

# COMPUTER SKILLS & APPLICATIONS~VOCABULARY PACKET

## OBJ. 1.01-1.02~Keyboarding Technique & Alphabetic Keys

TERM	DEFINITION
<b>Ergonomics</b>	The study of how a person's work environment and tools affect the person
<b>Posture</b>	The way the typist sits, the way the typist's arms, wrists, fingers, legs, and feet are placed
<b>Technique</b>	The form and keying style that a typist uses while operating the keyboard
<b>Workstation</b>	The arrangement of the monitor, keyboard, mouse, copy, and other materials on the desk
<b>Home Row keys</b>	the row of keys on the keyboard on which your fingers rest when not typing; A S D F J K L ;
<b>QWERTY keyboard</b>	a standard keyboard, named for the first 6 letters on the keyboard
<b>Touch typing</b>	also known as the touch method of keyboarding; the ability to type without looking at the keys on the keyboard
<b>Enter Key</b>	Used to take the cursor to the next line, struck with the right pinky (semi-colon finger)
<b>Space Bar</b>	This key is struck with the thumb and used to insert a space between characters
<b>Semi-Colon ;</b>	The punctuation mark located on the home row, space once after
<b>Left Shift Key</b>	Used to capitalize keys controlled with the right hand, struck with the left pinky/A home finger
<b>Right Shift Key</b>	Used to capitalize keys controlled with the left hand, struck with the right pinky/; home finger
<b>Caps Lock</b>	Used to capitalize a series of letters, struck with the left pinky
<b>Depress</b>	To push, press, or hold down a key
<b>Period .</b>	Space twice after when used at the end of a sentence Space once after when used with abbreviations or initials Struck with the L home finger

## Obj. 2.01-2.02 Numbers, Symbols, Numeric Keypad

TERM	DEFINITION
<b>Home Row keys (Numeric)</b>	the row of keys on the keyboard on which your fingers rest when not typing; 4 5 6
<b>Numeric keypad</b>	keys at the right side of the keyboard, used to enter numbers and perform calculations
<b>Num Lock</b>	key that must be activated in order to use the numeric keypad

## Obj. 3.01~GWAM

TERM	DEFINITION
<b>Gross Words A Minute (GWAM)</b>	the number of words a typist keys in timed period, aka-WPM (Words Per Minute)
<b>Character</b>	any typed letter, number, or symbol
<b>Speed</b>	rapid movement or action
<b>Accuracy</b>	the ability to perform a task with precision
<b>Standard Keyboarding Word</b>	any combination of five (5) characters or spaces. This includes letters, numbers, punctuation, spaces, etc.

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## OBJ. 4.01~Formatting & Editing Skills

TERM	DEFINITION
<b>Alignment</b>	The way multiple lines of text line up along the left, right, or both margins
<b>Bullets and Numbering</b>	A word processing feature used to arrange items in a list with each item beginning with a bullet or number
<b>Center Align</b>	The alignment of text between both margins, leaving a jagged left and right margin
<b>Clipboard</b>	The temporary storage location for text or graphics that have been cut or copied
<b>Copy</b>	The word processing tool that allows text or graphics to be copied to another location within a document
<b>Cursor</b>	The on-screen blinking character that shows where the next character will appear
<b>Cut</b>	The word processing tool that removes text or graphics from the current location in a document
<b>Double Space (DS)</b>	When 1 blank line is left between lines of text; striking the Enter key 2 times
<b>Editing</b>	The process of updating a document to make changes, correct errors, and make it visually appealing
<b>Font</b>	A specific design for a collection of letters, numbers, and symbols
<b>Footer</b>	Allows you to type information below the bottom margin of each page of a document
<b>Format</b>	To place text on a page so that it looks good and is easy to read
<b>Function Keys</b>	Allow you to quickly access frequently used functions, such as Help and Spell Check
<b>Grammar Check</b>	The word processing tool that checks selected words in a document for grammatical errors
<b>Header</b>	Allows you to type information above the top margin of each page of a document
<b>Horizontal Centering</b>	When text is centered between the left and right margins, commonly used when creating invitations, announcements, and title pages
<b>Justified</b>	The alignment of text along the left and right margin, leaving no jagged edges
<b>Landscape</b>	The page orientation in which the width of the page is greater than the height
<b>Left Align</b>	The alignment of text along the left margin, leaving a jagged right margin
<b>Line Spacing</b>	The spacing between lines of text within a document
<b>Margins</b>	The blank space at the top, bottom, left, and right of a document where you cannot type
<b>Operational Keys</b>	Allow you to operate the computer without a mouse
<b>Orientation</b>	The direction in which you can print on a page (portrait or landscape)
<b>Paste</b>	The word processing tool that places text or graphics that have been cut or copied in a new location within a document
<b>Portrait</b>	The page orientation in which the height of the page is greater than the width
<b>Quadruple Space (QS)</b>	When 3 blank lines are left between lines of text; striking the Enter key 4 times
<b>Ribbon</b>	Provides you with groups of commands to use when creating a document
<b>Right Align</b>	The alignment of text along the right margin, leaving a jagged left margin
<b>Scroll Bars</b>	Allow you to scroll throughout a document that is too long to fit on one screen

