

**COMPUTER SKILLS VOCABULARY**

**Database ~ Keyboard Utilization • Desktop Publishing • Word Processing~ Multimedia ~Societal • Ethical Issues ~ Spreadsheet ~ Telecommunications • Internet ~ Windows Management**

***DATABASE VOCABULARY***

**ASCENDING ORDER** -- Organizing or sorting information in order from smallest to largest, or A-Z or 1-9.

**DATABASE** – A software application that helps manage large collections of information. A simple database might be a single file containing many records, with the same set of fields. Data can be sorted and searched by one or more criteria.

**DESCENDING ORDER** -- Organizing or sorting information in order from largest to smallest, Z-A or 9-1.

**ENTRY** – Data that is keyed in a field. An example of an entry would be a phone number that is typed in a “phone number” field.

**FIELD** -- A place in a database record where a category of information can be entered or located.

**FILE** -- A set of related records in a database

**RECORD** -- A collection of related field and entries.

List View of a Database

	Planet	Prob Temp	# of Moons	Len. of Year	Surf. Gravit	Dist from Sun	Atmosphere
1	Mercury	520	0	88	0.37	36,000,000	sodium, helium, hy
2	Venus	900	0	225	0.88	37,250,000	carbon dioxide, ni
3	Earth	72	1	365	1	93,000,000	nitrogen, oxygen,
4	Mars	(10)	2	687	0.38	141,750,000	carbon dioxide, ni
5	Jupiter	(240)	17	4,332	2.64	483,800,000	hydrogen, helium,
6	Saturn	(300)	22	10,626	1.15	887,950,000	hydrogen, helium,
7	Uranus	(340)	15	30,676	1.15	1,764,500,000	hydrogen, helium,
8	Neptune	(370)	8	59,911	1.12	2,791,050,000	hydrogen, helium,
9	Pluto	(370)	1	90,824	0.04	3,653,900,000	methane

**RELATIONSHIP** -- The comparison of two pieces of information using logical operators: less than (<), greater than (>), equals (=), less than or equal to (<=), greater than or equal to (>=). Other comparison terms to look for are “at most,” meaning less than or equal to, and “at least,” which translates as equal to or greater than.

## NC TEST OF COMPUTER SKILLS - VOCABULARY

### *DATABASE VOCABULARY(Continued)*

**SEARCH** -- The process of finding all records of a database that meet a certain rule, statement, or criterion. A search may be based on a single statement, rule, or criterion, or a combination of statements, rules, and criteria joined by AND, OR, and AND/OR. This process is also called a query or match in some database software programs.

**SORT** -- Arranging information in a specific order (usually ascending and descending).

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### *KEYBOARD UTILIZATION • DESKTOP PUBLISHING • WORD PROCESSING VOCABULARY*

**ALIGNMENT** -- How your text conforms to the left and right margins of a page. The text can be right-aligned, centered, left-aligned, or fully-aligned/justified.

**BOLD** -- A style of text that makes a letter or word darker and thicker to stand out in a document.

**COPY** -- To make an exact copy of information in your document, so you can place in order to duplicate it in a new location.

**CURSOR** -- This is where the action is located on your screen, represented by a flashing line. When you type on your keyboard, the information appears at the cursor.

**DELETE** -- A key used to erase characters.

**DESKTOP PUBLISHING** -- Using features of word processing/DTP software to format and produce documents, letters, reports, flyers, and newsletters with graphics.

**EDIT** -- To make changes in a document or presentation.

**ENTER** -- The key used to begin a new line in a word processor, or to enter information into a spreadsheet. It is the same as clicking OK in a dialog box.

**FONT** -- The shape and style of text.

**GRAPHIC** -- Images/pictures created, edited, and/or published using a computer.

**HIGHLIGHT/SELECT** -- To choose part of a document by clicking and dragging over it with the mouse to highlight the text.

