**Glossary of Technology Terms**

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| **Applications** - Programs that allow you to accomplish certain tasks such as write letters, analyze numbers, sort files, manage finances, store photos |
| **Align** - How your text conforms to the left and right margins of a page |
| **Blog** - a Web page that serves as a public journal for an individual and which is accessible to others for viewing or commenting |
| **Browser** - software application used to locate, retrieve and display content on the World Wide Web, including Web pages or images Example: Explorer, Google Chrome, Firefox |
| **Clip Art** - Drawings you can add to your documents or presentations. Clip art includes items such as cartoons, maps, symbols, and flags |
| **Copyright** – Work that is protected by law and whose owner is given the exclusive legal right to reproduce, publish, sell, or distribute the piece |
| **CPU** - Central Processing Unit= The “brains” of the computer. This unit directs the computer’s activities. Every instruction given by the operator must first pass through the CPU before it can be carried out. |
| **Crop** – to cut off unwanted parts of an element, usually a photo |
| **Cursor** - This is where the action is located on your screen, represented by a flashing line |
| **Cyber-Bully** - The electronic posting of mean-spirited messages about another person |
| **Digital Footprint** - the trail or "footprints" people leave online. It includes information such as registration, e-mails and attachments, uploading videos or digital images and any other form of transmission of information — all of which leaves traces of personal information about yourself available to others online |
| **Domain** - The part of an Internet address that identifies where a person's account is located. For example, in the address jdoe@dpi.state.nc.us the domain is everything after the @. |
| **Download** - The process of transferring software/information from the Internet to your computer. |
| **Drag** –to move an object around on a page |
| **FAQ’**s - Frequently Asked Questions - A listing of questions typically asked along with the answers to the questions. These lists are frequently prepared to help beginners to use computer software. |
| **Field** - A place in a database record where a category of information can be entered or located. |
| **Firewall** - Technology that prevents users from visiting inappropriate web sites, and protects the network from unauthorized users. |
| **Flash Drive** – a small portable memory card used to store files or data |
| **Flush** – aligned along one margin, right or left |
| **Folder** – A folder is an object that can contain multiple documents. Folders are used to organize information/files. |
| **Font** - The shape and style of text |
| **Format** - Prepare a storage medium, usually a disk, for reading and writing information. |
| **Hard Drive** - An magnetic disk with vast storage capacity. Can be internal to the computer or external |
| **Hardware** - Part of the computer system such as a keyboard, screen, mouse, joystick, printer, speakers |
| **Home Page** - The front or main web page when a browser is launched |
| **Icon** – a small image located on the desktop which indicates a file or program shortcut |
| **Internet** - A global network connecting millions of computers. |
| **Jpeg** - A standard for shrinking graphics so they can be sent faster between users and take up less space on your hard drive. |
| **Landscape** - page setup that permits a document to be printed in a horizontal position |
| **Line Spacing** - The span between lines of text |
| **Link** - Connections that bridge one image, page, or word to another  by clicking on a highlighted word or phrase |
| **Log in** – the procedure to obtain access to secured files |
| **Netiquette** - Etiquette (manners and actions) governing communications on the Internet |
| **Network** - A system of connected computers that allows the sharing of files and equipment |
| **Operating System** - The most important program that runs on a computer. Every general-purpose computer must have an operating system to run other programs. Operating systems perform basic tasks, such as recognizing input from the keyboard, sending output to the display screen, keeping track of files and directories on the disk, and controlling peripheral devices such as disk drives and printers. |
| **PDF** - Portable Document Format- The page description language used for a file format which may not be altered, but is readable by most computers |
| **Portrait** - The default page setup that prints the document vertically |
| **Programming** – A set of behind the scenes instructions that cause the computer to behave in a programmed manner. Without programs, computers are useless.  |
| **RAM** - computer memory that allows data to be stored and retrieved as required |
| **Retrieve** - Open a saved document |
| **Scanne**r - A device that can read text or illustrations printed on paper and translate the information into a format that the computer can use. |
| **Scroll Bar** – A bar that appears on the side or bottom of a window to control which part of a list or document is currently in the window 's frame. The scroll bar makes it easy to move to any part of a file |
| **Search Engine** - Software that searches, gathers and identifies information from a database based on keywords or titles Example: Bing or Google |
| **Server** – A computer in a network that is used to provide services (such as access to files or the routing of E-mail) to other computers in the network |
| [**Social Media** - Web-based applications that enable people to socially interact with one another online. Examples: Face Book, You Tube, Twitter](http://www.webopedia.com/TERM/W/World_Wide_Web.html) |
| **Software** - Programs that allow you to accomplish certain tasks such as write letters, analyze numbers, sort files, manage finances, draw pictures, and play games |
| **Spreadsheet** - A software tool used to organize data in a row and column format and to perform multiple calculations. |
| **Surf** – Move from place to place on the Internet searching for topics of interest. |
| **Template** – pre-made examples to customize |
| **Tool Bar** - series of selectable buttons that offer easy way to applications or functions, usually , displayed as a horizontal or a vertical column  |
| **Transitions** – effects placed between slides |
| **URL** - The global address of documents and other resources on the World Wide Web. Example: http://classroomplus.weebly.com/   |
| **USB Port** - standard connection port for many devices such as keyboards, mice, joysticks and digital cameras |
| **User Name** - First part of an e-mail address or name chosen by user to identify self online |
| **Virus** - A destructive computer program that invades by means of a normal program and damages the computer system. |
| **Word Processing** - Using keyboarding skills to produce documents such as letters, reports, manuals, and newsletters |
| **www** - World Wide Web - A collection of computers on the Internet that allows you to travel from one linked document to another |