

The logo is a circular emblem with a gear-like outer border. Inside, there is a stylized graphic of a person or figure, possibly representing education or learning, set against a background of a sun or moon with rays.

Software Educational Resources Ltd

PC/Word Processing Terminology

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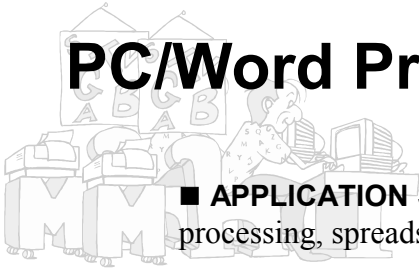
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PC/Word Processing Terminology



■ **APPLICATION SOFTWARE** Programs used by the operator such as database, word processing, spreadsheets, desktop publishing etc.

■ **BIT** Abbreviation for **binary digit**. The smallest unit of information a computer can process and store.

■ **BYTE** Eight bits are combined to make a byte which is used as a code. You need about 2000-3000 bytes to store a page of text.

■ **CD ROM DRIVE** A CD ROM drive allows you to use information that is stored on a CD ROM, ie programs, graphics, fonts etc. Without specialist hardware/software you cannot edit and replace data on a CD ROM.

■ **CLOSE** When you have finished with a document, spreadsheet, database etc, ie have keyed in, saved and printed, you must close the document.

■ **COPY** To copy text/graphics to another location.

■ **CPU** Central Processing Unit (processor) - the brain of the computer. The clock speed, usually quoted in megahertz (MHz), determines how fast each chunk of data is moved through the CPU. The faster the clock speed the more powerful the computer.

■ **CURSOR** The (usually) blinking symbol on the screen that indicates where the next character you type will appear. The cursor is shown as a blinking vertical cursor.

■ **CUT** The Windows term for “move”. Cut, which is always on the [Edit] menu, allows you to move text/graphics to another location within your file, from file to file or from program to program.

■ **DEFAULT SETTINGS** The settings which occur for every new file, 2.54 cm margins, A4 paper size etc. Default settings vary from one program to another and can be changed by the operator.

■ **DIALOG BOX** A box or window that appears on your screen, after choosing a command, that gives you options.

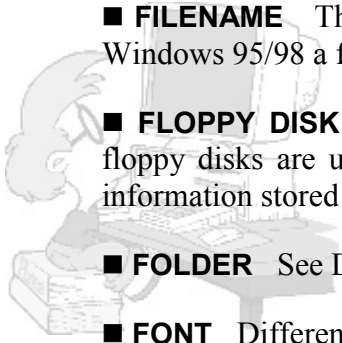
■ **DIRECTORY/FOLDER** The term given to a collection of files in a particular place on a disk. If you look at all the files on a floppy disk you would see the "directory" (or folder) on your disk. Directories/folders are used to put files into separate locations.

■ **DOCUMENT** The general term given to a memo, a fax, a letter, an article, quotation, spreadsheet, database etc.

■ **EDIT** To make amendments to your file, eg inserting, deleting, moving/copying etc.

■ **EMAIL** Stands for “electronic mail”. Used to communicate with another computer(s) via a telephone line and modem.

■ **FILE** Information that is stored on the computer is called a file. Documents, data, programs are all files.



- **FILENAME** The name given to a document to identify it from other documents. In Windows 95/98 a filename can contain up to 255 letters/numbers.
- **FLOPPY DISK** A magnetised plastic disk on which to store information. 3½" floppy disks are used nowadays. The floppy disk is put into the disk drive and the information stored on it.
- **FOLDER** See DIRECTORY/FOLDER
- **FONT** Different styles of type. The term “font” can also be loosely used to refer to a combination of typeface, size and any additional effects.
- **FORMAT** Formatting is the term given to change the appearance with regard to layout of your document.
- **HARD DISK** A hard disk is inside the computer and has a large storage capacity. A hard disk holds both program files and can be used to store the operator’s documents.
- **HARDWARE** The pieces of the computer you can see - the screen, keyboard, CPU, mouse, scanner.
- **HEADER/FOOTER** Text/graphics that is inserted and appears on every page (or specified odd/even pages) of your file.
- **INTERNET** Used to access information throughout the world on a variety of topics, via a telephone line and modem.
- **KILOBYTE** (or Kb) 1024 bytes (in multiples of 8 bytes)
- **MEGABYTE** A million bytes
- **MEMORY** The place in the system where information is held.
- **MENU/MENU BAR** Options, usually across the top of the screen that offer commands for you to choose from.
- **MODEM** A device which allows the computer to communicate with other computers along a telephone line.
- **MONITOR** The screen of the computer (also called a screen or VDU).
- **MOUSE** Hand-held device used for moving the cursor and for editing, formatting and choosing commands.
- **ON SCREEN PROMPTS** Messages that appear on the screen to tell the operator to do something.
- **OPEN (RETRIEVE)** To bring your file back onto your screen for editing and reformatting.
- **OPERATING SYSTEM** A program used to get your computer up and running. The operating system enables you to format, copy, rename and delete files and create directories.
- **PASTE** Inserts cut (moved) or copied data at the location of the cursor.

- **PATHNAME** The location of a file, eg c:\excel\budget.xls refers to a spreadsheet called budget.xls in the directory named EXCEL on drive C.
- **PORT** Plugs in the back of the computer to plug in another piece of hardware such as a printer, mouse or scanner.
- **PRINT PREVIEW** A special screen where you can view your file exactly as it will be printed.
- **PROCESSOR** The brain of the computer - also called the Central Processing Unit (CPU)
- **RAM** (Random Access Memory) The place in the system where the information you are working on is temporarily held and the program you are using is transferred from your hard disk. Any information held here is lost when you turn the machine off, which is why you need to "save" it to disk.
- **READ-ONLY FILE** A file that can be viewed and changed but cannot be replaced. It can be saved with a different filename.
- **ROM** (Read Only Memory) Usually programmed at the factory. It contains special software which simplifies the operation and programming of the computer.
- **SAVE** To store a document onto your computer so you can open it to edit, format and maybe reprint later.
- **SCANNER** A device attached to the computer to "scan" or transfer text and/or graphics onto the screen of the computer.
- **SELECT** To block or highlight text, data, graphics etc, ie to define a portion of text that you want to do something else to, eg delete, move, change font etc.
- **SHORTCUT KEY** A "quick key", sometimes called a keyboard shortcut. An alternative to using menus and/or dialog boxes, eg Ctrl S will save a document.
- **STATUS BAR** A line showing information (usually at the bottom of the screen), eg page number, number of pages, line number and position of the cursor etc.
- **STORAGE** The place where you "save" your work (like putting your document in a filing cabinet). This can be a network drive, hard disk, or floppy disk.
- **TEMPLATE** Templates establish the initial document settings, and formats and are attached to your file so these features take effect.
- **TOGGLE** A key or menu option that is used to turn a feature on and also to turn a feature off.
- **TOOLBARS** A group of tools, sometimes called buttons, designated for particular features within a program. A quicker way of choosing menu options using a mouse.
- **ZOOM** To increase or decrease the magnification of a document on screen.