



ثانوية التكنولوجيا التطبيقية
Applied Technology High School

فجيرة - طلاب Fujairah - Boys

ICT Vocabulary

Term-1

Lesson 1 through Lesson 10

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Lesson 1

Words	Definitions
Desktop:	The first screen you see when the operating system is up and fully running. It is called the desktop because the icons are intended to represent real objects on a real desktop.
Folder:	A way to organize files into manageable groups.
Icons:	Graphic images or symbols that represent applications (programs), files, disk drives, documents, embedded objects, or linked objects.
Maximize:	To enlarge a window on the computer to fill the computer screen.
Menu:	A list of commands or options grouped under specific headings or titles (File, Edit, etc.) on a window's menu bar.
Menu bar:	The horizontal bar near the top of a window that lists the different types of menus to choose from when working with documents.
Minimize:	To reduce a window on the screen to a button on the taskbar.
Pointing device:	Device, such as a mouse or trackball, that allows the user to select objects on the screen.
Restore:	To return a maximized or minimized window to its previous size.
Scroll bar:	Bar on the right side or bottom of a window that you click to bring different parts of a document into view.
Taskbar:	The horizontal bar at the bottom of the desktop that includes the Start button, minimized window buttons, and a row of icons usually related to input and output devices.
Title bar:	The horizontal band in a window that displays the name of the program, data file, or another type of window.

Lesson 1

Toolbar:	A bar near the top of a window that has groups icons or buttons that will execute certain commands when clicked.
Window:	Rectangular area of the screen used to display a program, data, or other information.

Lesson 2

words	Definitions
1. Active window:	The window currently in use. The title bar of the active window is always darker (or displayed in a different color) to distinguish it from other open windows that may be visible in a tiled or cascaded screen.
2. Address Bar:	The space in some application windows that displays the name of the open folder or object.
3. Clicking:	Pressing and releasing the left (primary) mouse button.
4. Command buttons:	Rectangular buttons in a dialog box that execute an instruction. An ellipsis following a command button name (i.e. Browse...) indicates that another dialog box will appear if this command is chosen.
5. Commands:	Instructions to perform an operation or execute a program. In Windows, commands can be issued by making menu selections, clicking on a toolbar button, or clicking on a command button in a dialog box.
6. Default:	In any given set of choices, the choice that is preselected, the selection that is in effect when you open a program, or the settings established during the installation process.
7. Dialog box:	An information-exchange window in which the user selects options, sets defaults, chooses items from lists, or otherwise provides information Windows needs before it can execute a command.
8. Double-click:	To point to an object and then quickly press and release the primary mouse button twice.
9. Dragging:	Placing the mouse pointer on an object and then pressing and holding down the primary mouse button while moving the object on the desktop.
10. Linking:	Feature that allows data to be transferred among programs and updated automatically.
11. Log off:	To exit the account you are using, but keep the computer on for you or another user to log on at a later time.
12. Log on:	To access a computer system by identifying yourself and, if prompted, entering a password.
13. Mouse buttons:	Special buttons placed on the mouse that, when pressed, perform various tasks, such as starting applications and moving elements around the screen.
14. Option buttons:	Allow you to choose one option from a group of options; also called radio buttons.
15. Radio buttons:	Allow you to choose one option from a group of options; also called option buttons.

Lesson 2

16. Right-clicking:	To quickly press and release the shortcut menu button (usually the right button).
17. Select (highlight):	To point to an object and then press and release the primary mouse button.
18. Shortcut keys:	A combination of two or more keystrokes that, when pressed, carries out a specific action or function.
19. Shortcut menu:	A list of the command options most commonly performed from the current window display.
20. Shortcut menu button:	The secondary mouse button, usually the right button.
21. Standard desktop:	The screen you see immediately after logging on to Windows XP.
22. Standard toolbar:	The bar usually near the top of a window that contains buttons that instantly execute commands or access various functions.
23. Start button:	A button on the taskbar that, when clicked, opens the Start menu.
24. Status bar:	A message or information area, usually located at the bottom of a window, that displays specific details about the currently selected object or the task being performed.
25. Submenu:	A menu within another menu. A submenu is indicated when there is a right-pointing arrow next to a menu option.