**HOME ROW** -- Keys on the keyboard with fingers of the left hand are on A-S-D-F and fingers on the right hand on J-K-L-;

**INDENT** -- To set the first line of a paragraph in from the margin in a word processing document.

NC TEST OF COMPUTER SKILLS - VOCABULARY

**KEYBOARD UTILIZATION • DESKTOP PUBLISHING • WORD PROCESSING  
VOCABULARY (Continued)**

**LANDSCAPE** -- The page setup that permits a document to be printed in a horizontal position.

**LINE SPACING** -- The span between lines of text. (Reports are typically double-spaced. Business letters have single-spaced paragraphs with double space between the paragraphs.)

**NUMERIC KEYPAD** -- The portion of a keyboard, set up like an adding machine or calculator used to enter numbers and equations quickly into the computer.

**PAGE SETUP** -- The term in reference to the way a document is formatted to print.

**PASTE** -- To insert the last information that was cut or copied into a document. Cut and paste can be used to move information within or between documents.

**PORTRAIT** -- The default page setup that prints the document vertically.

**PRINT** -- To put what is on the computer screen on paper. It creates a paper copy of the document created on the computer.

**RETRIEVE** -- Open a saved document.

**SAVE** -- To store information on a floppy disk, hard drive, flash drive, or CD for later use. (Work should be saved often, every 5 or 10 minutes, to make sure your latest changes are safely recorded.)

**SAVE AS** -- To save a document with a new name.

**TEXT** -- the written or printed material, which forms the main body of a document or file.

**THESAURUS** -- A feature in most word processors that suggests synonyms for a chosen word.

**WORD PROCESSING** -- Using keyboarding skills to produce documents such as letters, reports, manuals, and newsletters.

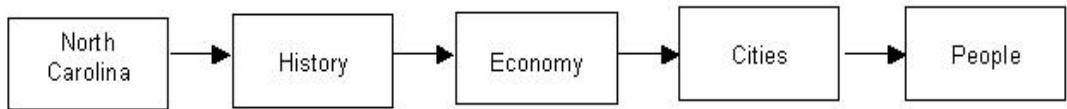
**WORD WRAP** -- This occurs when you get to the end of a line and as you continue typing, the text will automatically move to the next line.

**WYSIWYG** -- WYSIWYG is an acronym for "What You See Is What You Get" and is pronounced "wizzy wig." WYSIWYG simply means that the text and graphics shown on your screen exactly match your printouts.

**MULTIMEDIA VOCABULARY**

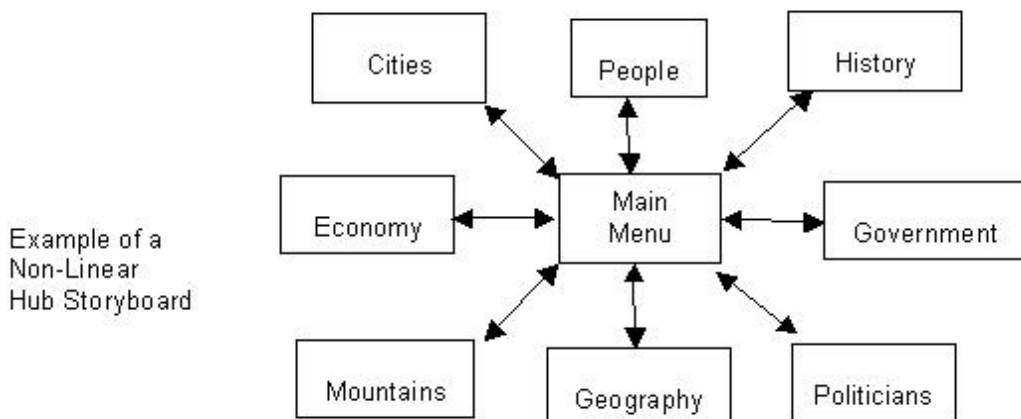
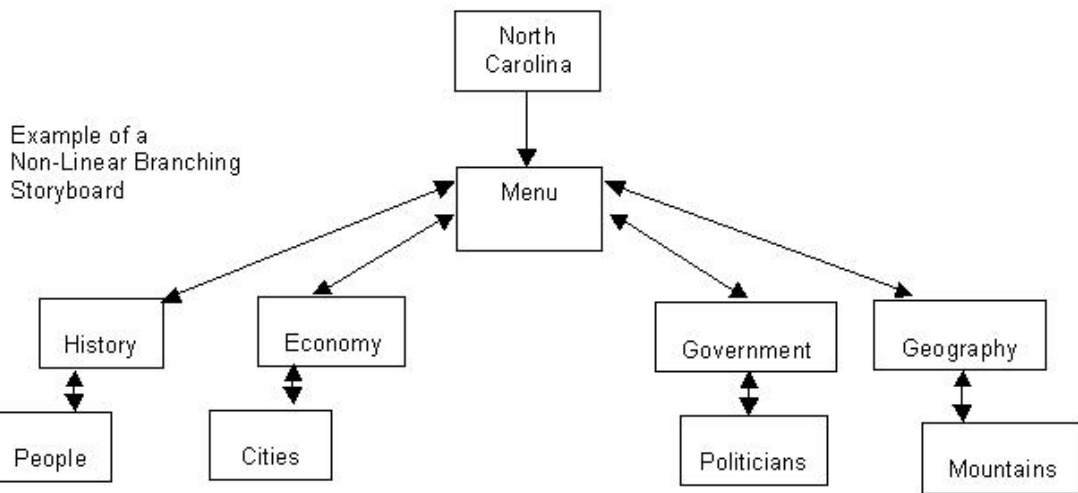
**MULTIMEDIA** is defined as any presentation or program that combines two or more types of media, such as graphics, sound, video, animation, and/or text. Two of the most popular forms of multimedia that students are familiar with are video games and Internet web sites. Programs that you might have used to create a multimedia presentation are Macromedia Flash, Hyperstudio, and Microsoft PowerPoint.

