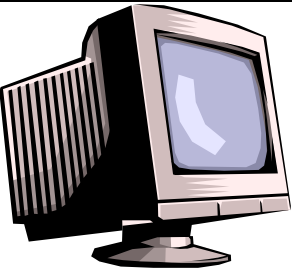

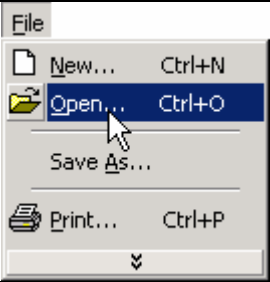
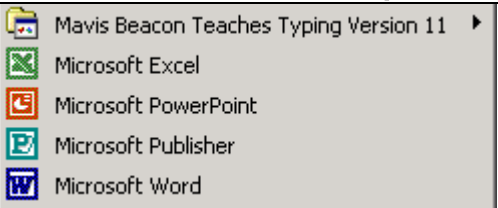
*This text is in italics.*  
**This text is not.**

20. **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.

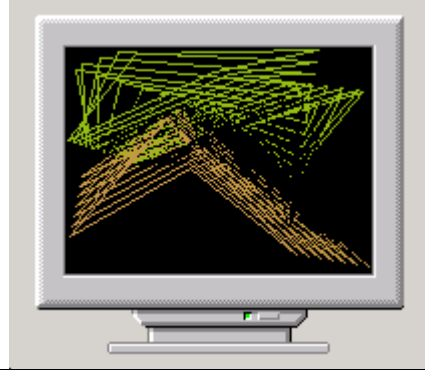


21. **MENU BAR:** The words at the top of the screen. Click on these words and you see menus of other things you can do.



<p>22. <b>MENU:</b> 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>23. <b>MICROSOFT WORD:</b> A word-processing program for typing letters, resumes, school papers and more.</p>	
<p>24.: <b>MONITOR:</b> Your computer's screen</p>	
<p>25. <b>MOUSE:</b> The tool you can use tell the computer what to do. For example you can open programs and files by clicking or double clicking.</p>	
<p>26. <b>OPEN:</b> A command on the File Menu that brings files onto the screen so that you can see them.</p>	
<p>27. <b>POINT:</b> The size of text.</p>	<p>12 point 16 point 24 point</p>
<p>28. <b>PROGRAMS:</b> Another word for software or applications.</p>	

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



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



**31. 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						

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

