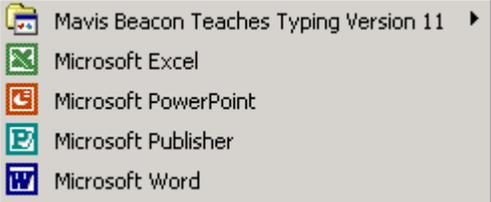
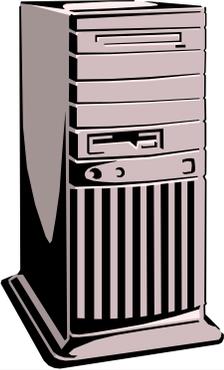
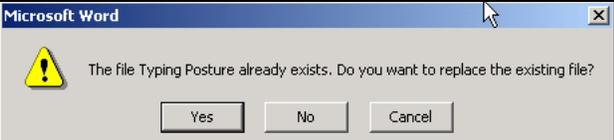
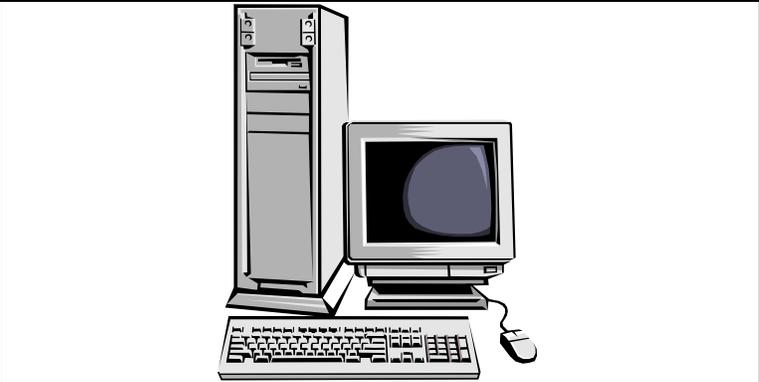


Basic Computer and Windows Terms

<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: where all of the information you put into the computer is stored.</p>	
<p>4. CLICKING: Pointing to something on the screen and then pushing the button on the mouse is called clicking.</p>	
<p>5. CURSOR: The line or arrow that follows your mouse movement.</p>	
<p>6. DESKTOP: The screen you see first when your computer turns on.</p>	

<p>7. DIALOGUE BOX: A window that pops up and asks you questions.</p>	
<p>8. DISK DRIVE: The place where you put your disk so that you can save files on it.</p>	
<p>9. DISKS: Where you save your work, like recording on a video tape.</p>	
<p>10. DOCUMENT: Anything you create in Microsoft Word is called a document.</p>	
<p>11. FILE: a piece of computer information such as a document or part of a computer program.</p>	
<p>12. FOLDER: Just like a file folder in a filing cabinet, a file is where documents (letters, spreadsheets, etc.) are kept.</p>	
<p>13. FONT: The way letters and words look.</p>	<p>  <i>Bradley Hand ITC</i> 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>This is not formatted.</p>

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



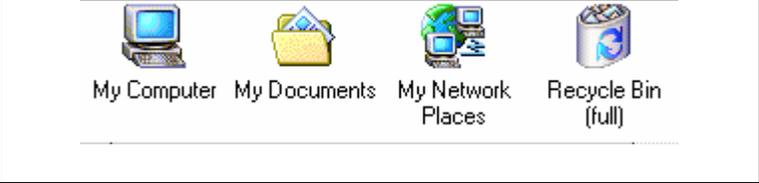
16. **HARD DRIVE:** the place inside your computer where programs and files are stored.



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.



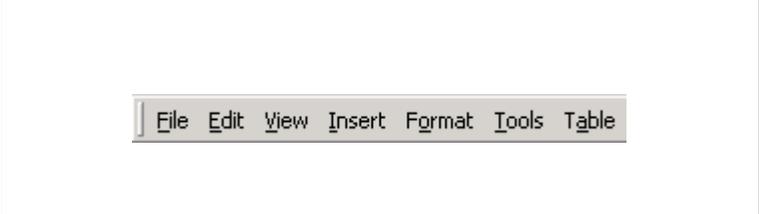
19. **ITALICS:** A font style that slants words to the right.

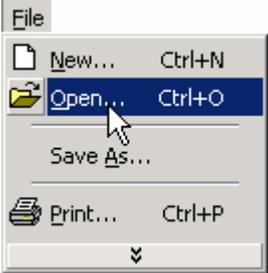
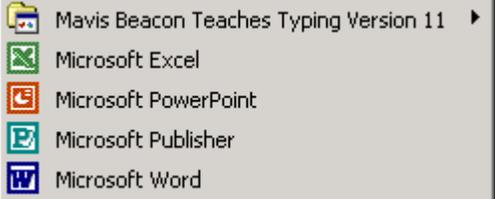
This text is in italics.
This text is not.

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.

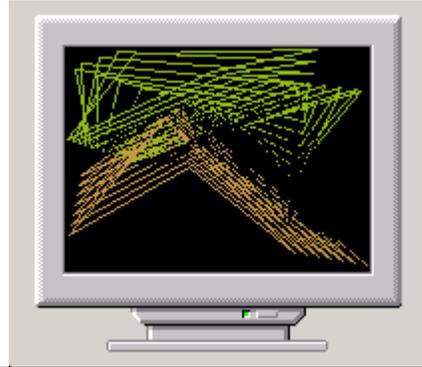


21. **MENU BAR:** The words at the top of the screen. Click on these words and you see menus of other things you can do.



<p>22. 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>23. MICROSOFT WORD: A word-processing program for typing letters, resumes, school papers and more.</p>	
<p>24.: MONITOR: Your computer's screen</p>	
<p>25. MOUSE: 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. OPEN: A command on the File Menu that brings files onto the screen so that you can see them.</p>	
<p>27. POINT: The size of text.</p>	<p>12 point 16 point 24 point</p>
<p>28. PROGRAMS: 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.

