Vocabulary Assignment #1

1. Computer Monitor ~

2. Window ~

3. RAM (Random Access Memory) ~

4. Computer hardware ~

5. Computer software ~

6. Microsoft Windows ~

7. Minimize button ~

8. Maximize button ~

9. Icon ~

10.Mouse ~

Vocabulary Assignment #1

1. <u>Computer Monitor</u> ~ the monitor is the screen that the user looks at when interacting with the computer. Most monitors are 13" to 15" diagonally. For multimedia use, the monitor must support at least 256 colours.

2. <u>Window</u> ~ a rectangular, framed area on the computer screen used to display an application or a document.

3. <u>RAM (Random Access Memory)</u> ~ the computer's short term memory, needed to carry out a program's instructions. RAM is measured in MB (megabytes). It is important that your computer have enough RAM to handle the programs you run.

4. <u>Computer hardware</u> ~ all of the physical components of the computer which you can see and touch.

5. <u>Computer software</u> ~ all of the programs, applications, files, and data used to run the computer.

6. <u>Microsoft Windows</u> ~ an operating system for IBM and compatible computers. Microsoft Windows is controlled by a menu and a mouse, rather than inputting commands.

7. <u>Minimize button</u> ~ a small button shaped like a down arrow which will reduce a window to an icon. This button is located to the right of the toolbar.

8. <u>Maximize button</u> ~ a small button, located next to the minimize button, which will enlarge the window to its fullest possible size. The maximize button is shaped like an up arrow.

9. <u>Icon</u> ~ a visual graphical representation of minimized applications or groups.

10. <u>Mouse</u> ~ a hand held tool used to point at and to select items on the screen. A mouse works most efficiently when on a mouse pad.

Vocabulary Assignment #2

1. Floppy disk

2. Keyboard ~

3. Hard Drive ~

4. Scrolling ~

5. Printer ~

6. Booting up a computer ~

7. Mouse pointer ~

8. Computer work area ~

9. Window borders ~

10. DOS (Disk Operating System) ~

Vocabulary Assignment #2

1. <u>Floppy disk</u> ~ is a small disk used for storing information in a location outside of the computer's internal storage area.

2. <u>Keyboard</u> ~ has key with letters, numbers, and symbols on it. A keyboard is used to enter information and instructions into a computer.

3. <u>Hard Drive</u> ~ the main area where information is stored within the computer. The hard drive is located within the computer case.

4. <u>Scrolling</u> ~ vertical and horizontal bars on the sides of the window which allow you to move around within your document. Scroll bars appear when there is more information in your document than can be displayed within the work area.

5. <u>Printer</u> ~ a machine that makes a paper copy of information from the computer.

6. <u>Booting up a computer</u> ~ starting / powering up the computer.

7. <u>Mouse pointer</u> ~ shows where the mouse is currently positioned on the screen.

8. <u>Computer work area</u> ~ the area inside the window where your work shows.

9. <u>Window borders</u> ~ are the four edges of a window.

10. <u>DOS (Disk Operating System)</u> ~ IBM's original operating systems; a program that helps you run programs. The user gives DOS instructions by typing commands.

Vocabulary Assignment #3

1. Title Bar ~

2. Control Menu Box ~

3. Floppy Drive ~

4. Font ~

5. Application ~

6. Clicking the mouse ~

7. Double clicking the mouse ~

8. Right clicking the mouse ~

9. Dragging the mouse ~

10. Filer ~

11. Menu Bar ~

Vocabulary Assignment #3

1. <u>Title Bar</u> ~ the horizontal bar at the top of a window or dialogue box containing the title of the window or dialogue box. When the window is active, the title bar is highlighted.

2. <u>Control Menu Box</u> ~ is found in the upper left hand corner of every window, within the horizontal bar, beneath the tool bar. The Control Menu Box lets you size, move, or close the window.

