

Computer Applications I – Vocabulary (Frameworks)

Unit 1: Introduction to the Operating System, Computer Systems, and Networks

1. Access keys – shortcut keys; keys used in combination to create actions or functions in a software package (nonbreaking spaces, em dash)
2. Application software – any program that processes data for the user (inventory, payroll, spreadsheet, word processor, etc.)
3. Close - processing of quitting the open window or application
4. Cursor – insertion point in a document in the form of a blinking vertical line on the screen
5. Default – the current setting or action taken by hardware or software if the user has not specified otherwise
6. Folder – location to save a document and organize many files
7. Hardware – machinery and equipment (CPU, keyboard, monitor, printer)
8. Input device - hardware used to enter various types of data into a computer, such as a mouse, microphone, pen tablet, etc.
9. Log in - the process of gaining entry into a computer or network
10. Maximize – make window larger
11. Minimize – make window smaller; shrink to an icon on the taskbar
12. Mouse – hardware used to move cursor around a document or select menus
13. Network – a system that transmits any combination of voice, video, or data between users; includes the network operating system in the client and server machines, the cables connecting them, and all supporting hardware in between – such as bridges, routers and switches, antennas and towers
14. Operating System - the software that runs on a computer that is responsible for file nameaement, disks, peripherals, and the general operation of the computer system (such as Windows, Mac OS)
15. Output device - hardware that lets the user view or hear processed data
16. Password – keyword used to access information on a network, Web site, etc.

17. Restore – to refresh or bring back to original position or size
18. Save - the process of naming and storing a file for use at a later time
19. Save As - the process of renaming a file that already exists
20. Shortcut keys– keyboard combinations used to perform certain tasks, such as printing, saving, copying, bolding, etc.
21. Shut-down - the process of closing all application and the operating system
22. Standalone – a computer that is not permanently connected to a local area network (LAN) or wide area network (WAN)
23. Start-up - the process of turning on the computer and logging into the operating system
24. System software – software made up of control programs, such as the operating system and database management system (DBMS)
25. Taskbar – an onscreen toolbar that displays the active applications (tasks); clicking on the taskbar button restores the application to its previous appearance
26. Text file – a file that holds text without any formatting and can be opened in numerous applications

Unit 2: Word Processing – Creating Simple Documents

1. Autocomplete - a word processing feature that automatically finishes certain text items or phrases after the user begins typing, such as dates, names, greetings, etc.
2. Backspace - deleting text to the left of the insertion point
3. Business letter – formal means of communication outside a business
4. Default setting – the current setting or action taken by hardware or software if the user has not specified otherwise
5. Delete - removing text to the right of the insertion point
6. File management - the process of organizing files and folders; naming appropriately, using folders, etc.
7. Folder - storage directory for files or other folders on a computer
8. Font - a type of design applied to an entire set of characters, such as Arial, Times New Roman, etc.
9. Font size - the height of characters in points
10. Font style - emphasis added to text such as underline, bold, italics, etc.
11. Grammar check - a feature that checks sentence structure and punctuation in a document
12. Insert key– used to switch from regular editing to typeover/overtyping mode
13. Memo – correspondence within a company or organization
14. Non-printing characters - hidden formatting marks that do not print and are helpful in locating formatting errors
15. Print preview – menu option that allows user to look at a document before printing to ensure proper formatting
16. Proofreading - editing a printed or electronic document for errors
17. Reports - a one-page or multi-page document used to summarize research or findings
18. Spell check - a feature used to locate and correct spelling errors
19. Thesaurus – tool used to look up synonyms for a selected word to add variety and interest in a document, such as a report
20. Word wrap – text automatically moves from one line to the next line

Unit 3: Word Processing – Changing Margins, Formatting Paragraphs, and Setting and Using Tabs

1. Bullets – a symbol used to precede text, usually in an outline or a list
2. Decimal tab – a tab that aligns to a certain position anchored by a decimal such as currency or numbers
3. Default tabs – preset tabs established by the software
4. First-line indent – a paragraph format in which the first line is indented from the left margin and subsequent lines remain at the left margin
5. Hanging indent – a paragraph format in which the first line is moved to the left margin and subsequent lines are indented from the left
6. Horizontal centering – having equal white space on the left and right of a document
7. Hyphenation – breaking words that extend beyond the right margin
8. Leaders – a line of dots or dashes used to draw the eye across a printed page, such as a table of contents
9. Line spacing - the amount of space between lines of text
10. Paragraph alignment (left, center, right, justify) – position of text in a document
11. Paragraph spacing - the amount of space before or after a paragraph
12. Vertical centering – text with equal white space in the top and bottom margins

