

Term	Definition
Binary Logic (binary processing)	The binary number system makes use of the two symbols 0 and 1. Computers use binary codes to store and work with letters, numbers, pictures, and sound. A binary digit is a 0 or a 1, often called a bit, from binary digit.
Bit	One unit of data based on the binary number system. A binary digit is a 0 or 1, often called a bit, from binary digit.
Byte	A group of bits that represents computer data.
Cell	The intersection of a row (1, 2, 3,...) and column (A, B, C...) in a spreadsheet.
Click	To briefly tap the mouse button.
Column	A vertical section of printed text on a page, or a vertical line of cells in a spreadsheet or table.
Computer Base Labs (CBL)	Sensitive probes that measure and record data.
Computer Theory	The science of how computers work.
Copy	To duplicate a block of text or a graphic and place it in the "clipboard" area of memory.
Copyright	The exclusive rights granted by law for a certain number of years to control copies of work.
Cursor	An on-screen marker that shows where keystrokes will appear.
Cut	To remove text or graphics from a document and place it on the clipboard.
Data	Information stored in the computer as numbers, letters, and special symbols.
Database	A type of computer program used for storing, organizing, and retrieving information.
Desktop	The screen you see when no applications are open. The screen in Windows 95 and MAC operating systems where you see the trash can/recycle bin, icons, etc.
Digital Camera	A camera that stores images in digital format rather than on film. The images can be downloaded to a computer.
Digital Information	Information stored in binary format that a computer can understand.
Directories (Internet)	Internet resources arranged in searchable indices or topical guides.
Disk	A round, flat, magnetic medium used to storing data.
Disk Drive	A device for reading and writing information on flexible or rigid disk.
Document	A user-created file, as opposed to a program file.
Double-click Mouse	To tap the mouse button twice in quick succession without moving the mouse.
Download	To copy a file from a remote computer "down" to your computer via a network or phone lines. Contrast with upload.
Drag Mouse	To move the pointer while the mouse button is held down.
Drawing Tools	The tools used to create lines, circles, rectangles, etc.
Electronic Database	Large collection of related data organized for rapid search and retrieval.
Electronic Mail	Sending and receiving messages from computer to computer.
Ethernet	A very common method of networking computers.
Field	Individual categories of information within a database record.
File	A collection of data stored in a form the computer can read. There are two kinds of files: program files and data files.
Folder	An item used to organize files into groups.
Font	A complete set of letters, numbers, punctuation, and other symbols of the same typeface.
Gigabyte	Approximately one billion bytes. (Approximately 1,000 megabytes.)
Graphics	A visual image such as a symbol, chart or drawing.
Hard Drive	A fixed nonvolital magnetic media permanently mounted the CPU.
Hardware	Any tangible piece of computer equipment. Contrast with software.
Highlight	To select, usually by clicking or dragging with the mouse.
Home Keys	Keys on a keyboard which contain the letters a, s, d, f, j, k, l, and the semi-colon (;) and used for positioning the hands in typing.
Home Page	The first page retrieved when accessing a web site on the Internet. It serves as a table of contents to the rest of the pages of the site.
Hypermedia	A program that contains links to other media, such as audio, video, or graphics files.