3. <u>Floppy Drive</u> ~ is for storing information on floppy disks. Also called the "A" drive.

4. <u>Font</u> ~ a complete set of typographic characters of a certain size and style.

5. <u>Application</u> ~ a computer program which performs a specific task, such as word processing.

6. <u>Clicking the mouse</u> ~ positioning the mouse pointer over a specific object, and then quickly pressing and releasing the left mouse button one time.

7. <u>Double clicking the mouse</u> ~ positioning the mouse pointer over a specific object, and then quickly pressing and releasing the left mouse button twice.

8. <u>Right clicking the mouse</u> ~ positioning the mouse pointer over a specific object, and then quickly pressing and release the right mouse button one time.

9. <u>Dragging the mouse</u> ~ positioning the mouse pointer over a specific object, and holding down the left mouse button, and moving the mouse to move the object to the desired location.

10. <u>File</u> ~ similar to a paper file, a computer file contains and stores specific contents.

11. <u>Menu Bar</u> ~ the area under the Title Bar which usually has the words: "File", "Edit", "View", "Insert", "Window", "Help", etc.

Vocabulary Assignment #4

1. Save As ~

2. Save ~

3. Clip Art ~

4. Cursor ~

5. CPU (Central Processing Unit) ~

6. E-Mail ~

7. Modem ~

8. Screen Saver ~

9. Bullets ~

10.Clipboard ~

Vocabulary Assignment #4

1. <u>Save As</u> ~ use this when you want to save and name a file for the first time and / or when you need to change the name or drive of a saved file.

2. <u>Save</u> ~ subsequent saving of a file.

3. <u>Clip Art</u> ~ art work that is electronically cut and pasted into documents.

4. <u>Cursor</u> ~ the little "I" on the screen that blinks on and off. It moves when you move the mouse or press certain keys. The cursor shows where you are on the screen.

5. <u>CPU (Central Processing Unit)</u> ~ the brains of the computer; often a tiny microprocessor chip which runs the entire system.

6. <u>E-Mail</u> ~ stands for "electronic mail", which you can send or receive directly on your computer using a modem or a network.

7. <u>Modem</u> ~ a device that allows computers to communicate with other computers using the telephone line.

8. <u>Screen Saver</u> ~ a software application that temporarily replaces the screen with a picture so that the original image does not burn into the screen. When a key is touched or the mouse moved, the screen saver shuts off and the original screen automatically comes back up.

9. <u>Bullets</u> ~ small dots which distinguish listed items or paragraphs from other paragraphs.

10. <u>Clipboard</u> ~ a location inside the computer where items that have been cut or copied are temporarily stored. This information remains on the clipboard until something new is placed on it or the computer is shut down.

Vocabulary Assignment #5

1. Dialogue Box ~

2. Default settings ~

3. I-beam ~

4. Pulldown menu ~

5. PC ~

6. Operating System ~

7. Bit ~

8. Byte ~

9. Cold Boot ~

10. Warm Boot ~

Vocabulary Assignment #5

1. <u>Dialogue Box</u> ~ a window which appears when a selection such as "print" or "save" has been made. It will ask you questions about how you want the computer to proceed with your selection.

2. <u>Default settings</u> ~ automatic settings. If you do not change your options, the default setting is what you will get. For example, the default font style setting in Word documents is Times New Roman.

3. <u>I-beam</u> ~ another name for the insertion beam or cursor.

4. <u>Pulldown menu</u> ~ a list of choices that appears when a menu bar item has been selected.

5. <u>PC</u> ~ Personal computer.

6. <u>Operating System</u> ~ a basic software program which helps you manage your work and oversees your computer's functioning.

7. <u>Bit</u> ~ the smallest unit of computer memory. "Bit" comes from the words "<u>BI</u>nary digi<u>T</u>".

8. <u>Byte</u> ~ a series of 8 bits, making up a character.

9. <u>Cold Boot</u> ~ starting the computer by switching on the power.