**LINEAR PRESENTATION** -- A story or presentation where each event occurs in certain order. This type of presentation that has a beginning and an end. Linear presentations move in a straight line, either forward or backward.



**NO  
N-**

**LINEAR PRESENTATION** – Navigation in this type of presentation is based on choices listed in a menu on a storyboard. The Hyperstudio screen shot below shows a variety of buttons that links the user to different parts of a presentation. A user might jump from screen 1 to screen 5 to screen 3, based on the menu items and choices made



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### *MULTIMEDIA VOCABULARY(Continued)*

**PRESENTATION** -- An oral report that may include audio, text, graphics, and the use of presentation software application such as Flash, Hyperstudio, and PowerPoint.

**STORYBOARD** -- A graphic organizer or set of drawings used for planning a multimedia presentation. All of the aspects of the presentation such as graphics, sounds, content, and navigation are preplanned on a storyboard.

**LINKS** -- Connectors that link web pages, cards, images, or words together and allow a viewer to move through a presentation.

**BUTTONS** – Similar to links; found in Hyperstudio and PowerPoint presentations.

**CREDITS** – Refers to the creator and/or sources of information used in a multimedia presentation.

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### *SOCIETAL · ETHICAL ISSUES VOCABULARY*

**ACCEPTABLE USE POLICY (AUP)** -- A set of rules and guidelines that are set up to regulate Internet use and to protect the user.

**ANTIVIRUS SOFTWARE** -- An application designed to search for viruses and repair files on a computer.

**COMPUTER VANDALISM** -- The intentional act of destroying computer files or computer networks.

**COPYRIGHT** -- Law granting a legal right to a copyright holder or author which requires their permission to make non-archival copies of the work in question.

**FAIR USE AND MULTIMEDIA GUIDELINES** -- The fair use doctrine provides educators with the right to make reasonable copies of copyrighted materials without specific consent of the author for purposes of criticism, comment, news reporting, teaching, scholarship, or research. The guidelines permit the use of copyrighted works in teaching, if certain factors are considered, including: the purpose and character of the use (commercial vs. educational), the nature of the copyrighted work, the amount of the work copied in relation to the work as a whole, the effect of use on the potential market for or value of the work.

**CPU** -- The main chip that allows computers to do millions of calculations per second and makes it possible for users to write letters and balance your checkbook.

