

COMPUTER TERMS

Applications: programs such as Word, Excel, Print Artist

Attachment: a computer file that is electronically stapled to an e-mail message and sent along with it

Bit: the smallest unit of measure for computer data

Bitmap: little dots put together to make a black-and-white or color picture on the computer

Bps (bits per second): a measure of how fast data is transmitted

Browser: a program that lets you read information on the Internet (WWW)

Byte: a group of eight bits

Clipboard: the place in your system memory where items you cut or copy from one place to another are stored

Control Panel: a window full of icons that enable you to customize the many Windows settings on your computer

Desktop: the basic background for the Windows environment that contains the Taskbar and shortcuts to programs and files that you use; the place that you start and end your Windows sessions

Download: to copy a file from a remote computer “down” to your computer

Explorer: Windows Explorer enables you to view the folders, files, disk drives, CD-Rom drives, network drives, etc. on your computer
Internet Explorer allows you to “explore” the Internet

Folder: a data container that holds files, other folders, or a combination of the two

FTP (file transfer protocol): a method of transferring files from one computer to the other over the Internet (i.e.: for Web page transfer)

GIF (graphics interchange format): a patented type of graphics file ending with .gif originally defined by CompuServe and now found all over the Internet

Gigabyte: 1,000,000,000 bytes or characters of data

Home Page: the place you begin when you log on to the Internet; can be changed to any page you prefer

HTML (hypertext markup language): the language used to write pages for the Internet or WWW

HTTP (hypertext transfer protocol): the way in which Internet pages are transferred over the web

Icon: a small picture used in several different ways on your computer such as to launch a program

Internet: all the computers in the world talking to each other at will

JPEG (joint photographic experts group): a type of image file found on the Internet and in programs

Kilobyte: one thousand bytes or characters of data

Link: a hypertext connection that can take you to another document or another part of the same document; Internet links appear as highlighted and/or underlined text or pictures that you click on to go to a different page

Mail Server: a computer on the Internet that provides mail services

Mailing List: a special kind of e-mail address that re-mails all incoming mail to a list of subscribers to the mailing list.

MIDI: a way to transmit music as actual notes rather than as digitized sounds

MPEG (moving pictures experts group): a type of video file ending with .mpg found on the Internet

Network: computers that are connected together in the same or nearby buildings (local area network); computers connected together farther apart are called wide area networks; interconnected networks all over the world is called the Internet

Page: a document on the Internet

PDF (portable document format): a method for distributing formatted documents over the Internet; a format that will open on all computers that have Adobe Acrobat Reader downloaded

Properties: a description of the settings of any object in Windows that is represented by an icon; to access the Properties, right-click on an icon

Quick Time: a video file format invented by Apple and widely used on the Internet; you must download the free Quick Time player to view many videos on the Internet

Recycle Bin: the trashcan of Windows where you can drag the files, directories and other stuff that you want to dispose; if the bin is emptied, this is a permanent removal of files from the hard drive

Shortcut: a way in Windows to open a favorite document, folder, or program directly from your Desktop

Start Menu: the main menu in Windows located in the bottom left corner that allows you to access basically everything on your computer; a right-click on the Start button lets you access Windows Explorer quickly

Taskbar: a bar that contains buttons for opening and switching between programs and windows on your computer; this gray bar is usually located along the bottom of your screen but can be moved

Text File: a file that contains only text characters and can easily be read by most computers

Toolbar: a bar containing a row of buttons that open programs quickly; the most frequently used are the Office Shortcut Bar and the Quick Launch Bar

URL (Uniform Resource Locator): a standardized way of naming network resources (also called address); used for linking pages together on the Internet

WAV: a popular format for sound files developed by Microsoft and IBM (.wav)

WWW (World Wide Web): a hypermedia system that lets you browse through lots of interesting information also known simply as the Internet