Lesson 3

1. Background:	A pattern or picture that can be used on the desktop.
2. Control Panel:	A program accessed from the Start menu that provides specialized features used to change the way Windows looks and behaves.
3. Desktop shortcuts:	Icons you can create and place on the desktop to represent an application, folder, or file. When you click the shortcut icon, the application, folder, or file opens immediately.
4. Desktop theme:	A set of predefined elements, such as icons, fonts, colors, and sounds, that determines the look of your desktop.
5. Internet Explorer:	A Web browser used for communication on the Internet.
6. My Computer:	A feature that displays the contents of your computer, provides information about different system resources, and allows you to perform tasks, such as formatting disks and running applications.
7. My Documents:	A personal folder for storing files you create and use.
8. My Network Places:	If connected to a network, it is used to display all connected computers and servers and to browse networked files.
9. Shortcut:	A pointer to an application or document file; double-clicking the shortcut icon opens the actual item to which the shortcut is pointing.
10. Wizard:	A Windows program that simplifies a task by guiding you through a series of prompts and questions.

Lesson 4

1. Contents pane:	Provides a more detailed view of a portion of the tree pane by displaying all the folders and files contained in the drive or folder currently selected in the tree pane. It is on the right side in the Windows Explorer window.
2. Folders bar:	Provides a hierarchical display of all objects on the desktop. It is also called the tree pane and is on the left side in the Windows Explorer window.
3. Search:	To examine the contents of a computer file, folder, disk, database, or network to find particular information.
4. Sorting:	The process of creating a list organized on a specific criterion.
5. Tree pane:	Provides a hierarchical display of all objects on the desktop. It is also called the Folder bar and is on the left side in the Windows Explorer window.
6. Wildcard characters:	The asterisk (*) and question mark (?) characters used to represent unknown characters in a search for filenames, words, or phrases.
7. Windows Explorer:	A program that lets you browse through, open, and manage your computer's disk drives, folders, and files (that is, move, copy, rename, and delete files).

Lesson 5

Words	Definitions
1. 8.3 alias:	Windows will assign a short filename, called an “alias,” to each file with a long name so these files can be used with programs that don’t support long filenames. The short filename can have a maximum of eight characters and a three-character extension.
2. Application file icons:	Icons that start an application, such as a word processor or spreadsheet program.
3. Copy:	To duplicate a selection, file, folder, and so on so that you can place it in another position or location.
4. Destination	When copying or moving a file, the location (disk and/or folder) where the copied or moved file will reside.
5. Disk Cleanup:	A program that enables you to clear your disk of unnecessary files.
6. Disk Defragmenter:	Rearranges disk files, storing each file in contiguous blocks.
7. Document file icons:	Icons that share the same distinctive feature, a piece of paper with a superimposed graphic, that help create a link between a document and an application.
8. Extension:	The part of a filename that comes after the period, called a “dot”; it usually has two or three characters in older operating systems and up to four characters in Windows 95 and following; typically identifies the type of file.

9. Filename:	A name assigned to a file for identification.
10.Fragmented files:	Files that are not stored in contiguous clusters, but rather are divided into subparts that are stored in different disk locations. It takes longer for a disk drive to access fragmented files than unfragmented files.
11.Move:	To cut or remove a selection, file, folder, and so on from one position or location and place (paste) it in another position or location.
12.parent folder:	A folder containing one or more subfolders.
13.Source:	When copying a file, the file that is being copied.
14.Subfolder:	A folder within another folder.