## NC TEST OF COMPUTER SKILLS - VOCABULARY

### *SOCIETAL · ETHICAL ISSUES VOCABULARY (Continued)*

**EMERGING TECHNOLOGIES** -- Technologies that are new and in the developmental stages; not in widespread use

**FIREWALL** -- Technology that prevents users from visiting inappropriate web sites, and protects the network from unauthorized users.

**FREEWARE** -- Software written and then donated to the public, so anyone is free to copy it and share it with their friends. This is not the same as shareware or commercial software, which is supposed to be paid for.

**HACKER** -- An unauthorized person who secretly gains access to computer files.

**HARDWARE** -- Part of the computer system such as a keyboard, screen, mouse, joystick, printer, speakers, etc.

**MONITOR** -- The device with a screen used to show computer images.

**MOUSE** -- A tool used to move the cursor and pointer around the screen.

**NETWORK** -- A system of connected computers that allows the sharing of files and equipment. There are two types of networks: local area network (LAN) and wide area network (WAN).

**ONLINE SAFETY** -- Precautions taken to protect personal information and images from being misused by others.

**PASSWORD** -- A code for the security protection to allow access to a computer or the computer programs.

**PRINTER** -- A hardware device used to make a paper copy of what is created on the computer.

**PUBLIC DOMAIN** -- Software written and then donated to the public. Anyone can use and copy public domain software free of charge, but it is not always the same quality as commercial software.

**SECURITY** -- Protection of computer, computer files or a computer network from use without permission of the owner or owners.

**SERVER** -- A special computer used to store programs and files, and then sends it out to other computers one or all at a time.

**SHAREWARE** -- Software that can be tried before you purchase.

**SOFTWARE/APPLICATIONS** -- Programs that allow you to accomplish certain tasks such as write letters, analyze numbers, sort files, manage finances, draw pictures, and play games.

NC TEST OF COMPUTER SKILLS - VOCABULARY

**SOCIETAL · ETHICAL ISSUES VOCABULARY (Continued)**

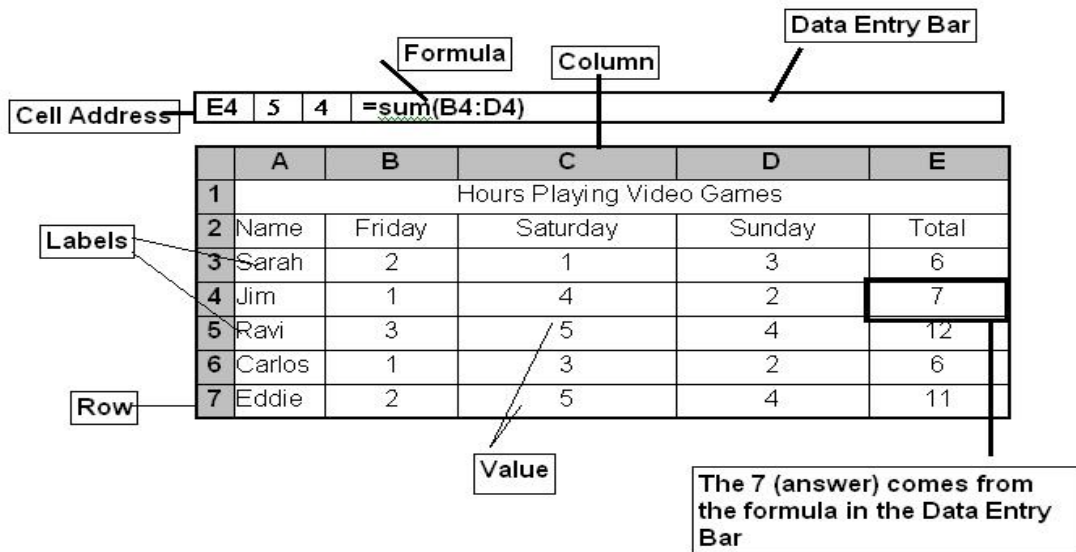
**STANDALONE COMPUTER** -- A computer that does not rely upon any other computer or server to work.

