Glossary of Computer Terms[1]

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Click
Quickly tap the mouse button. For most operations, the user clicks the left mouse button.

Copy
Duplicate a piece of data in a document or a file.

Cursor
A symbol that identifies where the next character will be displayed on the screen; the insertion point. The cursor may appear as an arrow, a flashing vertical bar (|), or an I-beam (I).

Data
Distinct pieces of information.

Desktop
The computer desktop is the main screen that displays once you have booted (started) your computer. This electric desktop consists of program and file icons that you can click to launch (start) programs and open files.

Dialogue Box
A box that displays on the screen and requires that the user make a decision, and/or or provide input.

Directory
The electronic "file cabinet" that organizes folders and files.

Double-Click
Click a mouse button twice quickly and without hesitation.

Drag and Drop
Select a piece of text, object, or file while holding the mouse button down and drag it to another area in the document or on the screen. Once the text or object is positioned, release the mouse button.

Drive
The drive is the component of the computer that reads and writes data from a disk.

Extensions
An extension identifies the program that created the file, and is part of the file's name. For example, if a file name is ABDC.wpd, ".wpd" is the extension.

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[1] Some definitions adapted from www.webopedia.com

File
A collection of data that is assigned a name.

Folder
Similar to their paper counterparts, electronic folders are used to organize information and allow for easy retrieval. Folders can contain other folders and files.

Icon
A picture that represents a program or file.

Left Click
Quickly tape the left mouse button. For most operations, the user clicks the left mouse button.

Menu
A list of available commands or options.

Menu Bar
A horizontal menu that appears on top of a window.

Move
Reposition a piece of text or an object elsewhere in a document. This is accomplished by selecting the text or object and dragging it to the desired location in the document.

Program
A group of electronic instructions that tell the computer what to do. Examples of programs include WordPerfect, Lotus Notes, PowerPoint, and Excel.

Pull-down Menu
A special type of pop-up menu that appears directly beneath the command you selected.

Rename
Assign a different name to a file.

Right Click
Quickly tap the right mouse button. A right click produces a shortcut menu.

Save
Save any changes to the file (document) using its original name.

Save As
Save the document with a different name.

Scroll
Click and drag the scroll bar at the top, bottom or side of the screen to display additional data.

Title Bar
The bar on top of a window that displays the name of the file or application.

Tool Bar
A series buttons under the menu bar that are shortcuts to various commands and functions.

Window
An framed area of the display screen that shows specific data.