

# TCA Middle School

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## Computer Lab Terminology

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Animation – Is a sequence of drawings.

Application – A computer program such as Microsoft Word, Microsoft PowerPoint, or Macromedia Dreamweaver.

Appropriate – Is right or suitable for a particular person or place or condition.

Authority – The power or right to do something, tell other people what to do, and/or make decisions in a certain role.

Bandwidth – Is the amount of data that can be transmitted in a fixed amount of time.

Bibliography – A list of your resources or source materials that you used in preparing your work/report giving that person proper credit for their work (also known as “List of Sources” or “Resources” or “Works Cited”).

Browser or Web Browser - Is a software application used to travel on the Internet highway to display Web pages. Examples are Internet Explorer and Mozilla Firefox.

CD Drive – Reads and writes data externally to a CD (Compact Disk).

Character - Is a unit of information such as a letter, numeral, punctuation mark, or the space bar.

Close Button - The Close Button, which looks like an X, is located in the Title Bar and closes the program.

Computer Language - A language we use to communicate with the computer. There are many different computer languages.

CPU - Central Processing Unit is the chip which is the brains of the computer. It is also known as the processor.

Desktop – The main graphical user interface (screen) containing Icons and/or Folders. Not to be confused with a Window.

Directory – An organizational unit, or container, used to organize folders and files into a hierarchical structure. Shaped like a tree with limbs.

Disk – A data storage unit.

Disk Drive – Is a machine that reads and writes data onto a disk.

Document – A page, letter, fax, graph, chart, etc.

Drag – To move the mouse while holding down the left mouse button.

File – A collection of data or information that when saved has a name called the filename.

File Extension – An extension of a filename that begins with a period and has 3 or more letters. The file extension tells the computer which computer program to use. Note: Some languages may use more or less than 3 characters.

Floppy Drive – Reads and writes data externally to a floppy disk. Usually referred to as your A: Drive. Note: Newer computers do not have a floppy drive.

Folder – Used to organize files and holds a collection of files.

Format – To change the visible properties of an object. (Example: Change the font size, font color, text alignment, number of decimals, etc.)

Frame – A movie segment composed of an individual image, like a snapshot.

Gradient – Bands of color that blend into each other.

Hard Drive – Reads and writes data internally to a computer. Usually referred to as your C: Drive.

Hardware – Refers to objects that you can actually touch, like a monitor, keyboard, mouse, or printer.

Hexadecimal value – A unique six-digit code that is assigned to a specific color value.

Highlight – To drag the mouse pointer across data causing the information to be selected. (Same as Select.)

Honest – An honest person is truthful and will not lie, steal, or cheat anyone.

HSB value – color that is determined by hue, saturation, and brightness settings.

HTML – Stands for HyperText Markup Language and is the coding language in which Web pages are written.

HTTP - short for HyperText Transfer Protocol . HTTP defines how pages are formatted and transmitted, and what actions Web Servers and Browsers should take in response to various commands.

Icon – A small picture that represents a program or object.

Inappropriate – Unsuitable language, images, actions. Bare chests, low-cut tops, revealing mid-drifts, low-rise pants, short-shorts, drugs, alcohol, tobacco, knives, guns, bombs, etc. Music such as: rock, hip-hop, or other music offensive to the Christian faith, etc. Words like crap, suck, etc.

Integrity – If a person has integrity, the person is honest and sticks to his or her principles even when no one is watching. Integrity is the quality of begin whole, undivided, or complete.

Internet – A global network connecting millions of computers. The Internet is the world’s largest information highway connected by wires, cables, and signals through wireless technology. It is common to hear the terms Internet and the Web used interchangeably; but actually the Internet is the highway that you use to get to a Website and the World Wide Web is the millions of Websites.

Internet Protocol - The rules and encoding specifications for sending data over the Internet.

IP Address - A computer’s address based on Internet Protocol.

ISP – Internet Service Provider is a company that provides access to the Internet. (Examples: Bellsouth, Comcast, AOL, MSN.)

Layer – An organizational element that enables you to stack images on top of one another.

Library – The Library stores symbols, reusable objects, or imported files; used in Fireworks and Flash.

Link - is a reference to another document, sometimes called hot links because they take you to another document when you click on them.

Maximize/Restore Down Button - This button when clicked resizes the window to a smaller size and allows you to drag the window with the Title Bar. Clicking again maximizes the window.