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Hypertext Link	A way of linking text to other text or pictures, allowing the user to easily access information.
Hypertext Markup Language (HTML)	The language used to build pages on the World Wide Web.
Icon	A graphical symbol used to represent a file, folder, or disk.
Import Data	To load a file created by another program.
Internet	The worldwide network of computer networks.
Keyboard	A set of input keys. On computers, which include the standard typewriter keys and several specialized keys.
Kilobyte	A unit of measurement equivalent to 1024 bytes.
Link	Text or images on the WWW that have been highlighted in a special color or underlined. Selecting the link will lead you to another site on the web.
Local Area Network (LAN)	Computers that are connected together in the same room, building, or nearby building. It consists of servers, workstations, a network operational system and communication link. (See Wide Area Network)
Megabyte	1 million bites of information.
Menu Bar	The top bar that contains the menu titles.
Modem	Hardware that sends and receives data through an ordinary telephone line.
Monitor	A display screen used to present output from a computer, camera, VCR, or other video generator.
Mouse	An input device
Mouse Pointer	A geographical element (e.g. arrow, hourglass/watch, hand) used to move around the screen to select items, issue commands, and move and manipulate screen elements.
Multimedia	The combining of more than one type of media, such as text, sound, animation, and video.
Network Etiquette	Rules of proper behavior those using a network.
Networking	Linking computers to one another, allowing communication.
Optical Disc	Storage medium which uses light to read data, examples include CD ROM, CDR, CDRW, DVD, Laser.
Paste	Places the contents of the clipboard into a document at the current cursor position.
Peripheral Devices	External devices attached to the computer such as a modem, disk drive, mouse or printer.
Printer	A device that allows a computer to put text and graphics on paper.
Processor	Sometimes called the Central Processing Unit (CPU) or microprocessor, this chip performs all the calculations for the computer.
Productivity Software	Software that assists in making everyday tasks easier.
Program	A software application.
Publishing Software	Software that creates professional looking documents.
RAM	Random Access Memory, group of memory chips that temporarily store applications currently being used as well as any applications files currently being created or edited.
Record	A group of related fields that store data about a subject. A collection of records make a file.
Retrieve Data	Access information.
Return/Enter Key	Key on keyboard that is used to enter information into a computer or to return the cursor to the beginning of a new line.
ROM	Read Only Memory: A memory chip that permanently stores instructions and data. Its contents are created at the time of manufacture and cannot be altered.
Save (a file)	To store a file on a hard or floppy disk.
Scanner	A device that reads a printed page and converts it into a graphic image for the computer.
Scroll Bar	A horizontal or vertical bar along the edge of a window used to bring different parts

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	of a document into view.
Search Engine	Program on the Internet that allows users to search for files and information.
Server	A computer that provides services to other computers (known as clients) on a network.
Shift Key	The keys on the keyboard used to capitalize letters.
Shut Down	The action you perform when you are finished with your work session. After you perform this action it is safe to turn off the computer.
Software	Computer programs that provide instructions to the computer hardware allowing it to perform a useful task. Contrast with hardware.
Sort Information	To arrange records so that entries in one field are in alphabetical or numerical order. Order may be ascending or descending.
Space Bar	A key on the keyboard that moves the cursor forward one space and produces a blank space when pressed.
Spreadsheet	Rows and columns of data frequently used for calculating numeric results and creating graphs.
Store	To copy or transfer data from the computer to a storage medium such a disk or tape.
Telecommunication	The transmission of information between computers via technologies, such as networks, phone lines or satellites.
Template	A special kind of document that provides basic format for creating certain types of documents. The original is never changed. Every time it is opened, a clean copy is opened for editing.
Text	Any sequence of letters, numbers, punctuation and other symbols that you can type on the keyboard.
Text Formatting	Changing the appearance of the letters and words in your document (e.g. size, style, underline, bullets)
Transmit	To send data electronically.
Troubleshoot	To search for solutions to simple technical problems.
Universal Resource Locator (URL)	The address that defines the route to a file on the Web or any other Internet facility. URLs are typed into the browser to access Web pages, and URLs are embedded within the pages themselves to provide the hypertext links to other pages.
Upload	To send a file from your computer "Up" to a remote computer via network or phone lines. Contrast with download.
Video Conferencing	Teleconferencing in which still or moving pictures can be transmitted along with voice and text.
Virtual Reality Interfaces	The hardware and programming used to create the illusion of three-dimensional objects for on-screen virtual reality environments.
Web Page	One document on the World Wide Web. It is usually a file written in Hypertext Markup Language, stored on a server.
Web Page Layout	Text, graphics, video and sound files in web format.
Web Site	Each web site is identified with a host name and is composed of one or more related pages.
Wide Area Network (WAN)	Computers connected to each other using networks, telephone lines and satellites communications. This type of network covers a larger area than a LAN and may be composed of one or more LANs. (See LAN)
Window	A rectangular area on the screen where the information in a file is displayed.
Workstation	An individual computer connected to a central computer and to other computers on a network.
World Wide Web	An Internet facility that links documents locally and remotely.