Unit 4: Word Processing – Moving, Copying, and Revising Text

1. Clipboard – temporary storage area where text or images are stored when cut or copied
2. Copy – to duplicate a selected object or text without removing the selection from its original place
3. Cut – to move text or an image from one document to another or one location to another within a document
4. Find/Replace – a tool used to look for certain words, documents, or formatting in a document
5. Paste – place text or objects into a document from a clipboard
6. Replace – to place new text in the position of existing text
7. Replace All - substituting all occurrences of a words, phrases, or formatting in a document

Unit 5: Spreadsheets -- Creating, Editing, and Enhancing a Simple Worksheet

1. Active cell – the cell that appears outlined with a thick border on the worksheet
2. Cell – the intersection of a row and a column where data or functions can be entered, such as B12, C4, A2
3. Cell address (name) – the letter and number that represent the intersection of the column and row to form that cell
4. Column – vertical group of cells identified by a letter in a worksheet
5. Currency – number format that prints dollar symbols and commas and specified decimal places
6. Formula – a series of calculations, expressions, numbers, and operators to carry out a command in mathematics
7. General format – shows only the digits in the number and no commas
8. Label – entry in a cell that begins with a letter and is left-aligned
9. Math operators (*, /, +, -, ^) – symbols used in mathematical calculations
10. Mathematical order of operation – the order in which calculations take place (exponents, parentheses multiply/divide, add/subtract)
11. Row – horizontal group of cells identified by a number in a worksheet
12. SUM (Autosum) – built-in formula that calculates the sum of a range of cells
13. Value – entry in a cell that begins with a number and is right-aligned
14. Workbook - a collection of worksheets
15. Worksheet – individual page or sheet in a workbook, shown by a tab at the bottom of the screen

Unit 6: Internet, E-Mail and Ethical Use of Technology Resources

1. Attachment - file that is included with an e-mail that can be opened by the user
2. Browser – a program that allows a user to display HTML-developed Web pages
3. Cookie – a collection of information stored on the local computer of a World Wide Web user; used chiefly by Web sites to identify previous users
4. Computer ethics - what is morally right or wrong when using computers, internet resources, and e-mail
5. Contact - a list of e-mail addresses of friends and co-workers
6. Copyright – a law that secures for a limited time to the creators the exclusive right to their works; copyright law protects such things as music, CDs, poetry, novels, books, artwork, movies, newspapers, magazines, photographs, etc.
7. E-mail - electronic form of communication
8. Fair Use Laws - laws regarding the use of copyrighted materials for educational and reporting purposes
9. Favorites (bookmarks) – saved sites in the user's browser which are used frequently
10. Hyperlink – text, cell or an object that when clicked "jumps to" another location, such as another file location or website
11. Internet – a network of computers connected to each other
12. Public domain – materials that have no copyright and can be used without permission
13. Reply - option used to respond to a sender's e-mail.
14. Search engines – a database website that allows the user to locate links to specific information given search criteria, such as Google, Yahoo, and Bing
15. Send - the last step in creating an e-mail correspondence
16. Universal Resource Locator (URL) – the address of a resource on the Internet
17. World Wide Web (WWW) – a networked hypertext system that allows documents to be shared over the Internet

Unit 7: Presentation – Developing a Simple Presentation

1. Animation - special effects added to objects or text on a slide
2. Design template/theme – provides consistency in design and color throughout the entire presentation
3. Diagram - a visual representation of data to help readers better understand relationships among data, such as an organizational charts, venn diagrams and pyramids
4. Handouts - a printing option that puts multiple slides on a page, such as 3, 4, 6 or 9 per page
5. Outline - a view or printing options which shows only the text
6. Presentation software – a graphics program that allows you to produce professional-looking slide shows
7. Slide – the area where you create, edit, and display information in a presentation
8. Slide layout – specifies the arrangement of placeholders on a slide
9. Slide transition - the animated way in which the slide appears and leaves the screen during a slide show
10. Speaker notes (Notes Pages) - a view or printing option that allows the user to add personal notes concerning the slide show
11. Timings - an option used to automate features in a slide show, such as slide transitions, animation, or audio

