Vocabulary/Tips

Keyboard Shortcuts

* Ctrl +A= Select All
* Ctrl +C= Copy
* C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0285750.wmfCtrl +V= Paste
* Ctrl +Z= Undo
* Ctrl +Y= Redo
* Ctrl +P= Print
* Ctrl +B= Bold
* Ctrl +U= Underline
* Ctrl +S= Save
* Ctrl +X= Cut
* Ctrl +2= Double Space
* Ctrl +1= Single Space
* Ctrl +5=1 ½ Space

Hardware=anything you can physically touch.

Software= a computer program that tells the computer what to do.

Operating System=computer programs that direct all the activities and set all the rules for how the hardware and software work together.

Application Software=software program that helps you use the computer to do particular tasks.

Input Device=a device used to enter information into a computer.

Output Device=any device that presents data from the computer

Laser Printer=use a toner cartridge (filled with fine powder and a heated fuser)

Ink Jet Printer=use liquid ink sprayed through tiny nozzles onto paper.

Modem=Hardware that allows your computer to communicate with other computers via phone lines or other communication lines.

Network=a number of computers connected together to share information and hardware.

CPU=central processing unit of the processer the part of the computer system that carries out the instructions of a computer.

Dot Leaders=is a line of periods use to lead the eye from the text to the page number in a table of contents.

Page Orientation=the direction of the paper.

Graphics=only use when they enhance the readability or the message of the document.

Font Size= is determined by the type of document.

Font Style=should be easy to read and no more than two styles per document.

Clashing Colors= high contrast colors that make it easy to read.

Audience= a group of people your document is designed for.

White/Dead/Negative Spaces=It is the blank area between written characters.

Plagiarism=A piece of work that has been copied from someone else and is presenting it as your own work.

Spreadsheet=Computer software that allows you to use rows and columns of data to present data.

Workbook=A spreadsheet file containing one or many worksheets.

Worksheet=one spreadsheet within the workbook.

Sheet Tab=tabs that identify the worksheet.

Merging=combining of selected cells.

Fill Handle=the square at the lower right corner of the active cell.

Active Cell=the call that is selected.

Cell Address=the location of a cell on a spreadsheet.

Row=the horizontal division of a spreadsheet.

Column=the vertical division of a spreadsheet.

Auto SUM=displays the sum of the selected cells.

Formula=an instruction Excel uses to calculate data.

Formula Bar= as you enter data into a cell it appears in this area.

Show Formulas=shows all the formulas in each cell.

Format Cell=formats your cell to properly display your data.

Word Wrap=makes all content visible within a cell.

Text Orientation=allows you to position your text at different degrees.

Chart=a visual representation of the data.

Legend=is a box that identifies the pattern or colors that are assigned to the data.

Linking Cells=when you insert a formula in one cell that pulls information from another.

Cell Range=is a group or block of cell in a worksheet that have been selected of highlighted.

Database=is a collection of information organized in such a way that a computer progr5am can quickly select desired data.

Record= a group of field s that are related to the same topic or idea in a database.

Field=a single unit of data in a database.

Sort=to alphabetize the selected text or arrange numerical data. (Ascending= A to Z) (Descending= Z to A)

Filter/Query=to find one or more particular records in a database, or to print particular records in a report or table.

Web design=is used to create a website for an intended audience that makes a visual idea.

Root Folder=is the main folder which contains all documents and folders to that project.

Homepage=the first page of the website.

HTML=is the basic language to right web pages.

Banner/Title=eye catching title on the homepage to define the page.

Word Processing=computer management of text: the creation retrieval modification storage and printing of text using a computer or other electronic equipment.

Desktop Publishing=creating publications that are visually appealing documents.

Outline=an organized tool that helps to organize and clarify your thoughts.

Smart Art= is an organization graphic used by Microsoft Word to help communicate information.