

CHEYNEY UNIVERSITY OF PENNSYLVANIA



Glossary of Computer Terms

Published for the Faculty and Staff of Cheyney University of
Pennsylvania

Glossary of Computer Terms

As the office continues to undergo a series of rapid technological changes, a whole new vocabulary continues to evolve. The following glossary has been prepared for the faculty, managers and staff of Cheyney University of Pennsylvania to provide a brief and simple definition of the key computer terms and concepts that are most often used. You have heard our workshop presenters use many of these terms. This glossary should be of assistance to you as you advance in computer knowledge. We recognize there are many additional terms and words that are not included in the glossary, however we have included the most often used terms.

Note: when bold type is used to highlight a word within a definition, it signifies that the highlighted word is defined in another location of the glossary.

Glossary of Terms and definitions

Access. To call up information out of **storage**.

Random access. Technique that permits stored information to be directly retrieved, regardless of its location on the storage medium.

Sequential access. A technique for retrieving stored information that requires a sequential search through one item after another on the storage medium.

Access time. The amount of time it takes a **computer** to locate stored information.

Adapter. A **circuit board** that plugs into a **computer** and gives it additional capabilities.

Antivirus software. A **program** designed to look for and destroy a **virus** that may have infected a **computer's memory** or **files**.

Application. A **program** designed to perform **information processing** tasks for a specific purpose or activity.

Archive. A file compressed for more efficient use of storage space.

Ascending sort. Sorting records from A to Z or 0 to 9.

ASCII (pronounced as-kee). An acronym derived from American Standard Code for Information Interchange. The use of this standard code permits computers made by different manufacturers to communicate with one another.

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Background printing. The ability of a **computer** to print a **document** while other work is being done on the **keyboard** and the **display screen** at the same time.

Backup. Storage of duplicate **files** on **disks**, **diskettes**, or some other form of magnetic medium (such as tapes) as a safety measure in case the original medium is damaged or lost.

Basic Input/Output System (BIOS). A set of **programs** stored in read-only **memory**. These programs control the **disk drives**, the **keyboard**, and the **display screen**, and they handle start-up operations.

Boilerplate. Standard wording (for example, sentences or paragraphs in form letters or clauses in legal documents) that is held in **storage**. When needed, it can be used as is, with minor modification, or in combination with new material to produce tailor-made **documents**.

Bookmark list. A customized list of a user's favorite **Web sites**. A bookmark list permits the user to access a particular Web site with single **command**.

Boot (short for bootstrap). To start a **computer** and load the **operating system** to prepare the computer to **execute an application**.

Browser. See Web browser.

Buffer. A holding area in **memory** that stores information temporarily. Also called cache.

Bug. A defect in the **software** that causes the **computer** to malfunction or cease to operate. Some writers now use bug to refer to **hardware** problems as well.

Bulletin board system (BBS). An **online** information system, usually set up by an individual.

Button bar. An on-screen element that offers instant **access** to commonly used **commands**. The commands are represented by **icons** on a row of buttons at the top of the screen. Also called a tool bar.

Byte. The sequence of bits that represents a **character**. Each byte has 8 bits.

Carpal tunnel syndrome. A wrist or hand injury caused by using a **keyboard** for long periods of time. A type of repetitive strain injury.

CD-ROM (pronounced cee-dee-rom). An acronym derived from compact disk-read only memory. A form of optical **storage**. One compact disk can hold up to 250,000 text pages; it can also be used to store graphics, sound, and video.

Cell. A box or rectangle within a table or **spreadsheet** where a **column** and a **row** intersect; an area in which information can be entered in the form of text or figures.

Character. A single letter, figure, punctuation mark, or symbol produced by a **keystroke** on a **computer**.

Character set. The complete set of **characters**, alphabetic, numeric, and symbolic.

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Character per inch. The number of **characters** in a **font** that will fit within 1 inch.

Characters per second. The number of **characters** printed in 1 second; a measurement frequency used to describe the speed of a **printer**.

Check box. A small box that appears on screen alongside each option displayed in a **dialog box**. When an option is selected, an X or a check mark appears inside the box.

Chip. An **integrated circuit** used in **computers**.

Circuit board. A board or card that carries the necessary electronic components for a particular **computer** function.

