

COMPUTER SKILLS & APPLICATIONS~VOCABULARY PACKET

OBJ. 1.01-1.02~Keyboarding Technique & Alphabetic Keys

TERM	DEFINITION
Ergonomics	The study of how a person's work environment and tools affect the person
Posture	The way the typist sits, the way the typist's arms, wrists, fingers, legs, and feet are placed
Technique	The form and keying style that a typist uses while operating the keyboard
Workstation	The arrangement of the monitor, keyboard, mouse, copy, and other materials on the desk
Home Row keys	the row of keys on the keyboard on which your fingers rest when not typing; A S D F J K L ;
QWERTY keyboard	a standard keyboard, named for the first 6 letters on the keyboard
Touch typing	also known as the touch method of keyboarding; the ability to type without looking at the keys on the keyboard
Enter Key	Used to take the cursor to the next line, struck with the right pinky (semi-colon finger)
Space Bar	This key is struck with the thumb and used to insert a space between characters
Semi-Colon ;	The punctuation mark located on the home row, space once after
Left Shift Key	Used to capitalize keys controlled with the right hand, struck with the left pinky/A home finger
Right Shift Key	Used to capitalize keys controlled with the left hand, struck with the right pinky/; home finger
Caps Lock	Used to capitalize a series of letters, struck with the left pinky
Depress	To push, press, or hold down a key
Period .	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
Home Row keys (Numeric)	the row of keys on the keyboard on which your fingers rest when not typing; 4 5 6
Numeric keypad	keys at the right side of the keyboard, used to enter numbers and perform calculations
Num Lock	key that must be activated in order to use the numeric keypad

Obj. 3.01~GWAM

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

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Single Space (SS)	When no blank lines are left between lines of text; striking the Enter key 1 time
Spell Check	The word processing tool that checks your document for incorrectly spelled words, similar to an electronic dictionary
Thesaurus	The word processing tool that allows you to find words with similar meanings (synonyms) for the text within a document
Title Bar	Displays the filename of a document
Tool Bar	Provides you with buttons that allow you to access frequently used commands
Triple Space (TS)	When 2 blank lines are left between lines of text; striking the Enter key 3 times
Vertical Centering	When text is centered between the top and bottom margin, commonly used when creating invitations, announcements, and title pages
Word Processing	Application software that is used to create text documents such as letters, memos, and reports
Word Wrap	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
Block style	The paragraph format in which all lines of text are aligned with the left margin
Hanging indent	A temporary left margin that indents all lines but the first line of text
Indented	The paragraph format in which the first line of the paragraph is indented
Tab	The operational key of the keyboard that is used to indent paragraphs; moves the cursor 5 spaces on a line

E-mail

TERM	DEFINITION
Address book	E-mail feature that allows you to save e-mail address and other contact information
Attachment	Files that attached to an e-mail message
Blind copy (Bcc:)	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
Body	The message of the e-mail; single space within paragraphs, double space between paragraphs
Carbon copy (Cc:)	Notation indicating that someone else will receive a copy of the message; each address will appear on the message
Draft	An e-mail that is saved to be sent later
Domain name	Ending of an e-mail address that identifies the Internet Service Provider
E-mail	Also known as electronic mail; method of exchanging short digital messages
E-mail address	The unique address of an e-mail user; consists of their username, the at sign, and domain name
Extension	Identifies the type of site an e-mail was generated from (Ex: .com - commercial site, .edu - educational institution, .gov - government institution)
Inbox	Folder that displays e-mail messages that have been received
Internet Service	A company that provides connections to the Internet (Ex: Google and

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

Tables

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

Letters

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

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