**TROJAN HORSE** – Type of computer virus that is disguised as a useful application.

**VIRUS** -- A computer program designed to damage computer files.

**WORM** -- A computer file designed to do damage that goes through a computer and possibly a network.

**SPREADSHEET VOCABULARY**



**ROWS** go horizontally--a side by side layout of boxes

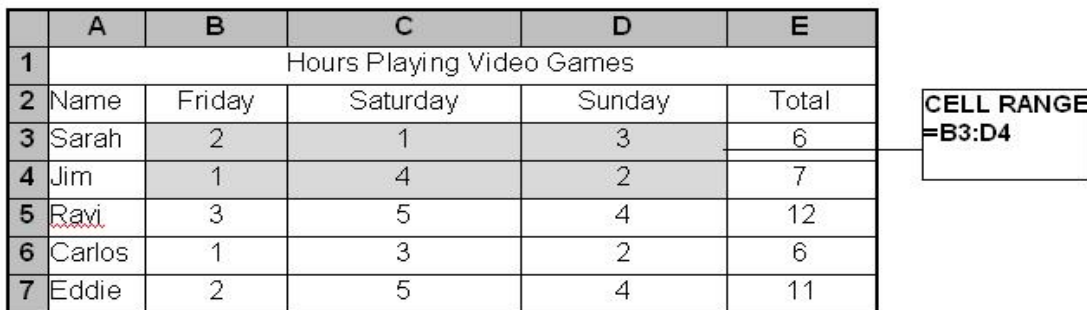
**COLUMNS** go vertically--an up and down layout of boxes

**CELL**--the block created where a column and a row intersect each other

**CELL ADDRESS**--the location of a cell on the spreadsheet

**DATA ENTRY BAR**--the bar at the top of the spreadsheet used to enter data into the cell that you have selected

**CELL RANGE**—a group or block of cells in a spreadsheet. The range highlighted below is B3 through D4. It is written as B3:D4



## NC TEST OF COMPUTER SKILLS - VOCABULARY

### ***SPREADSHEET VOCABULARY (Continued)***

Points to remember about spreadsheets:

There are 3 types of data that you can enter into a spreadsheet--  
VALUES, LABELS, and FORMULAS.

- **VALUES** are numbers (like in cell B4);
- **LABELS** are text (like in cell A5); and
- **FORMULAS** are mathematical calculations (like what is in the data entry bar to get the answer for cell E4)

One of the main uses of spreadsheets is to forecast or to predict! Spreadsheets are often used to answer “WHAT IF...” questions.

	A	B	C	D	E
1	Hours Playing Video Games				
2	Name	Friday	Saturday	Sunday	Total
3	Sarah	2	1	3	6
4	Jim	1	4	2	7
5	Ravi	3	5	4	12
6	Carlos	1	3	2	6
7	Eddie	2	5	4	11
	Total	9	18	15	38

`=SUM(B3:D3) or  
=B3+C3+D3`

`=SUM(B3:B7) or  
=B3+B4+B5+B6+B7`

### **Writing Formulas:**

- All formulas begin with an equals (=) sign. No exceptions!
- When a formula is written, many times a cell's address is used rather than the value (number) in it. If a number changes, then the formula automatically recalculates the answer.
- Use the following symbols as operators:
  - + add - subtract \* multiply / divide
- Spreadsheets can also use functions such as SUM, AVG and DIV  
See the example below.

## NC TEST OF COMPUTER SKILLS - VOCABULARY

### *SPREADSHEET VOCABULARY (Continued)*

Johnny has the grades shown below and wants to know his average: The formula for cell E1 would be:=(A1+B1+C1+D1)/4 or =AVG(A1:D1) This formula tells the computer to average the cell range from A1 through D1. The parentheses indicates order of operation—add up the cells first, then divide by 4 (the number of grades)

A	B	C	D	E
Test 1	Test 2	Test 3	Test 4	Average
93	86	88	47	78.5

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### *TELECOMMUNICATIONS · INTERNET VOCABULARY*

**ACCEPTABLE USE POLICY (AUP)** -- A set of rules and guidelines that are set up to regulate Internet use and to protect the user.