Clear. A **command** to erase information.

Click. To quickly press and release a **mouse** button once while the **cursor** (mouse pointer) is positioned over a specific item on the screen.

Client/server computing. A **network** of **computers** that consist of a file server and individual clients.

Clipboard. A holding area in **memory** where information that has been copied or **cut** can be stored until the information is inserted elsewhere.

Column. A vertical block of cells in a table or **spreadsheet**.

Command. An instruction that causes a **program** or **computer** to perform a function. A command may be given by means of a special **keystroke**, or the command may be chosen from a menu.

Commercial online service. See Internet service provider.

Compatibility. The ability of one type of **computer** to share information or to communicate with another type of computer.

Computer. An electronic device that is capable of (1) accepting, storing, and logically manipulating **data** or **text** that **input** and (2) processing and producing **output** (results or decisions) on the basis of stored **programs** of instructions.

Control menu. An on-screen Windows element that appears in a box in the upper left corner of a window. The control menu allows the user the option of adjusting the size of the window, closing or reopening the window, or switching to another window.

Cookie. A device that permits a **Web site** to identify and collect information about every user who visits that site.

Copy. To reproduce information elsewhere. The original information remains in place.

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CPU. See Central processing unit.

Cracker. The preferred term to refer to a **computer** criminal who penetrates a computer **program** to steal information or damage the program in some way.

Crash. A malfunction in **hardware** or **software** that keeps a **computer** from functioning.

Cursor. A special **character** that indicates where the next typed **character** will appear on the **display screen**.

Cursor positioning. The movement of the **cursor** on the **display screen**. Most **computes** have four keys to control up, down, left, and right movement. Many computes also permit the use of a **mouse** to position the cursor.

Cut. To remove **text** from its original location and place it on a **clipboard**.

Cut and paste. To move a **block** of **text** from one place to another.

Cyberspace. A realistic simulation of a three-dimensional world created by a **computer** system; also referred to as virtual reality. Now commonly used to refer to the world of the **Internet** as a whole.

Cybrarian. The electronic equivalent of a librarian. A person who makes a career of **online** research and data retrieval.

Data. Information consisting of letter, numbers, symbols, sound, or images in a form that can be processed by a **computer**.

Data compression. A procedure for reducing the volume of **data** so as to shorten the time needed to transfer the data.

Database. A stored collection of information.

Database management system. The **software** needed to establish and maintain **database** and manage the stored information.

Debugging. Locating and eliminating defects in a **program**.

Default settings. The pre-established settings that a program will follow unless the user changes them.

Delete. A command to erase information in **storage**.

Descending sort. Sorting records from Z to A or 9 to).

Desktop. The electronic work area on a **display screen**.

Desktop computer. A **microcomputer** that is bigger than a **laptop**.

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Desktop publishing. A system that processes the **text** and **graphics** and, by means of page layout **software** and a **laser printer**, produces high-quality pages suitable for printing or in-house reproduction.

Dialog box. A message box on the screen that supplies information to or requests information from the user.

Dictionary. A **program** used to check the spelling of each word entered in the **computer**.

Directory. A list of the **files** stored on a **disk**.

Disk. A random-access, magnetically coated storage medium used to store and **retrieve** information.

Disk drive. The component of a **computer** into which a **disk** is inserted so that it can be reads or written on.

Diskette. A small, no rigid **disk** with limited **storage** capacity. Also know as a floppy disk.

Display screen. A devise similar to a television screen and used on a **computer** to display **text** and graphics.

Document. Any printed business communication for example, a letter, memo, report, table, or form.

Domain. Typically, a three letter element in a Web address or an e-mail address. The domain, commonly referred to as the zone, indicates the type of organization that owns the computer being identified in the address. For example,. Com signifies a commercial organization; .edu signifies an educational institution.

Domain name. the second part of an **e-mail** address what follows the @symbol. The name of the **computer** intended to receive an e-mail message. In Web addresses (URLs) this element is referred to as the host name.

DOS. An acronym derived from disk operating system. A **program** that allows the **computer** to manage the **storage** of information on **disks** and control as other aspects of a computer's operation.

