

COMPUTER TERMS
GRADE 6

1. computer - a machine designed to accept, store, and process information, and give out processed information.
2. central processing unit - the part of the computer system that processes unit information. Its two main parts are the arithmetic\logic and the control unit.
3. monitor - an output device used to display information. Also referred to as a screen.
4. keyboard - an input device used for typing data.
5. hardware - the physical parts of the computer. ex. CPU, monitor, keyboard, printer.
6. software - programs for a computer.
7. hard drive - an internal magnetic storage device.
8. boot up - jargon for turning on a computer and getting it running.
9. desktop – on your monitor the background on which all other elements appear.
10. icon - pictures that represent programs, folders, files, printer information, computer information.
11. program - a set of instructions, written in a computer language, that tells a computer what to do.
12. printer - an output device that prints output on paper. (hardcopy)
13. hardcopy - information from the computer printed out on paper; also called a printout.
14. taskbar – a bar at the bottom of a window that contains the Start button, any open application or window buttons, and the time. Clicking a taskbar button opens the window or application it represents.
15. disk drive - an i\o device that loads a program or data stored on a disk into a computer, reads and writes information. Disk drives comes in a variety of sizes and shapes, such as 3 1\2 floppy, CD-ROM, and Zip.
16. CD ROM – Compact Disc-Read Only Memory, a high capacity storage media, can hold more than 650 MB of text, graphics, video, and sound.
17. usb drive - A small, portable card that plugs into a computer's [USB port](#) and functions as a portable [hard drive](#). USB flash drives also are called *thumb drives*, *jump drives*, *pen drives*, *key drives*, *tokens*, or simply *USB drives*
18. mouse - an input device used to move the cursor or in some way controlling movement on the computer screen.

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19. memory - the part of a computer system that stores information. RAM - Random Access Memory, the computer's temporary memory ROM - Read Only Memory, the computer's permanent memory

20. word processing - is an application program that allows the user to move or change words, sentences, and paragraphs without retyping them.

21. filename - descriptive name for your document. Your filename should be short and relevant! No punctuation!

22. tab - will move the cursor five spaces. Use the tab key to indent

23. text - refers to letters, numbers or keyboard symbols.

24. file - a collection of information.

25. open - to get a file, to display in a window.

26. save - a command used to store data.

27. save as - use to name and save your file the first time. Allows you to choose a location to store it. Once you have named your file using SAVE AS you can then use the SAVE command. The SAVE command will *overwrite* the last saved version of your document. You can use the disk icon on the tool bar also. Remember to save *often*!

28. insert - to put in text before the cursor.

29. delete - to remove or erase information or text.

30. edit - to change or revise. Editing features on a computer allow you to change data without completely retyping it.

31. justify - to align text, center, left, or right.

32. document - typed text.

33. multitasking – the ability to run more than one program at a time.

34. mouse cursor -

- within existing text the mouse pointer looks like a capital I and is called an “I-beam”. anywhere else in the Word window the mouse pointer will be an arrow.

35. text cursor - also known as the insertion point, is the short vertical line blinking on the page.