**ATTACHMENT or ATTACHED FILE** -- a separate document that you may send with an e-mail message. It might be a document, such as a report that you need to send to a teacher, or it could be a photograph or another type of computer file.

**BOOLEAN OPERATORS** – Connecting terms such as AND, OR, NOT that can often be used in keyword searches to refine search criteria.

**BROWSER** – software used to view various kinds of Internet resources found on the World Wide Web.

**COOKIES** -- Small text files identify a user's personal preferences and settings and allows the web site's server to retrieve your information from its database.

**EMAIL** -- Sending and receiving messages through a computer network. This process requires a computer, modem or network connection, and an e-mail address. It is convenient because all messages are sent and received immediately over short or long distances.

**HOST** -- The name given to a computer directly connected to the Internet. Host computers are associated with computer networks, online services, or bulletin board systems. The host name is often referred to as the "domain name."

**INTERNET** -- A global network of thousands of other computer networks that offers e-mail and information retrieval services to millions of people.

**KEYWORD** -- A word or reference point used to describe content on a web page that search engines use to properly index the page.

## NC TEST OF COMPUTER SKILLS - VOCABULARY

### ***TELECOMMUNICATIONS · INTERNET VOCABULARY (Continued)***

**LINKS** -- Connections that bridge one image, page, or word to another by clicking on a highlighted word or phrase.

**MODEM** -- A device that permits a computer to transmit and receive data over a telephone line.

**ONLINE RESEARCH** -- Research that utilizes primary and secondary electronic resources such as CD-ROM, networked, and Internet encyclopedias, dictionaries, databases, video conferences, e-mail, etc.

**SEARCH ENGINE** -- Software that searches, gathers and identifies information from a database based on keywords, indices, titles and text.

**SEARCH STRATEGIES** -- There are 3 basic ways to begin a search.

1. Try to guess at the URL.
2. Use subject directories provided by some search engines. The selected resources are grouped by subject, categories, and subcategories that can be used for keyword searches or to browse the categories.
3. Use a search engine for large searches using unique keywords or combinations of keywords to narrow the search.

**TELECOMMUNICATIONS** -- The act of sending and receiving information electronically between two or more computers via modem and phone line or local area networks (LAN). The exchange of information can be within a building or around the globe.

**UNIFORM RESOURCE LOCATOR (URL)** -- Full website address. Example:  
<http://www.wcpss.net>

**USER NAME** -- First part of an e-mail address. Example: jsmith is the user name of the following e-mail address. [jsmith@wcpss.net](mailto:jsmith@wcpss.net)

**VIDEO CONFERENCING** -- Using a camera and phone lines or the Internet, video conferencing allows individuals at two or more sites to see and hear each other and to share and collaborate on graphical and text based data.

**WILDCARD** -- A character that can be used to represent any other character or series of characters in a statement. For instance, the wildcard "\*" allows "S\*ND" to refer to both "SEND" and "SAND." Wildcards are useful in searches when you don't know the exact text you are looking for, and in specifying an action to be performed on a group of files.

**WORLD WIDE WEB (WWW)** -- The section of the Internet that allows access to text, graphics, sound, and even video. A lot of free information can be found on the WWW.

## NC TEST OF COMPUTER SKILLS - VOCABULARY

### *WINDOWS MANAGEMENT VOCABULARY*

**ACTIVE WINDOW** – The window in which a user is currently working or directing input. An active window is typically at the top of the windows layers and is distinguished by the color of its title bar.

**INACTIVE WINDOW(S)** - A window users are not currently interacting with. This window cannot receive keyboard input. Inactive windows usually have gray title bars.

**MAXIMIZE** – To display a window at its largest size.

**MINIMIZE** - To hide a window that is currently displayed on screen. The window is removed and represented with an icon or file name on the taskbar.

**RESIZE** - To change the height or width of a window. Usually this is done with the mouse by catching a corner or side of the window and dragging in or out.

**CLOSE or EXIT** – To remove a window from active or inactive status on the desktop.

Source: [NC DPI Computer Skills](#) and [WCPSS Instructional Technology Services](#)