Dot. The period symbol used in **e-mail** addresses. Always referred to as a dot (never a period). Thus the **domain name** aol.com would be pronounced ay-oh-ell dot-com. **Internet** surfers who spend a lot of time in the. Com domain are sometimes referred to as dot communists.

Dot matrix printer. A **printer** that uses pins to produce **characters** made up of small **dots**.

Double-click. To quickly press and release a **mouse** button twice while the **cursor** is positioned over a specific item on the **screen**.

Download. To transfer information to the user's **computer** from another computer.

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Drag-and drop editing. A **software** feature that allows the user to (1) highlight **text** to be moved and (2) use a mouse to drag the text to a new location.

Duplexing. A procedure that permits two computers to transmit data to each other simultaneously.

DVD. Digital video disc (predicted to replace the CD-ROM).

Dynamic data exchange (DDE). A technology that permits the user to transfer or paste data from one application (for example a spread sheet) to another (for example, a report). Because of the dynamic link created by this technology, any change in the data in the original application will be automatically reflected in the data copied in the second application.

Easter egg. An unexpected image or message that pops up on the **display screen** when the user innocently enters a secret combination of **keystrokes**. Programmers playfully code Easter eggs into **software** and **operating systems** as a way of surprising and amusing users engaged in more serious tasks.

E-mail. The term e-mail(short for electronic mail) refers to the transfer of messages or **documents** between users connected by an electronic **network**.

Enter. To **input data** into **memory**.

Escape key. A key that permits the user to leave one segment of a **program** and move to another.

Execute. To perform an action specified by the user or the program.

Export. To save information in a **format** that another **program** can read.

Extranet. A technology that permits users of one organization's **intranet** to enter portions of another organization's intranet in order to conduct business transactions or collaborate on joint projects.

E-zine. The term e-zine refers to a magazine published in an electronic format. Also called Webzine.

Face time. Time spent dealing with someone face to face.

FAQ. Frequently asked questions. Pronounced as a word or as separate letters.

Fax (n). A shortened form of the word facsimile. A copy of a **document** transmitted electronically from one machine to another.

Fax (v). To transmit a copy of a **document** electronically.

Fax modem. A device built into or attached to a **computer** that serves as a facsimile machine and a modem.

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Field. A group of related **characters** treated as a unit; also the area reserved for the entry of a specified piece of information.

File. A collection of information stored electronically and treated as a unit by a **computer**. Every file must have its own distinctive name.

File name. the name assigned to a **file** stored on a **disk**.

File transfer protocol (FTP). A set of guidelines or standards that establish the **format** in which files can be transmitted from one **computer** to another.

Firewall. **Software** that prevents unauthorized persons from accessing certain parts of a **program, database, or network**.

Flame (n). An inflammatory **e-mail** message; one deliberately designed to insult and provoke the recipient.

Flame (v). to send an inflammatory message.

Floppy disk. See Diskette.

Folder. A storage area on a **disk** used to organize **files**.

Font. A typeface of a certain size and style. Includes all letters of the alphabet, figures, symbols, and punctuation marks.

Footer. Repetitive information that appears at the bottom of every page of a **document**. A page number is a common footer.

Footnote feature. The ability of a **program** to automatically position footnotes on the same page as the text they refer to. If the text is moved to another page, any related footnotes will also be transferred to that page.

Footprint. The amount of space a **computer** occupies on a flat surface.

Forelash. Negative reactions to a technology not yet in existence but excessively promoted in advance.

Format. The physical specifications that affect the appearance and arrangement of a **document**, for example, margins, spacing, and **font**.

Forms mode. The ability of a **program** to store the **format** of a black **document** or form so that it can later be viewed on the **display screen** and completed by the user. Once a fill in has been entered, the cursor automatically advances to the beginning of the next area to be filled in.

Freeware. Copyrighted **software** that is available for use without charge.

Function keys. Keys on a **keyboard** that give special commands to the **computer** for example, to set margins or tabs.

GIGO. Garbage in, garbage out. In other words, your **computer output** is only as good as your computer **input**.

Glitch. A **hardware** problem that causes a **computer** to malfunction or **crash**.

Global. Describing any function that can be performed on an entire **document** without requiring individual **commands** for each use. For example, a global **search and replace** command will instruct the computer to locate a particular word or phrase and replace it with a different word or phrase wherever the original form occurs in the document.

