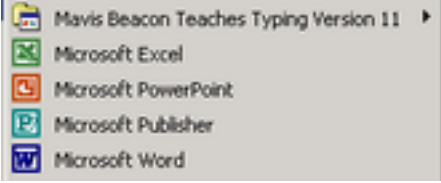
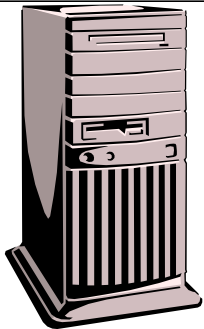
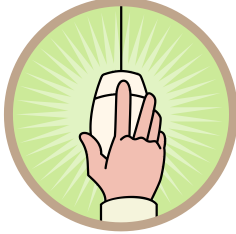
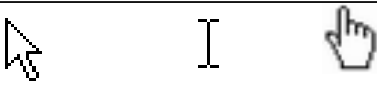

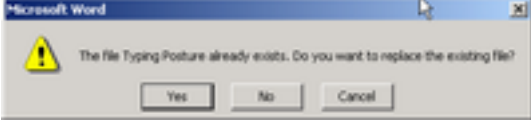
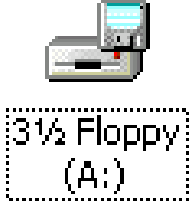
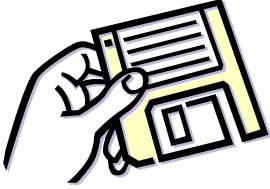



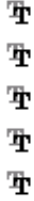




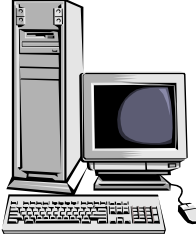




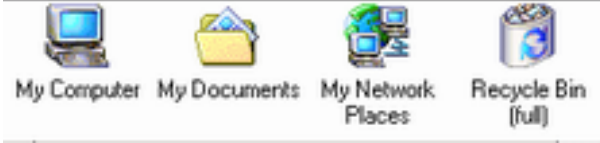




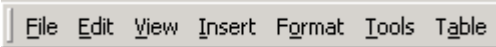
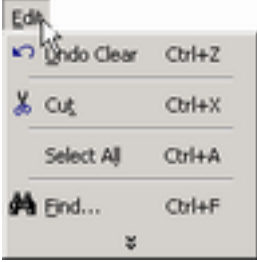
STUDENT DICTIONARY


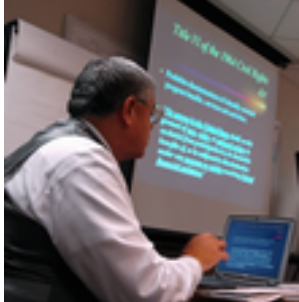


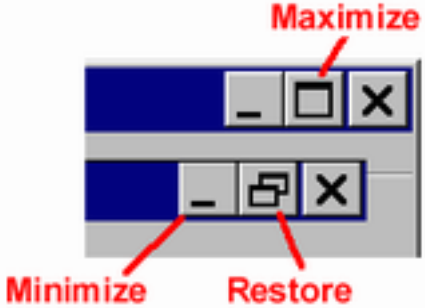
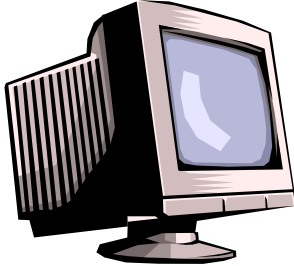
Computer Basics and Word Processing


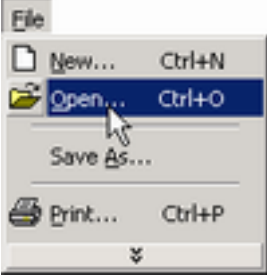


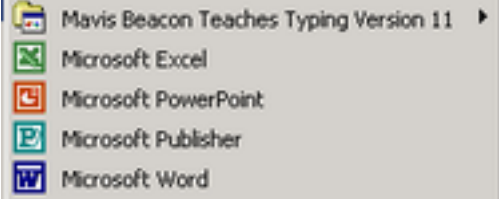
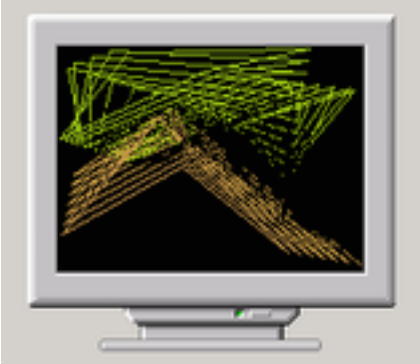
<p>1. APPLICATION: another word for a program or software.</p>	
<p>2. BOLD: A font style that makes letters and words darker.</p>	<p>These words are bold. These words are not.</p>
<p>3. Boot: to start up a computer, when a computer is warming up, we say it is booting. You can also reboot or restart</p>	
<p>4. CENTRAL PROCESSING UNIT or CPU: where all of the information you put into the computer is stored.</p>	
<p>5. CLICKING: Pointing to something on the screen and then pushing the button on the mouse is called clicking.</p>	
<p>6. CURSOR: The line or arrow that you control by moving the mouse.</p>	





