

## Glossary of Terms for New Computer Users

**ALIAS** - (Mac term) **SHORTCUT** (for Windows) Icons placed on desktop for quicker access to Applications or files.

**APPLICATIONS** - Also called programs built in (bundled) or added which direct the computer how to work (e.g. word processor, spreadsheets, etc.)

**BACKUP** - A security in case of crash. The saving of all information on disks or other drives.

**BIT** - Basic unit of information 8 bits describe one letter or number.

**BYTE** - Eight bits (basic unit of information). Describes one letter or number

**CD** - Audio/video - 4 3/4 " compact disk. Holds pre-recorded programs and data.

**CD ROM DRIVE** - Internal or external drive which reads information on CDs.

**CLIPBOARD** - Keeps cut & copied material for future paste use (temporary)

**CPU** - Central Processing Unit or micro processing chip (the brains).

**CURSOR** - Blinking bar, line or arrow which indicates where next character will appear

**DESKTOP**- Background on monitor where icons & windows are seen and moved around

**DOCUMENT** - A file with information (i.e. text, sound, graphic, etc.)

**DOS** - An older operating system still used by IBM-compatible computers

**DRAG & DROP** - Method of using mouse to move items around desktop or document

**FAQ** - Frequently Asked Questions (explanation about a particular source of information)

**FILE**- Any named collection of data (i.e. a letter, spreadsheet, etc.)

**FLOPPY DISK** - 3 1/2" removable disk which holds programs or data.

**FLOPPY DISK DRIVE** - Slot for floppy disk to access the drive. Reads & writes information on floppy disk

**FONT** - Typeface (many choices) Choose type and size of font

**GIGABYTE (Gb)** - 1Gb - =1,000 megabytes A measure of hard drive capacity

**HARD DRIVE (HD)** - Internal or external drive of the computer. Holds and reads programs plus stores data

**HIGHLIGHTED** - Colored selection of text or graphic. Selected for some action to be taken

**ICON** - Small picture representing a program or file.

**INTERNET** - Huge collection of computers which are linked around the world, (WWW)

**KILOBYTE (K)** - 1 K=1,024 bytes Approximately 1 page of text, double-spaced

**MEGABYTE (MB)** - 1 MB =1,024 kilobytes A million bytes (millions of letters) This measure was used in describing the capacity of a hard drive) until hard drives became large and now the unit of measure is a GIG.

**MEMORY** - Also called RAM. Capacity for holding & working with information in the computer

**MEGAHERTZ (MHz)** - 1 MHz=1 million cycles per second. Measure of speed of the hard drive

**MODEM** - Internal or external. hardware, which connects to your telephone line to transfer data back and forth between digital and analog so it can be transmitted from your computer through telephone lines. Used for WWW and faxes.

**MONITOR** - TV-like screen to view work in progress

**MOUSE** - Device used to control cursor.

**OPERATING SYSTEM** - The basic operating system (i.e. Mac OS, Windows 95, Windows 98 or DOS, etc.)

**PIXEL** - An individual dot on-screen. Groups of dots make up fonts, graphics, etc.

**PROGRAM** - (Also called Application) Tells computer how to work (i.e. word processing, spreadsheet, data base etc.)

**RAM** - Random Access Memory -Temporary Memory in CPU

**ROM** - Read Only Memory. Permanent Memory in CPU

**SHORTCUT** - Same as Alias - Icons placed on desktop for quicker access to Applications or files.

SHUTDOWN - Preparing to shut off computer. In this process programs get saved & closed.

SOFTWARE - Programs or Applications but not mechanical

WINDOW - On-screen box containing data.

WINDOWS 95/98 - Most common operating system for IBM-compatible computers

WORLD WIDE WEB - Designated by WWW on the Internet. Connects the computer with the world!