Gopher. The term gopher refers to a **protocol** used for locating and transferring information on the Internet. The use of gopher is diminishing as the use of the Web's **hypertext transfer protocol (HTTP)** gains in popularity.

Graphics. Pictures or images presented or stored using a **computer**.

Hack. To work on an electronic project.

Hacker. A dedicated **computer** programmer. The term hacker is sometimes used erroneously to refer to a computer criminal who penetrates and damages a computer program. The preferred term for a computer criminal is **cracker**.

Handheld computer. A portable **computer** smaller than a notebook **computer**. Also called a **palmtop computer**.

Hard copy. **Text** or **graphics** printed on paper; also called a **printout**.

Hard disk. A rigid type of magnetic medium that can store large amounts of information.

Hard hyphen. A hyphen that is a permanent **character** in a word. A word that contains a hard hyphen will not be divided at this point if the word comes at the end of a line.

Hard page break. A page ending code or **command** inserted by the user that cannot be changed by the program. A hard page break is often used to prevent a table from being divided between two pages and to signify that a particular section of a **document** has ended and the following text should start on a new page.

Hard return. A **command** used to end a paragraph, end a short line of **text**, or insert a blank line in the text.

Hard space. A space inserted between words in a phrase that should remain together. The hard space ensures that the phrase will not be broken at the end of a line.

Hardware. The physical components of a **computer**: the central processing unit, the **display screen**, the **keyboard**, the **disk drive**, and the **printer**.

Hardwired. Describing any **computer** function that cannot be easily modified.

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Header. Repetitive information that appears at the top of every page of a **document**. A page number is a common header.

Hit. A single request for information made by a client computer from a Web server. The popularity of a given **Web site** is measured by the number of hits it receives.

Home. The upper left corner of the **display screen**; the starting position of a page or **document**.

Home page. The main page for a **Web site** established by an organization or an individual; it usually serves as the entrance for a series of related pages.

Host computer. A computer that provides information or a service to other computers on the **Internet**. Every host computer has its own unique host name.

Hot key. A **keyboard** shortcut that allows quick access to a **command** or **menu** option.

Hot list. See
Bookmark list.

HTML. See Hypertext markup language.

HTTP. See Hypertext transfer protocol.

Hypermedia. An extension of **hypertext** that integrates audio, video, and **graphics** with **text**.

Hypertext. A technology that links **text** in one part of a **document** with related text in another part of the document or in other documents. A user can quickly find the related text by clicking on the appropriate keyword, key phrase, **icon**, or button.

Hypertext markup language (HTML). The formatting language used to establish the appearance of a Web page.

Hypertext transfer protocol (HTTP). The protocol used on the **World Wide Web** that permits Web clients (**Web browsers**) to communicate with Web servers. This protocol allows programmers to embed hyperlinks in Web documents using **hypertext markup language**.

Hyphenation. The ability of a **program** to automatically hyphenate and divide words that do not fit at the end of a line. If the **text** is later revised so that the divided word no longer begins at the right margin, the hyphen is automatically removed and the word prints solid.

Icon. A symbol that represents a certain function. When the user **clicks** on the icon, the appropriate function is **executed**.

Import. To **retrieve** any **text** or other information created by one **program** and transfer it to another program.

Indexing. The ability of a **program** to accumulate a list of words or phrases that appear in a **document** along with their corresponding page numbers and to print or display the list in alphabetic order.

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Information processing. The coordination of people, equipment, and procedures to handle information, including the **storage, retrieval**, distribution, and communication of information. The term information processing embraces the entire field of processing words, figures, **graphics**, video, and voice input by electronic means.

Information Superhighway (or I-2ay). The **Internet**. Also referred to as the Infobahn.

Ink-jet printer. A no impact printer that forms **characters** by spraying tiny, electrically charged ink droplets on paper.

Input (n). Information entered into the **computer** for processing.

Input (v). to enter information into the **computer**.

Insert. To add information to a **file**.

Insertion point. See Cursor.

Integrated circuit. Multiple electronic components combined on a tiny silicon **chip**.

Integrated software. **Software** that combines in one **program** a number of functions normally performed by separate programs.