Lesson 6

Words	Definitions
1. Application window:	Serves as the primary interface between the user and the application.
2. Dialog Box Launcher:	A small arrow that appears in the lower-right corner of some groups, and when clicked, a dialog box will open with even more options.
3. Document window:	The area where you enter new text and data or change existing text and data.
4. File:	A collection of information saved as a unit.
5. File compatibility:	The ability to open and work with files without a format conflict.
6. File extension:	Three or four characters at the end of a file that identify the type of file.
7. Folders:	Containers used to organize the documents into manageable groups on a designated storage device.
8. I-beam:	The shape of the mouse pointer when positioned within a document window.
9. Insertion point:	A blinking vertical line that indicates the location in the document where the new text and data will be entered.
10. Open document:	To load a file into an application.
11. Path:	The route the operating system uses to locate a document.
12. Ribbon:	The blue banner that stretches across the top of the screen, just below the title bar.
13. Save document:	To store a document on a disk or other storage medium.
14. ScreenTip:	A small window with the name of the command and a description of the command that appears when you position the mouse pointer over a button but do not click.
15. Scroll:	When you move through a document on the screen without changing the location of the insertion point.

Lesson 7

Words	Definitions
1. Default settings:	Preset options or variables automatically in effect when the document is created.
2. Normal.dotm template:	A file containing default styles and customizations that determine the structure and page layout of a document.
3. Toggle:	To alternate between the off and on states by repeating a procedure, such as clicking a button.
4. Word wrap:	A feature of Word that automatically wraps text to the next line when it extends beyond the right margin.

Lesson 8

Words	Definitions
1. Alignment:	How text is positioned between the left and right margins.
2. Clipboard:	A temporary storage place in your computer's memory.
3. Drag-and-drop editing:	Using the mouse to drag selected text from the existing location and then drop the selected text in a new location.
4. Edit:	To modify or adapt the document and make revisions or corrections.
5. First line indent:	The first line of a paragraph is indented.
6. Font:	The design of the typeface in your document.
7. Format:	To change the appearance of text or of the whole document.
8. Format Painter:	A feature you can use to copy and apply font and paragraph formatting to other text and graphics.

9. Hanging indent:	The first line of text begins at the left margin, and all other lines of the paragraph hang, or are indented, to the right of the first line.
10.Indent:	Space inserted between the margin and where the line of text appears.
11.Insert mode:	The default setting for entering text. When you enter new text in front of existing text, the existing text shifts to the right to make room for the new text.
12.Landscape orientation:	Formats the content of the document with the long edge of the page at the top.
13.Manual line break:	A paragraph marker inserted by pressing the Enter key.
14.Manual page break:	A page break you insert which forces a page break at a specific location.
15.Margin:	The blank space around the edges of the page.
16.Overtyping mode:	A Word Option in which new text replaces the existing text.

17.Points:	The measurement of the size of a font.
18.Portrait orientation:	Formats the content of the document with the short edge of the page at the top.
19.Select:	To identify a block of text you want to edit.
20.Soft page break:	A page break Word inserts automatically when you fill a page with text or graphics.

Lesson 9

1. Comment:	A note that the author or a reviewer adds to a document.
2. Document management server:	A central location for storing, managing, and tracking files.
3. Document workspace:	A Windows SharePoint Services Web site that provides tools for sharing and updating files and keeping colleagues informed about document status.
4. Duplex printing:	Printing on both sides of the page.
5. Encryption:	A standard method for encoding data.
6. Hard copy:	A printed copy of a document.
7. Markup:	The revision marks and annotations that appear in a document.
8. Metadata:	Data that describes other data.
9. Portable Document Format (PDF):	File format created by Adobe Systems in 1993.
10. Print queue:	A window that shows information about documents that are waiting to print.
11. Read-only document:	A file format that allows others to open and view the document, but they won't be able to make any changes.
12. Soft copy:	A digital copy of data, such as a file.
13. XML Paper Specification (XPS):	A file format that Microsoft included with the Office 2007 applications.

Lesson 10

1. Ascending order:	Rearranging data into alphabetical order from A to Z, or numerical order from lowest number to highest number.
2. Cell:	Represents one intersection of a row and a column in a table.
3. Descending order:	Rearranging data in alphabetical order from Z to A, or numerical order from highest number to lowest number.
4. Gridlines:	Boundary lines in a table.
5. Merging cells:	Removing the boundary between two cells.
6. Quick Tables:	Built-in tables which include sample data and table formats.
7. Splitting cells:	Converting a cell into multiple cells.