

Word of Day - Vocabulary Quiz 2

You can practice the quiz on-line at; <http://www.lewis.edu/steve/teachpage/homework.htm>

CPU

Central Processing Unit - the "brain" of the computer which controls the operation of all parts of the computer and performs calculations. It is also used to refer to the main part of the computer which contains the CPU chip.

Data

All information, facts, numbers, letters, and symbols which can be stored in a computer or produced by a computer.

Database

A program used to keep records on a computer (names, telephone numbers, and addresses, etc.). An electronic list of information. The set of records created by the database program is also called a database.

Default

The standard settings you will get (font, single-space, margins, etc.) automatically unless you choose to change them.

Desktop

The Mac's working environment. The screen you see when you first start up the computer. Also known as the **Finder**. Where you see the Hard Drive icon, trash can, folders, etc.

Dialog Box

A message box which appears on the screen requesting information or a decision from you. For example, the printer dialog box gives you an opportunity to select the number of copies, starting page, etc.

Download / Upload

To transfer a file from one computer to another over phone lines

Email

Electronic mail. Sending and receiving messages over a computer network either within a local area such as a company or around the world. Sample email address: jstudent@lewis.edu

Font

A collection of letters, numbers, punctuation marks, and symbols with a consistent look; a typeface in all its sizes and styles. For example: **Chicago**, **Helvetica**, **Jester**, and **Times**.

Modem

Device which changes computer code (digital signals) into tones (analog signals) and vice-versa, so that information can be sent over phone lines between computers.

Online

To be connected to other computers via a service such as America Online, a computer bulletin board, or the Internet so that you can send and receive data from your computers to other computers.

Operating System

A set of programs which direct the computer's operations. Referred to as DOS or Windows for PCs and Mac OS for the Macintosh.

RAM

Random Access Memory - the temporary (operating) memory which holds instructions and data placed in the computer by the user. This information is lost when the computer is turned off.

Shut Down

A command in the **Special** menu that prepares the Mac to be turned off and/or turns off the Mac.

Software

Programs (computer code) which give instructions to the computer to perform tasks desired by the user. Example: **AppleWorks**, **Word**, **Excel**, utility programs, games, **HyperStudio**, etc.)

Spreadsheet

A computer program which forms a grid of data, does calculations and predicts outcomes. Spreadsheets may also be used to draw pie and bar charts.

Title Bar

Horizontal bar at the top of windows which contains a close box (left) and the title ('untitled' if the document has not been given a name) of the document and zoom box (right)

Word Processing

A computer program which allows you to write papers, letters, reports, etc. and edit (correct) them easily.

Word Wrap

The feature that automatically moves you down to the next line when the line you are on is full, without you having to press return.

URL

Universal Resource Locator. Web address. Example; <http://www.yahoo.com>

Application Menu

The far right menu or the Dock at bottom, which displays the programs you have open and places a mark next to the icon. You can change programs by clicking on the name of the program.

Mail merge

Creating personalized form letters that pick up information from a data base and place it in preset locations in the letters.