Interface. The **software** that controls the interaction between the **hardware** and the user.

Internet (or Net). A system that links existing **computer networks** into a worldwide network. The internet may be accessed by means of commercial online services (such as America Online) and **Internet service providers**.

Internet community. A group of individuals with common interests, who frequently exchange ideas on the Internet.

Internet service provider (ISP). An organization that provides access to the **Internet** for a fee. Companies like America Online are more properly referred to as a commercial online services because they offer many other services in addition to **Internet** access.

Intranet. A private **network** established by an organization for the exclusive use of its employees. Firewalls prevent outsiders from gaining access to an organization's intranet.

I/O. An abbreviation for input/output.

ISP. See Internet Service Provider.

Justification. Aligning lines of **text** at the left margin, the right margin, both margins, or the center. Text aligned at both margins is considered fully justified.

K or KB. See Kilobyte.

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Key. To **enter characters** into the **memory** of a **computer**.

Keyboard. The device used to **enter** information into a **computer**.

Keystroke. The depression of one key on a **keyboard**.

Kilobyte. A measurement of the **storage** capacity of a **computer**. One kilobyte represents 1024 **bytes**. Kilobyte may be abbreviated K or KB; however, KB is the clearer abbreviation since K also stands for the metric prefix kilo (meaning 1000).

LAN. See Network.

Landscape orientation. The positioning of a page so that information is printed across the long dimension of the paper.

Language. The characters and procedures used to write **programs** that a **computer** is designed to understand.

Laptop Computer. A portable computer slightly larger than a **notebook computer**.

Laser printer. A nonimpact **printer** that produces sharper **text** and **graphics** than any other type of printer.

LCD. See Liquid crystal display.

Line or paragraph numbering. The ability of a **program** to automatically number each line or paragraph sequentially in a **document**. The line or paragraph numbers can be deleted before the preparation of the final printout.

Line spacing . The ability of a **program** to automatically change vertical line spacing.

Liquid crystal display (LSD). A type of **monitor** typically used on **laptop computers** or portable **computers**.

Listserv. Any **software** that manages a **mailing list**.

Load. To transfer information or **program** instructions into a **computer's memory**.

Log off. To exit or leave a **computer** system.

Log on. To **access** a **computer** system.

Macro. A time saving feature like telephone speed dialing that allows the user to store in **memory** a set of **keystrokes** or **commands** that will accomplish a certain task.

Mail merge. The process of taking information from a **database** and inserting it into a form letter or other document in order to customize the document for an individual recipient. For example, mail merge can be used to create the inside address and the salutation for a form letter.

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Mailbomb. A deluge of **e-mail** messages from one or more sources, deliberately intended to overload the recipient's **computer** and make it **crash**. A mailbomb is typically sent to punish someone guilty of spamming or some other serious breach of **netiquette**.

Mailing list. An **e-mail** discussion group devoted to one or more specific topics.

Mainframe. A large **computer** system.

Megabyte. A measurement of the **storage** capacity of a **computer**. One megabyte represents more than 1 million bytes. Megabyte may be abbreviated M or MB; however, MB is clearer since M also stands for the metric prefix mega (meaning 1 million).

Megahertz. A measurement used to identify the speed of the **central processing unit**. One megahertz is equal to 1 million cycles per second.

Memory. The part of a **computer** that stores information.

Random-access memory (RAM). The temporary memory that allows information to be stored randomly and accessed quickly and directly (without the need to go through intervening **data**.)

Menu. A list of choices shown on the **display screen**. For example, a **format** menu would include such options as the type style and the type size to be selected. A menu is often referred to as a pull down menu or a pop up menu because it appears on screen after the user **clicks** on the **menu bar** or on some other items on the screen.

Menu bar. The bar across the top of the screen or window that displays the names of available **menus**.

Merge. A **command** to create one **file** by combining information that is stored in two different locations. For example, a **computer** can merge the **text** in a form letter with a mailing list to produce a batch of letters with a different name, address, and salutation on each letter.

Microcomputer. A small and relatively inexpensive **computer**, commonly consisting of a **display screen**, a keyboard, a central processing unit, one or more disk drives, and a private printer, with limited **storage** based upon a **microprocessor**.

