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ASSOCIATES FOR TRAINING & DEVELOPMENT

ADVANCING WORKFORCE
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Computer Training Program

Glossary of Computer and Internet Terms
(and other helpful information)

1. Address Box

A narrow, rectangular box in the browser window where you can type in a web address. Typing in the web address in the address box and hitting Enter on the keyboard will take you to a website.

2. Back Arrow

This arrow is found at the top left of most browsers. When you click on the back arrow, it takes you back -- in order -- through all of the web pages you've seen. (Sometimes called the back button.)

3. Backing up

To save a copy of one or more files in a different location as a safety measure in case the computer has a problem or the original files get lost.

4. Breadcrumbs

A trail of links to the pages you have been on in a website. They are a guide to help you move easily to any of those pages.

5. Browse

To explore a website or a number of websites by scanning and reading information.

6. Browser

Software, such as Microsoft Internet Explorer, that helps you get from your computer to the Internet to find information displayed on websites. The most visible part of a browser sits at the top of the computer screen, above the web page.

7. Button

A small box that looks like it's being depressed when you select it. Buttons can turn on (and turn off) many types of functions on the Internet.

8. CD:

A "compact disk". A CD-ROM stores computer information and can't be erased. An example is a music CD.

9. Clicking

Pressing and releasing a button on a mouse to select or activate the area on the screen where the cursor is pointing. Usually, you click on the left side of the mouse (called a left click). For more advanced functions, you click on the right side of the mouse (called a right click).

10. Computer or CPU (central processing unit)

The main part, or "brains" of a computer. The CPU interprets and carries out program instructions.

11. Control

CTRL – this is a key on your keyboard that you would press - together with other keys - to perform activity shortcuts.

12. Control Panel

The area in your computer where you can make changes to the way Windows looks and behaves. You can get to it from a link in the right column of the Start Menu.

13. Cursor

A small image on the screen indicating where you are pointing; the mouse controls the movements of the cursor. The cursor can appear in different forms, including:
   o   An arrow, which indicates where you are positioned on the screen.
   o   An I-beam, often blinking, which marks a place on the screen where you can enter or select text.
   o   A pointing hand, which indicates that you are hovering over a link. (See **Link**.)
   o   An hourglass, which indicates that the computer is doing a task. You must wait until it disappears before you can proceed.

14. Desktop

The information that appears on the computer soon after the computer is turned on. The desktop contains a number of icons, or images, that you can click on to start programs. (See **icon**.) One example is the Recycle Bin, where deleted documents go. It's your virtual trash can.

15. Desktop computer

A personal computer that is used and stored on top of a desk, as opposed to a laptop computer, which is portable. A desktop computer is also called a personal computer, or a "PC".

16. Dialog Box
A special box that appears when the computer needs additional information in order to carry out a task.   It may say, for example, "are you sure you want to delete this file"? (You must click on "OK" to have a dialog box disappear.)

17. Computer document
A file that you make using a software program such as Microsoft Word. It can be a word processing document. It may also contain images, audio, video and other kinds of data.

18. Drop down List
A list of items from which you can make selections.

- o   When you first see a box containing a drop down list, the box will be empty or may display only a single item.

- o   To see a list of choices, left click on the arrow in the box and hold. The list of choices will display above or below the box.

- o   Keeping your left index finger pressed on the mouse, move the cursor to the desired choice (In this case, a quantity of 3 booklets).

- o   Release your left index finger from the mouse, and your selection will appear in the box. The full list of choices will disappear.

19. Drop Down Menu
A list of options that runs horizontally across the screen, and each option has a menu that drops down vertically. The menu bar that runs across the top of the screen when you are using Microsoft Word is a good example. Websites commonly use drop down menus to provide additional links to its pages.

20. FAQs
Stands for **F**requently **A**sked **Q**uestions. These are commonly asked questions and answers that appear on many websites.

21. File
A collection of data stored in a single unit. It is given a File name. Types of files include:
- a.   Documents: Word (.doc); PDFs; web pages, and more
- b.   Pictures: JPEG, GIF, BMP
- c.   Audio: MP3, WAV

22. Folders
A tool for organizing and storing information on your computer's hard drive in a way that makes sense to you. They store files, which can be documents, programs, pictures, audio, and video. They also store subfolders.

23. Forward Arrow
This arrow is present at the top of most browsers. When you click on the forward arrow, it takes you forward to a page you just left and is opposite in direction from pages the back arrow takes you through. When the arrow is gray, the forward function is inactive.

24. Go Online
To go on the Internet.

25. Hardware
The physical parts of a computer system. Internal hardware includes the hard drive. External hardware includes the monitor, keyboard, and printer.

26. Home page
The first thing you see when you come to a website, or the opening page of a website. It provides information about the site and directs you to other pages on the site. It is also the first screen (web page) that you see when you open your browser.

27. Icon
A small picture or image representing a file, a program, or a command (such as print). It is a visual representation of something on your computer. When you click on an icon, you start a command, open a file, or launch a program, or start a command.

28. The Internet
A vast, international collection of computer networks that transfers information. Websites and e-mail are part of the Internet.

29. Internet Service Provider (ISP)
An organization like your telephone or cable company that provides the connection between your computer and the Internet.

30. Keyboard
The keys that operate the computer, very much like a typewriter, with extra keys for special functions.

31. Link (or hyperlink)
A highlighted or underlined feature on a web page that, when clicked, will take you to another web page. A link most often appears as underlined words or an image. One sure way to tell if something is a link or not: Whenever your cursor turns into a pointing hand, the image or word you are pointing to is a link.   You can also put a link in a document; when you click on it you will be taken to the web page associated with that link.