Menu Bar - Is represented by words instead of Icons and contains groups of actions that are called Menus.

Mini Toolbar – In Office 2007 when you select text and point at it, the Mini toolbar will appear faded.

Minimize Button - The Minimize Button is located in the Title Bar and when clicked places the window in the Taskbar, but the program is still running.

MLA – Modern Language Association

Move Mode - When you place your mouse on an object and the mouse changes into a four-headed arrow this indicates “Move Mode”.

Navigate – To find your way around the computer’s files and folders.

Network – A group of two or more computer systems linked together.

Object – Any item that can be individually selected and manipulated. (Example: Text, shapes, pictures, etc.)

Office Button - The Microsoft Office Button replaces the File menu and is located in the upper-left corner of Word, PowerPoint, and Excel.

Paraphrase – If you paraphrase speech or writing, you say or write it again in a different way.

PC – Personal computer

Penalty – A consequence resulting from an action.

Plagiarism – Is to steal and pass off the ideas or words of another as your own.

Principle – A basic rule that governs a person’s behavior in truth.

Protocol - The rules for transmitting data between two devices, such as computers.

Quick Access Toolbar - Is the small area to the upper left of the Ribbon and to the right of the Office Button. It contains the things that you use over and over every day: Save, Undo, and Redo. You can add your favorite commands to it so that they are available no matter which tab you are on.

Resize Mode - When you place your mouse on the edge of a window the mouse changes into a two-headed arrow which indicates “Resize Mode”.

Resources - A list of your source materials that you used in preparing your work/report giving that person proper credit for their work (also known as "List of Sources" or "Bibliography" or "Works Cited".)

Respect – To have a high opinion of someone, or to have a feeling of consideration for someone that makes you take the person seriously.

RGB value – Is color that is determined by the levels of red, green, and blue that compose it.

Ribbon - The menus and toolbars have been replaced with the Ribbon, which is part of the Microsoft Office user interface.

Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page.

Scene – Sections of frames grouped together for organization purposes; used in Flash.

Select - To drag the mouse pointer across data causing the information to be selected. (Same as highlight.)

Server – A computer dedicated to performing certain tasks such as storing files.

Shortcut Menu – Right click in an area of a screen and you will get a menu of commands that can be performed in that area of the screen.

Sizing Handles – Small squares that appear at the corners and along the sides of a selected object. You drag sizing handles to resize objects. Note: A two-headed arrow means resize mode and a four-headed arrow means move mode.

Software – Computer programs that instruct the functions of the hardware. The actual software is data and can be stored electronically. Example: Microsoft Office.

Status Bar - Is a horizontal area at the bottom of the document window that provides information about the current state of what you are viewing in the window. Such as: page number, line, etc.

Symbol – A reusable object contained within a Flash movie or on the Fireworks canvas.

Table - refers to data arranged in rows and columns, in a Web page a table is used to align images and text.

Tabs –Looks like a Folder Tab. Each open document displays its filename on a tab. Used in Macromedia programs.

Tag – HTML uses tags < > to communicate structure, layout, design, or appearance of a Web page.

Taskbar - It shows which programs you have open; it is the bar across the bottom of the Desktop and is not part of a Window.

Title Bar – The bar across the top of a Window. It shows the name of the file and the name of the program; also on the right side it contains the Minimize, Maximize/Restore Down, and Close Button.

Toolbar - A Toolbar is a collection of buttons that lets you use the most common commands in a program with a single click.

Tweening - Is short for in-betweening, the process of generating intermediate frames between two images to give the appearance that the first image evolves smoothly into the second image. Used in Fireworks and Flash.

USB Flash Drive - A USB Flash Drive is a storage device built on flash memory technology. It interfaces with the computer's USB port.

Web - The collection of websites worldwide; also known as the World Wide Web.

Web Page – Is an online document written in HTML.

Website – Is a collection of Web pages linked together that collectively represent an individual or a company.

Window – The user interface you use to manipulate a computer program. The window has a Title Bar so that you can Minimize, Maximize, and close the Window. Note: Not to be confused with Windows XP, this is an operating system.

Wisdom – Knowledge, experience, and good judgment.

Works Cited Page – A documented page giving recognition for one's work (also known as "List of Sources" or "Resources" or "Bibliography".)