Modem. An acronym derived from modulator/demodulator. A device that (1) converts digital signals into tones for transmission over telephone lines and (2) converts the tones back into digital signals at the receiving end.

Monitor. The **display screen** of a **computer**.

Mouse. A hand operated electronic device used to move a **cursor** or **pointer** on the **display screen**.

Mouse arrest. To be placed under mouse arrest is to **be denied further access to an internet service provider or a commercial** online service as a result of violating the terms of service.

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Mouse elbow. A repetitive strain injury similar to tennis that is caused by repeatedly using a mouse.

Mouse potato. A person who sits glued to a **computer** screen in the same way that a couch potato sits glued to a TV screen.

MS-dos. Derived from Microsoft disk operating system. An operating system used on IBM and IBM compatible **microcomputers**.

Multimedia. The use of several types of media in a **document** or an **application**.

Multitasking- the ability of a **computer** to **execute** more than one program at a time.

Net. See Internet.

Netiquette. A set of guidelines of formatting and composing **e-mail** messages.

Network. A system of interconnected **computers**.

Offline. Referring to the state in which a computer is temporarily or permanently unable to communicate with another computer. The term offline is also used humorously to refer to “real life.”

Off-screen. Referring to any **computer** function that does not produce a display on the screen.

Online. Referring to the state in which a **computer** is turned on and ready to communicate with other computers.

Onscreen. Referring to anything displayed on a **computer** screen.

Open. To transfer a **file** from a **disk** into a **computer’s memory**.

Optical character reader (OCR). A device that can scan **text** from **hard copy** and enter it automatically into a computer for storage or editing.

Outlining. The ability of a **program** to automatically number and letter items typed in an indented format.

Output. The results of a **computer** operation.

Overwriting. Recording and storing information in a specific location on a storage medium that destroys whatever had been stored there previously.

Page break. A **command** that tells the **printer** where to end one page and begin the next.

Page numbering. The ability of a **program** to automatically print page numbers on the pages that make up an entire **document**. If the document is revised and the total number of pages changes, the page numbering is automatically adjusted.

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Palmtop computer. A portable computer smaller than a notebook computer.

Papernet. Ordinary mail service.

Password. A user's secret identification code, required to access stored material. A procedure intended to prevent information from being accessed by unauthorized persons.

Paste. A command that transfers information from a **clipboard** and inserts it in another location.

Patch. A small program that improves an existing piece of software or corrects an error in it.

PC. See Personal computer.

Personal computer (PC). A microcomputer for personal and office use.

Personal digital assistant (PDA). A palm sized, handheld computer.

Personal information manager (PIM). A **database management system** that permits a user to store and retrieve a wide range of personal information.

Pica. A measurement used for a **font**; equal to 1/6 inch or 12 **points**.

Pitch. The number of **monospace characters** printed in a 1-inch line of text.

Point. A measurement used to indicate the size of a **font**; 72 **points** equals 1 inch.

Pop-up menu. A menu that appears in a dialog box.

Port. A socket on a computer into which an external **device can be plugged**.

Posting. An article sent to a **Usenet** newsgroup.

Print preview. A **software** feature that reduces the pages of a **document** so that a full page can be seen on the screen before being printed. This feature permits the user to spot and correct problems.

Printers. Output devices of various types that produce copy on paper.

Printout. The paper copy of information produced on a **printer**.

Program. An established sequence of instructions that tells a **computer** what to do. The term program means the same as software.

Prompt. An onscreen symbol that indicates where to **type a command**; a message that indicates what action is to be taken.

Protocol. A set of standards that permits **computers** to exchange information and communicate with each other.

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Radio button. An onscreen element that allows a user to select one option from a group of items. An empty circle precedes each option not elected. A dot appears in a circle to signify that the user has selected that option.

RAM. See Memory

Read. To transfer information from an external storage medium into internal storage.

Record. A collection of all the information pertaining to a particular subject.

Response time. The time a **computer** takes to **execute a command**.

Retrieve. To call up information from **memory** so that it can be processed in some way.

Row. A horizontal block of cells in a table or **spreadsheet**.

Ruler. A bar that shows the width of the page, the margin settings, the paragraph indentions, and the tab stops.

