



Active window	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: it is always the window that is on "top;" its title in the title bar is bright white; and its close button turns red when the cursor hovers over the close button. Only one window can be active at a time.
Application	Also referred to as an "app." Applications are tools for accomplishing a task. For the computer, it is a set of instructions on knowing how to perform this task. Applications are dependent on an operating system to run. Applications are also called "programs."
App List	The center pane when the Start Menu is opened. Contains all the Programs a.k.a. Apps on the computer.
Click	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: double-click, right-click)
Close	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."
Context Menu	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.
Copy and Paste	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.
Cursor	 The small arrow on the screen that moves as the mouse moves. Also called a "pointer".
Data	A general term referring to the information that is stored in a computer.
Delete	To permanently erase something.
Desktop	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.
Dialog Box	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.
Double-click	The act of quickly pressing the left mouse button twice. This action is most frequently used for opening programs and files represented by icons.
Drag	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".
Drag (window)	Physically moving a window on the screen by dragging the title bar.
Drop-down list box	A list or selection box that is accessed by clicking on the list name to reveal a set of "drop down" options immediately below it.
Hardware	All of the machinery and physical parts of a computer system, including things like the CPU, monitor, printer, mouse and keyboard.

Highlighting	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”.
Hover	To position the mouse cursor over an object on the screen without clicking it.
Hyperlink	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.
I-Beam	 The name of the mouse cursor that appears when the mouse cursor hovers over text or textboxes.
Icon	A small picture that represents a program or app, a file, or a folder. These typically must be double-clicked to activate.
Insertion Point	Signified by a blinking vertical line, this is the position where the next character typed on the keyboard will appear on the screen.
Link	<i>See Hyperlink.</i>
Maximize	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.
Menu bar	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.
Expand button	Button located in the top left corner of the Windows 10 Start Menu. When clicked, shows the text labels for the icons in the left pane of the Start Menu.
Microsoft	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.
Minimize	Removing an open window from view without closing it. Accomplished by clicking the minimize button on the title bar.
Monitor	The display screen.
Mouse	A device that controls the movement of the cursor.
Move (window)	<i>See Drag (window)</i>
Multi-tasking	Performing two or more tasks simultaneously.
Navigation Pane	The left column or pane in the File Explorer window. It provides links to commonly used drives and folders such as Quick Access and This PC.
Notification Area	Located in the bottom right corner of the Taskbar next to the time and date. It contains miniature icons for easy access to system functions that are always running in the background, such as antivirus settings, printer status, network connection, sound volume and battery status. Sometimes referred to as Notification Tray or System Tray.
Open	To begin using a program or to access a previously saved file.

Operating system	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), macOS, iOS, Android, and Linux.
Pinned	Shortcuts to programs can be attached to the Taskbar or Start Menu, a process called pinning. This is handy in case you have regular programs that you want to open without having to search for them or scroll through the Apps List.
Pointer	See <i>Cursor</i>
Preview Window	An image of a program window that is displayed when the user points to the program icon in the Taskbar. The program must be running to get a preview window.
Program	A series of instructions a computer follows to accomplish a specific task (see: software).
Quick Access Toolbar	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.
Option Button	An icon in the shape of a round circle that allows the user to choose only one of a predefined set of mutually exclusive options. Typically used when only one option should be selected.
Resize	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.
Restore down	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.
Ribbon	The area under the title bar in Microsoft Office programs and in File Explorer. The ribbon contains tools that are used to interact with files, folders or drives.
Right-click	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: context menu).
ScreenTip	Information that can be viewed by holding the mouse cursor over an object, such as an icon or a button. Also called a “tooltip”.
Scroll	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.
Scroll bar	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.
Selecting	See <i>Highlighting</i>
Snap Assist	Feature to view two windows side-by-side. Accomplished by dragging one window to the left side of the screen until it “snaps” to fill half the screen. Then click on the preview window of the second program and it will snap to the other side.
Software	An all-encompassing term for the programs and applications that run on a computer.

Start button	Icon located on the far left side of the Taskbar. Clicking this button opens a menu that includes many options such as start programs and shutdown your computer.
Start menu	Allows the user to open any program that the computer has available. The Start Menu can be accessed by clicking the Start Button on the left side of the Taskbar. However, we recommend accessing the Start menu by pressing the Windows key.
Stacked Taskbar Buttons	In older versions of Windows, every open program was represented by a separate button on the Taskbar. In newer versions, however, when more than one instance of the same program is open, the taskbar buttons will display in a “stack” with each icon slightly on top of the other.
Status bar	The bottom-most section of a window (but above the taskbar), it shows some general information about the status of your work.
Taskbar	Lists all the open windows. Located at the very bottom of the monitor screen.
Tiles	Square shaped graphical representations, much like desktop icons, of programs on the computer. Tiles are found in the right pane on the Start Menu. A single click on a tile will open the program.
Title bar	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: drag).
Toolbar	A grouping of commands optimized for efficient access. Unlike a menu, which contains a comprehensive list of commands, a toolbar contains the most frequently used commands. Toolbars contain buttons. The individual buttons can be identified using ScreenTips. There can be more than one toolbar in a window.
Tooltip	See <i>ScreenTip</i>
Window	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.
Window Control Buttons	A group of three buttons common to all windows. Used to Minimize, Maximize/Restore Down, and Close the window. Located in the top right corner of the window.
Windows	The most common operating system for most computers (and in this lab). The latest version is Windows 10. Created by a company called Microsoft.
Windows key	An icon used to open the Start Menu. On most newer keyboards, the “Windows” key looks just like the start button on the screen. 
Windows Search Box	Located just to the right of the Start Button on the Taskbar. Used to enter keywords to search Apps/Programs, Files or Settings on the computer. (Searching for files or settings is defeated in the Computer Lab.)
WordPad	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.