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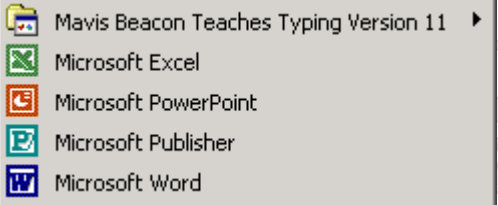

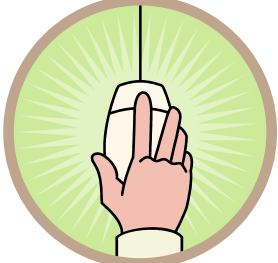
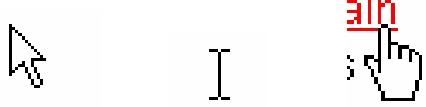

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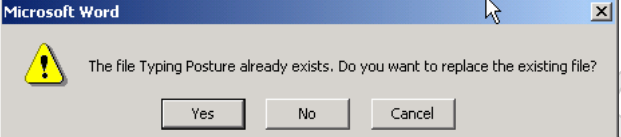



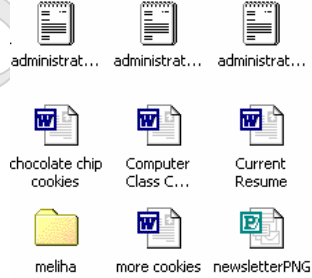


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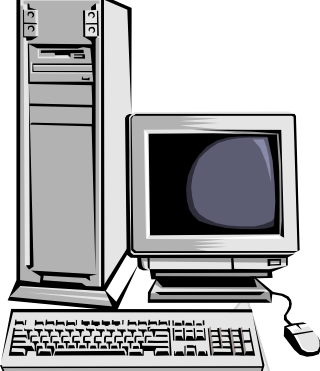




# Basic Computer Terms

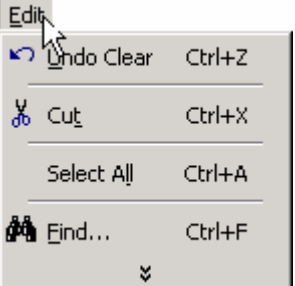



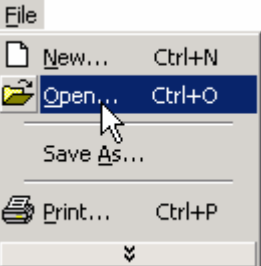
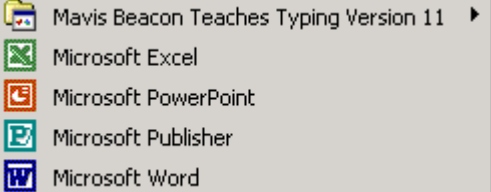
*Sudhanshu Maurya,*  
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## Basic Computer and Windows Terms

<p>1. <b>APPLICATION:</b> another word for a program or software.</p>	
<p>2. <b>BOLD:</b> A font style that makes letters and words darker.</p>	<p style="text-align: center;"><b>These words are bold.</b> These words are not.</p>
<p>3. <b>CENTRAL PROCESSING UNIT:</b> where all of the information you put into the computer is stored.</p>	
<p>4. <b>CLICKING:</b> Pointing to something on the screen and then pushing the button on the mouse is called clicking.</p>	
<p>5. <b>CURSOR:</b> The line or arrow that follows your mouse movement.</p>	
<p>6. <b>DESKTOP:</b> The screen you see first when your computer turns on.</p>	

<p>7. <b>DIALOGUE BOX:</b> A window that pops up and asks you questions.</p>	
<p>8. <b>DISK DRIVE:</b> The place where you put your disk so that you can save files on it.</p>	
<p>9. <b>DISKS:</b> Where you save your work, like recording on a video tape.</p>	
<p>10. <b>DOCUMENT:</b> Anything you create in Microsoft Word is called a document.</p>	
<p>11. <b>FILE:</b> a piece of computer information such as a document or part of a computer program.</p>	
<p>12. <b>FOLDER:</b> Just like a file folder in a filing cabinet, a file is where documents (letters, spreadsheets, etc.) are kept.</p>	
<p>13. <b>FONT:</b> The way letters and words look.</p>	<p>    Bradley Hand ITC  Britannic Bold  Broadway  Brush Script MT  Californian FB </p>
<p>14. <b>FORMAT:</b> Changing the way that text looks on the page.</p>	<p style="text-align: center;"><b>THIS is formatted.</b></p> <p>This is not formatted.</p>

<p>15. <b>HARDWARE:</b> All the parts of the computer that you can touch: the monitor, CPU, printer, mouse, and keyboard.</p>	
<p>16. <b>HARD DRIVE:</b> the place inside your computer where programs and files are stored.</p>	
<p>17. <b>HIGHLIGHT/SELECTING:</b> Click and drag across a word or sentence to highlight it. When it is highlighted you can make changes to it.</p>	<p>This text is not highlighted. This text is highlighted.</p>
<p>18. <b>ICON:</b> Symbols or pictures that you can click on to perform an action. Each program has its own icon.</p>	
<p>19. <b>ITALICS:</b> A font style that slants words to the right.</p>	<p><i>This text is in italics.</i> This text is not.</p>
<p>20. <b>KEYBOARD:</b> Like a typewriter, it's where you type and enter numbers. It is one way to tell the computer what you want it to do.</p>	
<p>21. <b>MENU BAR:</b> The words at the top of the screen. Click on these words and you see menus of other things you can do.</p>	

<p>22. <b>MENU:</b> A list of other things you can do. You see a menu when you click on one of the words on the Menu Bar.</p>	
<p>23. <b>MICROSOFT WORD:</b> A word-processing program for typing letters, resumes, school papers and more.</p>	
<p>24.: <b>MONITOR:</b> Your computer's screen</p>	
<p>25. <b>MOUSE:</b> The tool you can use tell the computer what to do. For example you can open programs and files by clicking or double clicking.</p>	
<p>26. <b>OPEN:</b> A command on the File Menu that brings files onto the screen so that you can see them.</p>	
<p>27. <b>POINT:</b> The size of text.</p>	<p>12 point 16 point 24 point</p>
<p>28. <b>PROGRAMS:</b> Another word for software or applications.</p>	

**29. SCREEN SAVER:** A design on the screen that turns on if you don't use your computer for a few minutes.



**30. SCROLL BARS:** The bars on the sides of the screen that allow you to move up or down the page.



**31. SPREADSHEET:** Organizes information into rows and columns and often uses math and numbers.

	A	B	C	D	E	F
1	654	654	321	810	1205	
2	654	209934	321	810	1205	
3	654	67388814	321	810	1205	
4	654	2.16E+10	321	810	1205	
5	654	6.94E+12	321	810	1205	
6	654	2.23E+15	321	810	1205	
7	654	7.15E+17	321	810	1205	
8	654	2.3E+20	321	810	1205	
9	654	7.37E+22	321	321	321	
10	654	2.37E+25	321	321	321	
11						

**32. TOOL BARS:** The bars across the top of the screen that have icons you click on to do different things.



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