Save. To store a **program** or **data** on a **storage** device such as a **disk**.

Scanner. An **input** device that can copy a printed page into a **computer's memory**, thus doing away with the need to **type** the copy. A scanner can also convert artwork and photographs into a digital format and store these in memory.

Screen. See Display screen.

Screen dump. A **printout** of what is displayed on the screen.

Screen saver. A program that changes the screen display while the user is away from the **computer**. Without the use of a screen saver, a screen image that remains on display for any length of time can damage the screen.

Scroll. To move information horizontally or vertically on a **display screen** so that one can see parts of a **document** that is too wide or too deep to fit entirely on one screen.

Scroll bar. An onscreen element that allows a user to scroll by using a **mouse**.

Search and replace. A command that directs the program to locate a character string or information wherever it occurs in a document and replace this material with new information.

Server. A **computer** that delivers **data** to other **computers** linked on the same network.

Shouting. The use of all capital letters in **e-mail**.

Sig block. The signature block that automatically appears at the end of every outgoing **e-mail** message.

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Snail mail. A term employed by **e-mail** users to refer to regular mail service.

Soft copy. Information shown on the **display screen**.

Software. The instructions that a **computer** needs to perform various functions.

Sort. To arrange **fields, records, or files** in a predeternitted sequence.

Spam. The electronic equivalent of junk mail.

Spider. A program that searches the web for new **Web sites**.

Split screen. The ability of some **programs** to display information in two or more different areas on the screen at the same time.

Spreadsheet. A **program** that provides a worksheet with **rows** and **columns** to be used for calculations and the preparation of reports.

Storage. The **memory** of a **computer**.

External storage. A magnetic medium such as a **disk, diskette**, or tape used to store information; can be removed from the **computer**.

Internal storage. An integral component of a **computer**; cannot be removed.

Store. To place information in memory for later use.

Surfing the Net. Browsing through various **Web sites** on the **Internet** in search of interesting things.

Tab gird. A series of preset indentions.

Telecommunications. The process of sending and receiving information by means of telephones, satellites, and others devices.

Teleconferencing. Conducting a conference by using **computers**, video, and **telecommunications** to share sound and images with others at remote sites.

Telnet. A **protocol** that allows a **computer** to connect with a **host computer** on the **Internet**.

Template. A pre established **format** for a **document**, stored in a **computer**. The template determines the margins, the type style and size to be used for the **text**, placement instructions for various elements and design specifications for certain items.

Terminal. Any device that can transmit or receive electronic information.

Text. The information displayed on a screen or printed on paper.

Text entry. The initial act of typing that places **text** in **storage**.

Tool bar. See Button bar.

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Touchpad. The device on a **laptop computer** that takes the place of a **mouse**.

Type. To enter **characters** into **memory** of a **computer**. For a number of years the verb type began to be replaced by the verb key as a way of emphasizing the difference between a **computer** and a typewriter.

Type-over. See Overwriting.

Upload. To transfer information from a client computer to a host computer.

User-friendly. Describing **hardware** or **software** that is easy to use.

Virus. A piece of **computer** code designed as a prank or malicious act to spread from one computer to another by attacking itself to other **programs**. Some viruses simply cause a humorous message to appear on the screen, some cause minor **glitches**, and some cause serious damage to a computer's **memory** or **disks**.

Voicenet. Ordinary telephone service.

Web. See World Wide Web.

Web browser. **Software** that permits a user, with a click of a **mouse**, to locate, display, and download text, video, audio, and **graphics** stored in a **host computer** on the Web. The most common Web browsers now in use are Google, Netscape Navigator, and Microsoft Explorer.

Webmaster. The person who maintains a specific **Web site** and is responsible for what appears there.

Web site. One or more related pages created by an individuals or an organization and posted on the **World Wide Web**.

Wizard. A feature of Microsoft Word **software** that helps a user create a customized **document**; it asks the user questions about formatting and content options and uses the answer to create the document.

Word processing. The electronic processing of creating, formatting, **editing**, proofreading, and printing documents.

Workstation. A **desktop computer** than runs **applications** and serves as an access point in a local area network.

World Wide Web. The component of the **Internet** that combines audio, video, and **graphics** with **text**.

WWW. The World Wide Web.

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