


<b>Active window</b>	The window that has the computer's attention. Commands from the user (such as typing) will only affect the active window. The active window can be identified by the way it looks: its title bar is more vibrant in color, its taskbar button is darker, and its close button is red. Only one window can be active at a time.
<b>Application</b>	Another word for "program". Refers to advanced and complex programs like Microsoft Word and Internet Explorer. On mobile devices, they are referred to as "apps".
<b>Click</b>	The act of pressing and releasing a mouse-button. Unless otherwise specified, such as in a "double-click" or a "right-click", this term refers strictly to pressing the left mouse button once (see: <b>double-click</b> , <b>right-click</b> )
<b>Close</b>	To exit a program or file. There is a close button in the upper-right corner marked with an X, so this action is sometimes referred to as "X-ing out."
<b>Context Menu</b>	A menu that appears when a component on the screen is right-clicked. The menu contains options specific to that component. To get rid of the context menu, left-click in a clear area away from the menu.
<b>Copy and Paste</b>	The act of selecting a section of text and copying it to another location. "Copy" refers to the copying of information into the computer's memory. "Paste" refers to the actual placement of the copied material.
<b>Cursor</b>	 The small arrow on the screen that moves as the mouse moves. Also called a "pointer".
<b>Data</b>	A general term referring to the information that is stored in a computer.
<b>Delete</b>	To permanently erase something.
<b>Desktop</b>	The screen that shows when you first start the computer or when no other programs are "open". It usually has icons on it for easy access to starting a program.
<b>Dialog Box</b>	A window that appears when your computer has a question for you. In order to continue using your computer, you must first answer its question.
<b>Double-click</b>	The act of quickly pressing the left mouse button twice. This action is most frequently used for opening programs and files represented by icons.
<b>Drag</b>	Moving the mouse while the left mouse button is pressed in. Dragging is often done so that an object will move along with the mouse. Also called "click-and-drag".
<b>Drag (window)</b>	Physically moving a window on the screen by dragging the title bar.
<b>Drop-down</b>	A menu or selection box that is accessed by clicking on it. Clicking on it will reveal a set of options, or "drop down," immediately below it.
<b>Hardware</b>	All of the machinery and physical parts of a computer system, including things like the CPU, monitor, printer, mouse and keyboard.
<b>Highlighting</b>	The act of selecting a section of the screen for the computer to focus on, in order to issue a command to the computer related to that section, such as "copy". Highlighting is usually performed by dragging the cursor from one end of the selection to the other. Also referred to as "selecting".
<b>Hover</b>	To position the mouse cursor over an object on the screen without clicking it.

<b>Hyperlink</b>	A section of the screen, usually blue underlined words, that, when clicked on, will make the computer display another screen or webpage. When pointed to, hyperlinks change the shape of the mouse cursor to a hand.
<b>I-Beam</b>	 The name of the mouse cursor that appears when the mouse cursor hovers over text or textboxes.
<b>Icon</b>	A small picture that represents a program or file. These typically must be double-clicked to activate.
<b>Insertion Point</b>	Signified by a blinking vertical line, this is the position where the next character typed on the keyboard will appear on the screen.
<b>Link</b>	<i>See Hyperlink.</i>
<b>Maximize</b>	To enlarge a window so it takes up the entire screen. This action is the opposite of “Restore Down”, and the two commands use the same button on the title bar.
<b>Menu bar</b>	The second bar from the top of the window which lists words that, when clicked on, open drop-down menus. Not all programs have menu bars. Some programs give you the option to hide the menu bar.
<b>Microsoft</b>	The company that created the “Windows” operating system, as well as programs such as Word, Excel, and Internet Explorer. Microsoft is <u>only</u> a brand name—it is not the name of a program.
<b>Minimize</b>	Removing an open window from view without closing it. Accomplished by clicking the minimize button on the title bar.
<b>Monitor</b>	The display screen.
<b>Mouse</b>	A device that controls the movement of the cursor.
<b>Move (window)</b>	<i>See Drag (window)</i>
<b>Multi-tasking</b>	Performing two or more tasks simultaneously.
<b>Open</b>	To begin using a program or to access a previously saved file.
<b>Operating system</b>	The program responsible for managing all of the computer’s memory and controlling the way the user interacts with the other programs on the computer. Some examples of operating systems are: Windows (the most popular), Mac OSX, and Linux.
<b>Pointer</b>	<i>See Cursor</i>
<b>Program</b>	A series of instructions a computer follows to accomplish a specific task (see: <b>software</b> ).
<b>Quick Access Toolbar</b>	A small toolbar used in the Microsoft Office programs which sits in the title bar and gives you access to commands that you frequently use. By default, save, undo and redo appear on every Quick Access toolbar. The Quick Access toolbar is customizable.
<b>Resize</b>	Changing the shape of a window by dragging one of the edges. The mouse cursor must take the shape of a double-headed arrow before you can begin resizing.
<b>Restore down</b>	To reduce a window’s size from the whole screen to just part of the screen. This is accomplished by clicking the central of the three buttons in the upper-right corner of the title bar.

<b>Ribbon</b>	The area under the title bar in Microsoft Office programs. The Ribbon contains tools that are used to interact with the document.
<b>Right-click</b>	Performing a click with the right mouse button rather than the left. This action typically generates a menu related to what the mouse cursor is pointed at (see: <b>context menu</b> ).
<b>Screen tip</b>	Information that can be viewed by holding the mouse cursor over an object, such as an icon or a button. Also called a “tooltip”.
<b>Scroll</b>	A process that displays a different part of the screen than is currently showing. Typically, scrolling is needed in order to view the later sections of a document when the document is too long to fit on the screen.
<b>Scroll bar</b>	The section at the right or bottom edge of the screen that allows the user to look at sections of the window that do not currently fit on the screen. A scroll bar will consist of two arrows and a gray box between them with a box indicating which part of the viewing area is currently being displayed.
<b>Selecting</b>	See <b>Highlighting</b>
<b>Software</b>	An all-encompassing term for the programs that run on a computer.
<b>Start menu</b>	Allows the user to open any program that the computer has available. The Start Menu can be accessed by clicking the Start Button, located on the left side of the Taskbar.
<b>Status bar</b>	The bottom-most section of a window (but above the taskbar), it shows some general information about the status of your work.
<b>Taskbar</b>	Lists all the open windows. Located at the very bottom of the screen.
<b>Title bar</b>	The top-most strip of a window that shows the name of the program, and contains the minimize, restore down and close buttons. Can be used to move the window around the screen (see: <b>drag</b> ).
<b>Toolbar</b>	An area of the screen that contains small picture-based buttons that perform common tasks. The individual buttons can be identified using screen tips. There can be more than one toolbar in a window.
<b>Tooltip</b>	See <b>Screen tip</b>
<b>Window</b>	The rectangular area in which a program can be viewed. The window can be <i>maximized</i> to take up the entire screen, or it might use only part of the screen so that multiple windows can be seen at once. All open windows are listed on the taskbar.
<b>Windows</b>	The most common operating system for most computers (and in this lab). The latest version is Windows 8. Created by a company called Microsoft.
<b>WordPad</b>	A program that comes for free with Windows. It is used for typing letters, resumes, and other documents. WordPad, and programs like it, are called word processors.