32. Log On
To gain access to a computer system or to a page on a website by entering a password or user ID.

33. Menu
A list of options, or topics, on a website that users can choose from.

34. Modem
An accessory device that allows you connect to the Internet. It transmits data over telephone or cable lines.

35. Monitor
The part of a computer system that contains the computer screen, where information is displayed.

36. Mouse
A small, hand-held device that controls the position of the cursor on the computer screen. Movements of the mouse correspond to movements of the cursor. (See **Cursor**.)
[IMAGE: mouse on mouse pad]

37. Mouse pad
The pad on your desk on which you can move the mouse.

38. Navigate
To move through a document, a website or through various websites.

39. Operating system

A special type of program that makes a computer work.

40. Paste

A command that lets you insert information from a clipboard into a document. First you must either cut or copy that information from its source file in order to put it on the computer's clipboard. One way that it is used is to cut text from a document and paste it into an email.

41. RAM

Random Access Memory. This is the part of your computer that stores information temporarily. The more RAM your computer has, the faster it will operate.

42. Scroll

To move through the computer screen up, down or sideways in order to see information that doesn't fit on the screen. New information appears as the old disappears.

43. Scroll Bar

A narrow, rectangular bar on the right edge and bottom edge of a document or web page that lets you move the page to see more of the information it contains. The scroll bar on the right moves the page up and down, and the scroll bar on the bottom moves the page right and left.

44. Search Box

A small rectangular blank space on a web page where you can type in a word or phrase to look for information. Clicking on the button next to the search box (or hitting the Enter key on the keyboard) will take you to a page where that information is located.

45. Search Engine

A tool that works inside a web browser. It takes "key words" you type and then looks for related web-sites on the World Wide Web. Google is an example of a search engine.

46. Site map

A list of the contents on a website, similar to an index in a book. A link to the site map is usually found at the top or bottom of a website's home page.

47. Software

The instructions that tell the computer and computer networks what to do. It consists of programs and applications. Software is installed inside the computer.

48. Speakers

Devices that allow you to hear sound from the computer.

49. Start Button

Where you begin most of the actions on the computer, including the action of turning off the computer. It is in the form of an icon. (It is NOT the power button.)

50. Start Menu

When you click on the Start Button, the Start Menu with its list of options opens up. This menu is where you can find and open all of your programs, settings, and files.

51. Surf the Net

To explore various websites on the Internet.

52. Task Bar

The thin colored strip running along the bottom of your screen to the right of the Start Button. It has different sections where different functions take place.

53. Web Address or URL

The address for a website. (URL stands for Uniform Resource Locator.) U.S.-based web addresses usually start with the letters www (for World Wide Web) and end with a dot followed by letters that indicate the type of website it is:

- o **.com** = commercial enterprise or business
- o **.org** = non-profit organization
- o **.edu** = educational institution
- o **.gov** = government agency
- o **.mil** = military agency
- o **.net** = another ending for a commercial website

On the Internet, one way to get to a website is by typing in the web address (or URL) into the address box of the browser.

54. Web Page:

The basic unit of every website or document found on the World Wide Web. It's like a page in a book.

55. Website

A location on the World Wide Web (and Internet) that contains information about a specific topic. A website usually contains multiple Web Pages with different types of information about the topic. It has its own Internet address (URL).

56. Window

A *window* (with a lower case w) is the container for each program or activity that is open on the computer screen. It can occupy all or part of the screen. It is also the framed area of a computer screen that appears in front of a web page. *Windows* (with an upper case W) is the nickname for Microsoft Windows, which uses windows as its main feature.

57. Microsoft Windows

One version of a special type of program known as the operating system which is what makes a computer work.

59. The World Wide Web

Also known as the Web, it is a system that lets you access information on the Internet. People often use the term *Web* to refer to the *Internet*, but they are not exactly the same thing. The World Wide Web operates *over* the Internet, and it is the most widely used part of the Internet.

Sources:

National Institute on Aging, "Glossary of Internet Terms for Older Adults"
www.NetLiteracy.org
http://www.coolnerds.com/xp/folders/foldersandfiles.htm
http://seniorsguidetocomputers.com/

Here's a link to a very helpful Internet Safety tutorial:
   http://www.gcflearnfree.org/internetsafety

COMPUTER DATA – STORAGE TERMS AND SIZES:

The size of information is measured in Kilobytes, Megabytes, Gigabytes and Terabytes

Kilobytes (KB)
- One byte will store approximately one letter, as text is a very compact type of data.
- A Kilobyte is 1,000 bytes.
- A page of regular text or a small email takes about 2 KB to store.
- A 5 page paper might be 100 KB.

Megabytes (MB)
- One Megabyte is 1 million bytes (or 1,000 KB).
- An image from a digital camera might take up a 3 MB.
- One minute of MP3 audio takes up about 1 MB of space.
- Audio and images are stored in compressed form.
- Outlook has a default attachment size limit of 20 MB

Gigabytes (GB)
- One Gigabyte (GB) is about 1 billion bytes, or 1 thousand MB
- One GB could hold about 500,000 pages of simple text.
- One GB could hold the contents of about 10 yards of books on a shelf.
- A computer might have 4 GB of RAM.
- A flash memory card used in a camera might store 8 GB.
- An average thumb drive will store over 7 GB of data
- 100 GBs could hold an entire library floor of academic journals.

Terabytes: (TB)
- One TB is approximately one trillion bytes, or 1,000 Gigabytes.
- Now one and two terabyte drives are found in many new computers.
- One TB can hold about 3.6 million 300 KB images or @ 300 hours of quality video
- One TB can 1,000 copies of the Encyclopedia Britannica.
- Ten TB can hold the printed collection of the Library of Congress.