

# Vocab - Word of Day - Quiz 1

## Study sheet

You can practice the quiz on-line at;

<http://moodle.sandi.net/> (log in to Moodle with your school ID for both user name and password)  
or  
<http://www.lewis.edu/steve/teachpage/homework.htm>

### **Active window**

- The window in front. Only one window can be active at time. The active window can be recognized by the horizontal stripes across the menu title bar.

### **Application program**

- Computer programs such as Word, AppleWorks, Excel, etc that help you do things easier and more efficiently.

### **Back Up**

- To make a copy of a file, document, or disk. Done to prevent loss of the original information.

### **Caps Lock Key**

- Pressing this key will make everything you type be in uppercase. It doesn't affect the number keys.

### **CD-ROM**

- Compact Disk-Read Only Memory. Disk (≈4.5") on which programs, music, graphics, animations, text, movies, etc. are stored. About 600 MB of information which cannot be changed.

### **Character**

- A single typed letter, number, space, or symbol.

### **Closing**

- Click on the red close box in the upper left corner of a window it will collapse the window back into an icon. Closing a document means terminating your work on it without quitting the application.

### **Cursor**

- A vertical line | in a document which blinks at the location where text will appear when you type. Moving your pointer between two characters and clicking will move the cursor to that location.

### **Document**

- A piece of work that you have created with an application. Also called a **file**.

### **Editing**

- Changing a document by adding, deleting, or moving, text or graphics.

### **Folder**

- A collection of files and/or other folders that are represented by the folder icon. Used to organize files into related groups. You can open a folder by double-clicking on the icon.

### **Hardware**

- The physical equipment of a computer, such as the monitor, keyboard, mouse, printer, and disk drive.

### **Hard Copy**

- A computer document printed on paper.

### **Highlight**

- To **select** text by clicking and dragging across it with a mouse (or double clicking on a word). The text will appear in inverse. Highlighting text tells the computer you wish to do something to that particular text.

### **Icon**

- A small graphic symbol or picture, usually represents a file, folder, disk, or tool.

### **JPEG**

Pronounced jay-peg. A compressed file of a graphic, picture, etc. Most photo images are jpegs.

### **Menu Bar**

- The horizontal bar across the top of the screen that contains the **menu titles**.

### **Monitor**

- Electronic screen which displays the desktop, folders, files, programs, etc.

### **PC**

- Stands for personal computer, but most often used to denote a non-Mac computer or Windows-based computer.

### **Scroll Bar**

- Horizontal and vertical bars at the bottom and right side of a window, which allow you to move quickly through a document by clicking on the arrows or dragging the scroll box.

*Clipboard*

- The area of the Mac's memory which holds the text or graphics you cut or copied. Temporary storage for one text or graphic item at a time. Pasting inserts the contents of the Clipboard into a document.