

LMS 207 Vocabulary

1. animation – movement that is added to pictures or words
2. AUP – acceptable use policy, which outlines what is allowed and not allowed when using technology such as the computer or the Internet
3. bookmark – creating a link to a web page so it may be found easily, usually stored under “favorites”
4. bullets - a dot or similar marking used before words in a list to show its importance
5. byte, kilo, mega, giga etc. - a byte is the fundamental storage unit of computers and is composed of 8 bits (binary digits) and stores the equivalent of one character or letter; a kilobyte is 1024 bytes, a megabyte is 1,048,576 bytes or approximately 1,000 kilobytes; a gigabyte is 1 billion bytes or approximately 1,000 megabytes; a terabyte is a trillion bytes or approximately 1,000 gigabytes
6. cell - the rectangle in a spreadsheet or table formed by the intersection of a row and column; cell names are a combination of the row and column names e.g. C1, X5, A45
7. column - a vertical section of text in a spreadsheet, database, or table
8. copyright –a form of protection that makes it illegal for anyone to copy or use your work without your permission
9. cursor - an on-screen blinking character that shows current location and where the next character will appear when entered
10. database - A collection of information arranged into individual records that can be searched, sorted, and tallied by computer
11. default – a value used when none other is specified
12. desktop - the background of the screen on which icons and windows appear
13. domain - the part of a web address that specifies what the organization is or where the computer is located (ex: .com, .org, .net, .gov)
14. fair use—written guidelines that help determine whether a specific computer action is ethical or unethical for education
15. formula - a set of instructions that you enter in a cell of a spreadsheet to perform calculations such as adding, multiplying, or averaging
16. graphic – an image or picture like clipart
17. hard disk drive – non-removable drive which is fast and holds a great deal of information
18. hardware - the electronic components, peripherals, and equipment that make up your computer system
19. host site - a company that rents out space on Web servers that stores other people's Web sites
20. HTML - (Hyper Text Markup Language), a language that web pages are written in
21. hyperlink - text or a picture on one Web page that is linked to some other place either on the same site or in another Web site
22. icon – a picture or symbol that is a starting point for a program
23. keyword – the main word or words used to find information in online research
24. landscape - a horizontal page orientation where the width is greater than the height

25. marquee - a small section of the browser window that displays text that rolls across the screen
26. maximize – to make the window bigger
27. minimize – to reduce the window or program to a button on the task bar
28. modem – a device that allows the computer to receive information over a telephone line
29. monitor – the television screen attached to a computer
30. multimedia - A document or program which incorporates a combination of text, graphics, audio and video
31. navigation – to move around a website by following links from page to page, or document to document
32. network - a communication and exchange system, created by linking two or more computers
33. Operating System - A program that manages the other programs on a computer. Windows, Linux, and Mac OS are common operating systems; sometimes abbreviated as “OS”
34. peripheral – additional hardware that connects to a computer such as a printer, scanner, etc.
35. plagiarism – copying or using data that belongs to another without permission or citing the source
36. RAM - random access memory for reading and writing data; helps determine how fast your computer will go
37. re-boot – Restart a computer
38. right-click – to click the right button on a mouse; click with your middle finger; usually brings up another menu
39. row - a horizontal section of a spreadsheet, database, or table
40. search engine – a program or website used to find information on a topic on the internet (like Google or Yahoo)
41. server - any computer on a network that contains data or programs shared by users of the network
42. Spam—unsolicited e-mail sent to many individuals
43. spreadsheet - a computer program that allows the user to enter numbers and text into a table with rows and columns, and then manipulate those numbers in a variety of ways.
44. surf – to navigate from one website to another
45. task bar – a horizontal bar across the bottom of the desktop that shows which programs are open and may contain shortcuts to programs on the computer
46. template – a pre-designed generic page which may be used as a base to create new pages
47. toolbar - a set of buttons, usually found at the top or bottom of a window, that has several small pictures that are used to start programs or to open frequently used functions
48. URL – A name for a web page address (Uniform Resource Locator)
49. web browser – software that enables users to navigate the world wide web
50. word processor - a program that allows you to use the computer as a tool for creating, editing, proofreading, formatting and printing documents that are made up of mostly words