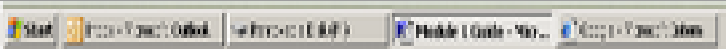

<p>7. DESKTOP: The screen you see first when your computer turns on. This screen has many icons.</p>	
<p>8. DIALOGUE BOX: A window that opens and asks you questions.</p>	
<p>9. DISK DRIVE: The place where you put your floppy disk so that you can save files on it.</p>	
<p>10. DISKS: One way to save your work, like recording on a video tape.</p>	
<p>11. DOCUMENT: Anything you create in Microsoft Word is called a document.</p>	
<p>12. Double Clicking: clicking the left mouse button twice, quickly</p>	
<p>13. Drag and Drop: using your mouse, click on an icon or text, move the mouse to another place and then let go of the mouse button</p>	
<p>14. FILE: a piece of computer information such as a document or part of a computer program.</p>	

<p>15. 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>16. FONT: The way letters and words look.</p>	<p>  Bradley Hand ITC  Britannic Bold  Broadway  <i>Brush Script MT</i>  California FB </p>
<p>17. 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>18. HARDWARE: All the parts of the computer that you can touch: the monitor, CPU, printer, mouse, and keyboard.</p>	
<p>19. HARD DRIVE: the place inside your computer where programs and files are stored.</p>	
<p>20. HEADSET: earphones and a microphone that you wear on your head.</p>	
<p>21. 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 style="text-align: center;">This text is not highlighted. This text is highlighted.</p>
<p>22. Hovering (mouse action): when you move your mouse over some links, a menu or list will pop-up</p>	

<p>23. ICON: Symbols or pictures that you can click on to perform an action. Each program has its own icon.</p>	
<p>24. Internet Explorer</p>	
<p>25. 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>26. 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>27. LAPTOP: a portable computer that you can carry with you</p>	
<p>28. Link: a place on a website that will take you to a different web site. When your cursor turns into a hand, it is a link. Click once to go to the new web page.</p>	
<p>29. 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>30. 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>31. MICROSOFT: A software company started by Bill Gates.</p>	
<p>32. MICROSOFT POWERPOINT: a software program for making presentations that you can show to others.</p>	
<p>33. MICROSOFT WINDOWS: an operating system made by the Microsoft company.</p>	
<p>34. MICROSOFT WORD: A word-processing program for typing letters, resumes, school papers and more.</p>	 Microsoft Word
<p>35. MINIMIZE: to move a window to the bottom of the screen without closing the window.</p> <p>36. MAXIMIZE: to expand a window to the full size of the screen.</p> <p>37. RESTORE: to make a window smaller so that you can change the size or position.</p>	
<p>38. MONITOR: Your computer's screen</p>	

<p>39. 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>40. OPEN: A command on the File Menu that brings files onto the screen so that you can see them.</p>	
<p>41. OPERATING SYSTEM: the most important program in your computer. This program is like the “manager” of all of the other programs.</p>	
<p>42. 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>43. POINT: The size of text.</p>	<p>12 point 16 point 24 point</p>
<p>44. PROGRAMS: Another word for software or applications.</p>	
<p>45. SCREEN SAVER: A design on the screen that turns on if you don't use your computer for a few minutes.</p>	

<p>46. SCROLL BARS: The bars on the sides of the screen that allow you to move up or down the page.</p>																																																																																					
<p>47. SOFTWARE: another word for programs, instructions in the computer that help it do different tasks</p>																																																																																					
<p>48. SPELL CHECK: When you're using Microsoft Word, you can click on this button to look for spelling and grammar mistakes.</p>																																																																																					
<p>49. SPREADSHEET: Organizes information into rows and columns and often uses math and numbers.</p>	<table border="1" data-bbox="846 1031 1422 1318"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>654</td> <td>654</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>2</td> <td>654</td> <td>209934</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>3</td> <td>654</td> <td>67368814</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>4</td> <td>654</td> <td>2.16E+10</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>5</td> <td>654</td> <td>6.94E+12</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>6</td> <td>654</td> <td>2.23E+15</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>7</td> <td>654</td> <td>7.15E+17</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>8</td> <td>654</td> <td>2.3E+20</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>9</td> <td>654</td> <td>7.37E+22</td> <td>321</td> <td>321</td> <td>321</td> <td></td> </tr> <tr> <td>10</td> <td>654</td> <td>2.37E+25</td> <td>321</td> <td>321</td> <td>321</td> <td></td> </tr> <tr> <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	1	654	654	321	810	1205		2	654	209934	321	810	1205		3	654	67368814	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						
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<p>50. Start Menu: your gateway to open programs, find files and manage information on the computer</p>																																																																																					
<p>51. Task Bar: the bar at the bottom of the desktop that shows all of your open windows.</p>																																																																																					
<p>52. TOOL BARS: The bars across the top of the screen that have icons you click on to do different things.</p>																																																																																					

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



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