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<b>Single Space (SS)</b>	When no blank lines are left between lines of text; striking the Enter key 1 time
<b>Spell Check</b>	The word processing tool that checks your document for incorrectly spelled words, similar to an electronic dictionary
<b>Thesaurus</b>	The word processing tool that allows you to find words with similar meanings (synonyms) for the text within a document
<b>Title Bar</b>	Displays the filename of a document
<b>Tool Bar</b>	Provides you with buttons that allow you to access frequently used commands
<b>Triple Space (TS)</b>	When 2 blank lines are left between lines of text; striking the Enter key 3 times
<b>Vertical Centering</b>	When text is centered between the top and bottom margin, commonly used when creating invitations, announcements, and title pages
<b>Word Processing</b>	Application software that is used to create text documents such as letters, memos, and reports
<b>Word Wrap</b>	The automatic wrapping of text from the end of one line to the beginning of the next line without having to press the Enter key

### OBJ. 4.02~Paragraph Formats

TERM	DEFINITION
<b>Block style</b>	The paragraph format in which all lines of text are aligned with the left margin
<b>Hanging indent</b>	A temporary left margin that indents all lines but the first line of text
<b>Indented</b>	The paragraph format in which the first line of the paragraph is indented
<b>Tab</b>	The operational key of the keyboard that is used to indent paragraphs; moves the cursor 5 spaces on a line

### E-mail

TERM	DEFINITION
<b>Address book</b>	E-mail feature that allows you to save e-mail address and other contact information
<b>Attachment</b>	Files that attached to an e-mail message
<b>Blind copy (Bcc:)</b>	Feature used when the sender of an e-mail does not want the recipient to know that the message was also sent to another person; the Bcc address will not appear on the message
<b>Body</b>	The message of the e-mail; single space within paragraphs, double space between paragraphs
<b>Carbon copy (Cc:)</b>	Notation indicating that someone else will receive a copy of the message; each address will appear on the message
<b>Draft</b>	An e-mail that is saved to be sent later
<b>Domain name</b>	Ending of an e-mail address that identifies the Internet Service Provider
<b>E-mail</b>	Also known as electronic mail; method of exchanging short digital messages
<b>E-mail address</b>	The unique address of an e-mail user; consists of their username, the at sign, and domain name
<b>Extension</b>	Identifies the type of site an e-mail was generated from (Ex: .com - commercial site, .edu - educational institution, .gov - government institution)
<b>Inbox</b>	Folder that displays e-mail messages that have been received
<b>Internet Service</b>	A company that provides connections to the Internet (Ex: Google and

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<b>Provider (ISP)</b>	Yahoo!)
<b>Outbox</b>	Folder that displays e-mail messages that are ready to be sent
<b>Sent</b>	Folder that displays e-mail messages that have been sent
<b>Subject line</b>	The subject of the e-mail
<b>Username</b>	First part of an e-mail address that identifies the user

### Tables

TERM	DEFINITION
<b>Body/Entry</b>	Information keyed into a table/cell
<b>Cell</b>	The intersection of a row and a column
<b>Column</b>	The vertical arrangement of information in a table
<b>Column headings</b>	Headings at the top of each column that identify the information listed in each column; keyed in initial caps, bold, and centered
<b>Initials caps</b>	When the first letter of each word in a secondary title is capitalized
<b>Label</b>	Information entered into a cell that contains alphanumeric information
<b>Main title</b>	Describes the content of a table; keyed centered, bold, and in all capital letters
<b>Row</b>	The horizontal arrangement of information in a table
<b>Secondary title</b>	Further describes the contents of a table; keyed a double space below the main title in initial caps, bold, and centered
<b>Source note</b>	Identifies the source of the information shown in a table; keyed left aligned under the last row or in the last row of a table
<b>Table</b>	A grid of rows and columns used to display and organize information
<b>Value</b>	Information entered into a cell that contains only numbers

### Letters

TERM	DEFINITION
<b>Attachment notation</b>	Notation that indicates that additional items are attached (clipped, stapled, etc.) to the letter
<b>Body</b>	The message of a letter, e-mail, or report
<b>Business letter</b>	Letter sent from a business to a person or to another business/organization
<b>Complimentary close</b>	The closing of the letter; Example: Sincerely,
<b>Copy notation</b>	Notation indicating that a copy of the letter is being sent to someone in addition to the addressee/letter address
<b>Date line</b>	Date that the letter was written
<b>Enclosure notation</b>	Notation indicating that additional items are included in the envelope with the letter
<b>Letter/Mailing/Inside address</b>	The address of the person receiving the letter
<b>Letterhead</b>	Heading of a business letter that includes the business name, address, phone/fax/e-mail, and logo
<b>Mixed punctuation</b>	Letter format in which a colon or a comma is added after the salutation and a comma is added after the complimentary close
<b>Open punctuation</b>	Letter format in which <b>no</b> punctuation is included after the salutation or complimentary close
<b>Personal-business letter</b>	Letter sent from an individual to another person or to a business/organization
<b>Return address</b>	Address of the person that wrote the letter
<b>Salutation</b>	Greeting of the letter; Example: Dear Sir or Madam:
<b>Signature line</b>	The handwritten signature of the person that wrote the letter
<b>Typist initials</b>	The initials of the person that typed the letter if they were not the author of the letter
<b>Writer's name</b>	The keyed name of the author of the letter

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