

## Glossary

**Anti-virus software** - An application designed to protect computers from malicious computer code

**Attachment** - A file that arrives with an email

**Application** - A computer software programme that enables the user to perform specific tasks

**Bcc** - (Blind carbon copy) the field in an email header that names additional recipients, that cannot be seen by other recipients, for the message

**Block** - An instruction given to your computer not to allow certain types of activity on a particular machine, e.g. to stop access to particular web pages or chat rooms

**Blog** - A website that displays in chronological order the postings by one or more individuals and usually has links to comments on specific postings

**Broadband** - A high-speed internet connection

**Browse** - Using a web browser application to look at websites on the internet.

**Browser** - The short name for web browser - an application that lets you view pages on the Internet. Two main browsers are Internet Explorer and Netscape Navigator

**Cc** - (Carbon copy) the field in an email header that names additional recipients for the message

**CD** - Compact Disc

**CD Writer** - A special type of CD-Rom drive, which allows you to create your own CDs

**CD Rom** - Compact Disc Recordable. CD ROMs are the most widely used format by software manufacturers for distributing software applications and games

**Chat** - A means of communicating with people more or less instantaneously by typing messages which then appear on your computer screen, and are transmitted over the Internet to be read by everyone

**Chatroom** - Online venues for typed chat

**Click** - Pressing down once and releasing a mouse button

**Control Panel** - A collection of icons that allow you to configure the basic functions of Windows and your PC

**Connection** - The line of communication between your computer (or any other device) and the Internet

**Computer** - A programmable machine that inputs, processes and outputs data

**Cookie** - A small file downloaded to your computer when you browse a Web page

**Cursor** - A blinking character that indicates the location of the next input on the display screen

**Desktop** - What you see on the main screen area of the operating system

**Delete** - To remove or erase



**Domain name** - A unique name that identifies an internet site

**Double click** - To press the mouse button twice in a rapid succession

**Download** - Process of transferring files onto a PC directly from another computer

**Drag** - The action of pointing to an item and pressing the left mouse button while moving the mouse. Release the mouse button upon completion. This moves objects, resizes windows or draws

**E-commerce** - Buying and selling of goods on the internet

**Email** - Short for Electronic mail

**Email Address** - A personal and unique address on the internet, such as Fred. Bloggs1932@hotmail.co.uk

**Floppy disk** - A flexible disk which holds information that can be read by the computer

**Folder** - A container used to organize objects and data

**Forum** - An online community where users read and post topics of common interest

**Format** - Size, style, shape, layout or organization of a layout or printed product

**Google** – a search engine

**Hard Drive** - Device used to “permanently” store information within a computer, such as programs and data

**Hardware** - The physical, electrical, and mechanical parts of a computer

**Homepage** - The first or main page of a website

**Hotmail** - A web based email account provided by the Microsoft Corporation

**HTML** - Hyper-Text -Mark-up Language. The language used to create web pages

**Inbox** - A folder where you receive incoming mail

**Instant messaging** - A form of chat used over the internet

**Internet** - An electronic network providing access to millions of resources worldwide

**Internet Explorer** - Microsoft’s Internet Browser – a programme that allows you to browse web pages

**Keyboard** - Along with the mouse, the keyboard is one of the primary input devices used with a computer

**Launch** - To start up a program

**Log on** - To enter a username and password to gain access to a computer or network

**Log off** - To sign off from a computer or network

**Mailbox** - The folder in the users email application that contains the messages

**Modem** - It allows one computer to connect to another computer and transfer data over the telephone.

**Monitor** - Otherwise know as the computer screen



**Mouse** - A handheld device used for pointing and clicking as a means of sending commands to a computer

**Mouse pointer** - Also known as the pointer, this is what is seen on the screen when the mouse is moved. It usually looks like an arrow

**My computer** - Usually an icon labelled my computer in the top left hand corner of the Microsoft Windows desktop. It contains icons for any disk drives you have connected to your computer

**Net** - Is short for internet

**Network** - When you have two or more computers connected to each other, you have a network. The purpose of a network is to enable the sharing of files and information between multiple systems

**Offline** - When a computer or other device is not turned on or connected to other devices, it is said to be “offline”

**Online** - When a machine is “online”, it is turned on and connected to other devices

**Password** - A string of characters used for authenticating a user on a computer system

**Program** - Programs tell the computer what to do and how to do it

**Processor** - The chip that is the brain of the computer

**Reply** - To send an email to someone, either in response to an email or to a news article

**Search engine** - A searchable online database of internet resources

**Server** - A computer that delivers information and software to other computers linked by a network

**Site** - Short for website

**Spam** - Refers to electronic junk mail or junk newsgroup postings

**Software** - Otherwise known as a programme, for example instructions to the computer to perform certain tasks

**Surf** - When you are moving around between and within websites

**Text box** - A blank area on a search screen which can be used to enter your queries. In desktop publishing – a piece of text set apart from the main story

**Tower** - A computer system unit, which stands upright and stores the main components of the computer

**Uninstall** - To remove unwanted applications

**Upload** - Send files from one computer to another system or the Internet

**URL** - Universal Resource Locator, the unique address of a web page

**USB stick** - A memory data storage device

**Username** - A name that uniquely identifies someone as a user on a computer system or Internet account

**Virus** - A small programme or script that can propagate by creating copies of itself and usually negatively affects computer and software



**Web Page** - A set of information and images displayed in a web browser, usually written in HTML or XML which is interpreted by the browser in order to display

**Webmail** - An email system that is accessed and operated using a web browser as opposed to an email application installed as software directly on a computer

**Webcam (web camera)** - Video camera that is used to send periodic images or continuous frames to a Web site for display

**www** - World Wide Web



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