10. <u>Warm Boot</u> ~ restarting the computer by resetting the system using: CTRL+ ALT+ DELETE.

Vocabulary Assignment #6

1. Format a disk ~

2. Kilobyte (kb) ~

3. Megabyte (Mb) ~

4. Gigabyte (Gb) ~

5. Word Processing Program ~

6. Automatic Page Break ~

7. Manual Page Break ~

8. Hard Return ~

9. Landscape Orientation ~

10. Portrait Orientation ~

Vocabulary Assignment #6

1. <u>Format a disk</u> ~ this process must be performed on all disks before the disk can be used to store data. A series of magnetically encoded tracks are marked on the disk. Disks can be purchased preformatted.

2. <u>Kilobyte (kb)</u> ~ a measuring unit of computer memory, equaling 1000 bytes.

3. <u>Megabyte (Mb)</u> ~ a measuring unit of computer memory, equaling 1 million bytes.

4. <u>Gigabyte (Gb)</u> ~ a measuring unit of computer memory, equaling 1 billion bytes.

5. <u>Word Processing Program</u> ~ a computer program that enables the creation and editing of text documents.

6. <u>Automatic Page Break</u> ~ a "soft" page break inserted by the word processing program.

7. <u>Manual Page Break</u> ~ a "hard" page break inserted by the user.

8. <u>Hard Return</u> ~ in a Word program, a paragraph mark inserted by pressing Enter; the cursor is moved to the next line of the document.

9. <u>Landscape Orientation</u> ~ the page orientation in which the long edge of the page runs horizontally.

10. <u>Portrait Orientation</u> ~ the page orientation in which the short edge of the page runs horizontally.

Vocabulary Assignment #7

1. Word-wrap ~

2. Back Up ~

3. Active Program ~

4. Desktop ~

5. Directory ~

6. Compatible ~

7. Highlight ~

8. Disk Capacity ~

9. Input ~

10. Application Software ~

Vocabulary Assignment #7

1. <u>Word-wrap</u> ~ the Word feature that moves the entire last word of a line down to the next line if the word extends beyond the right margin.

2. <u>Back Up</u> ~ to copy files or disks to other disks, drives, or tapes to protect information in case originals are lost, damaged, or destroyed.

3. <u>Active Program</u> ~ the one program currently in use [as opposed to open program].

4. <u>Desktop</u> ~ the background area on the computer screen , contains icons representing hard drive, applications, recycle bin, etc.

5. <u>Directory</u> ~ a part of the filing system on a hard drive that can contain files or other directories.

6. <u>Compatible</u> ~ a piece of hardware or software which will work with some other piece of hardware or software. Example: "IBM-compatible" means a computer that uses the DOS operating system.

7. <u>Highlight</u> ~ to select a file, document, folder, or data within a document for manipulation.

8. <u>Disk Capacity</u> ~ the maximum amount of data that can be stored on a disk. To find out the capacity, go to "My Computer", "A drive", "File", and "Properties".

9. <u>Input</u> ~ the transfer of information from an outside source (scanner, keyboard) to a computer.

10. <u>Application Software</u> ~ tells the computer how to produce information – for example: word processing, spreadsheets, database, communication/ networking, and e-mail software.

Resources:

Berry, Minta. Activities for Word Processing. Cincinnati: South-Western Educational Publishing, 1998.

Swanson, Marie. Microsoft Word 97 – Illustrated Standard Edition, A First Course. Cambridge: Course Technology, 1997.

Wang, Wallace and Parker, Roger. Microsoft Office 97 For Windows For Dummies. Foster City: IDG Books Worldwide, Inc., 1996.

Winter, Rick and Winter, Patty. Special Edition Using Microsoft Office for Windows 95. Indianapolis: Que Corporation, 1995.

"Computing Dictionary", Computing Terms. Summer 1999 Vol. 3, Issue 3, p. 82-288.