

## COMPUTER TERMS

**Manufacturer** Personal Computer (PC) Dell, HP - Hewlet Packard, Gateway, Toshiba

**PC:** Personal Computer

**What OS (OPERATING SYSTEM) do you have?** This is important! The look of your screen when you BOOT (turn on) your PC and the location of certain files will be in different places depending on your OS. Microsoft products -- Windows 98, Windows X-P, and the new Vista *Linux* is an OS manufactured by another company.

**Hardware:** The CPU (Central Processing Unit), the monitor, the keyboard, the mouse,

**Software:** Programs, Word Processor, Games, the Operating System (OS).

**Word Processor:** It is an editing program such as Note Pad, and Word Pad (located in *All Programs* → *Accessories*). Corel Word Perfect & Microsoft WORD are very strong programs. E-Mail programs have simple word processors.

**What is a WINDOW?** It is a rectangular area on the screen that contains data. It is what allows us to communicate with the computer. We see information on the screen, it is located in a box called a window, and using the mouse we click on items telling the PC (personal computer) what we want to do.

**Boot or Boot up.** Turn the PC on.

## MOUSE OPERATIONS:

**click** Position the pointer on an object, press and release the LEFT mouse. The term **CLICK** is to *LEFT CLICK*. Generally, single click will **SELECT** something and it will be highlighted.

**double-click** To quickly press and release the LEFT mouse button twice without moving the mouse between clicks. Generally, double-click will execute something.

**right-click** The term used is **RIGHT-CLICK**. It is to position the pointer in an area, and click ONCE with the RIGHT mouse button. A right-click opens a menu of options. If nothing happens then the option is not available for that area.

**click-out** Position the mouse pointer in a blank area & click. This will remove highlighting, and closes a menu window. **drag** Position the mouse on something, *click & hold down the mouse button* while the mouse is moved to a new position.

**hover** Position the mouse over an icon (*DO NOT CLICK*) and a **Tool tip** will be displayed.

**mouse pointer** Has a different appearance for various operations.

**scroll wheel** Allows scrolling through a document without using the window scroll bar.

**the hour glass** When you see the hour glass, *WAIT*, the computer is working on your request.

**DESKTOP** The area on the monitor when no programs are open or active.

**icon** Or shortcut icons are small, graphical images that represent a function, object, or program. They are used to make computer navigation easier. Single or double click to execute the command.

**taskbar** The bar at the bottom that contains the **start** button, quick launch area, open programs area, and notification area. **IMPORTANT NOTE:** *In the program area you will see the name of the programs that are open. When you click on the name bar, it will toggle between maximize and minimize. When you R-Click on the name, the control options are available. This is a much easier method of controlling a window program.*

## **PARTS of the WINDOW**

**title bar** Always look at the name of the window when opened. Is this what you planned to open?

**active or inactive title bar** The color of the title bar indicates if it is active or inactive. The inactive window color is "*grayed out*".

**main menu bar** Contains numerous commands from the drop down menu.

**move & resize windows** Drag the title bar. Drag 4 edges or the corners to resize.

**scroll bars** The arrows and slider bar located on the right side or bottom of a window. Keep an eye on the bar as it indicates where you are in the document.

**dialog box** These boxes contain commands through which we tell the PC to do something. Notice if there are *SEPARATOR TABS* which contain more choices.

**drop down menu** Look for the little down triangle (▼) for more choices.

**text box** This is a rectangle box where text must be entered. Such as *File name* in Save as.

**check box** & **radio buttons** Click to select, click again to un-check.

**list box** Click the ▼ or ► next to an item to see more options in a list box.

**command buttons** At the end of the title bar. Minimize, Maximize/Restore, & Close.

## **OTHER TERMS**

**file** Any single collection of stored information. A document is a file. The file has a name and an extension (i.e. .doc), which indicates where the data originated. Some others extensions are: .wpd, .eml .jpg, .jif.

**folder** A grouping of files under one heading with no extension. i.e. (My Documents).

**select** When you single click on something, it will be highlighted.

**highlight** To select something on the computer screen by clicking or dragging. The color will change to indicate it is highlighted.

**scroll** To move through a document on the screen using the scroll arrows or slider bar located on the right side or bottom of a window, or by using the scroll wheel on the mouse. The computer club has this type of mouse.

**default** A standard setting preset by your computer manufacture Example. The font and size for Microsoft Word is Times New Roman Size 10 pt. A default setting can be changed to your choice at any time.

**cursor** This is the indicator on the screen or in a text box that shows where the next character will appear when you type. It is usually a blinking vertical bar.

**clipboard** An application where data is stored when we copy or cut something.

**recycle bin** Deleted items are stored in the recycle bin until it is emptied. Like a waste basket it should be emptied on a regular basis.