

# Computer Terminology

## *Some Technical Words and Concepts You Should Know*

<b>Clicking</b>	To press a button (usually the LEFT) on a <b>mouse</b> (see definition below).
<b>Copy and Paste</b>	To copy text and / or an image from one area and place it (paste) elsewhere.
<b>Cursor / Cursor Keys</b>	A small flashing vertical line on the screen. It shows where you are (or will be) typing. Cursor keys (arrows on the computer keyboard) move the cursor.
<b>Database</b>	Generally, a computerized information storage system. Job search databases contain job announcements. Thrall's research databases contain "full text" (complete) articles from magazines, journals, encyclopedias, and newspapers.
<b>E-mail</b>	Electronic mail. It's how people most often communicate on the <b>Internet</b> (see definition below). When applying for a job, you will need an e-mail account. Ask for our free <b><i>Getting an E-mail Account flyer</i></b> at Reference.
<b>Errors</b>	When working with computers, there can often be errors (problems) reported. If you see any error messages while on library computers, see Reference.
<b>Files and File Names</b>	Computers store information in files. Files can contain your resumé, cover letter, as well as other documents, images, and music. Files can be stored on <b>flash drives</b> , <b>floppy disks</b> , and <b>hard drives</b> (see definitions below)
<b>File Attachments</b>	<b>Files</b> sent by e-mail. Sometimes you must send your resumé as an "attached file" to an employer. See our <b>Resumé flyer</b> for steps on how to do that.
<b>File Formats</b>	Just as there are different kinds of information, there are numerous ways (formats) that information can be recorded on a computer. Your resumé file is usually stored as a <i>Microsoft Word</i> file. See our <b>Resumé flyer</b> for details.
<b>Flash Drives</b>	Storage media for <b>files</b> . Faster, smaller, usually more reliable than <b>floppy disks</b> . Store thousands of files. Connects via the <b>USB port</b> (see next page).
<b>Floppy Disks</b>	Storage media for <b>files</b> . Given their high failure rate, low storage capacity, and the fact that recent/new computers and laptops do not support them, floppy drives are often not the best option for storing important documents!
<b>Forwarding</b>	To pass on information you received by <b>e-mail</b> to another person (by e-mail).
<b>Hard Drive</b>	A computer's main storage media. Often called the "C" drive. At home, you can store your <b>files</b> there. At Thrall, use <b>floppy disks</b> or <b>flash drives</b> .
<b>Hardware</b>	Generally, parts of a computer or anything that physically connects to it.
<b>Home Page</b>	The first page at a <b>website</b> (see definition on next page).
<b>Identity Theft</b>	Be extremely careful whenever entering any personal information at any <b>website</b> (see next page). Such information could be used by others on the <b>Internet</b> to "steal your indentity" – impersonate you or do something worse!
<b>Internet</b>	Millions of computers (and people) all around the world providing or sharing information with each other. The <b>World Wide Web</b> is part of the Internet.

<b>Links</b>	How <b>web pages</b> (see below) are connected. You <b>click</b> links (words, buttons, or images) to move from one page to another. Also called <i>hyperlinks</i> .
<b>Loading and Saving</b>	Refers to the opening (loading) and recording (saving) of computer <b>files</b> .
<b>Login / Log On / Log Off</b>	When you enter your <b>user name and password</b> (see below) to access <b>e-mail</b> , a job search <b>database</b> , or some other service on the <b>Internet</b> .
<b>Megabytes</b>	A unit of measurement. Approximately one million letters (characters) long.
<b>Mouse</b>	This moves the arrow on the screen. The arrow directs the computer's attention to what you want to do next. A mouse often has two buttons: a left and right button. Almost always you <b>click</b> the left mouse button.
<b>Networking and Networks</b>	Connecting. Among people, it means to develop relationships (business-related or friendly). With computers, it means to connect electronically and share information. The greatest of networks globally is the <b>Internet</b> .
<b>Online</b>	A word used to signify you are currently connected to the <b>Internet</b> .
<b>Operating System</b>	The main <b>software</b> that lets you operate a computer. Microsoft Windows, Apple Mac OS X, and Linux are all popular operating systems.
<b>Personal Computer (PC)</b>	Desktop computer. Used for many tasks (e.g. <b>Internet</b> , <b>word processing</b> ).
<b>Search Engine</b>	A research tool you can use to find information on the <b>World Wide Web</b> .
<b>Search Terms and Results</b>	Keywords (search terms) you type can bring up different search results (matches found). Check spelling and use different terms if results are poor.
<b>Social Networking</b>	The phenomenon of people <b>networking</b> over the <b>Internet</b> .
<b>Software / Programs</b>	You use software to perform different tasks on a computer, such as typing.
<b>Spam</b>	Unsolicited (“junk”) <b>e-mail</b> . Best just to delete. Some contain can <b>viruses!</b>
<b>Telecommuting</b>	Working at home through a computer connected with an employer.
<b>Uploading / Downloading</b>	To send (upload) or receive / retrieve (download) information on the <b>Internet</b> .
<b>USB Port</b>	Connection ports on the front or side of a computer. These are used to connect <b>flash drives</b> or other <b>hardware</b> (such as a printer) to a computer.
<b>User Name and Password</b>	Whenever you establish an account with a job search service, an e-mail account, or anything else on the <b>Internet</b> , this is the information you enter to <b>log on</b> to a service. Share this information with no one! Try not to use the same user name and password for every <b>website</b> you register at, and try to pick something you can remember.
<b>Viruses and Spyware</b>	Bad <b>software</b> that can damage your computer / files or steal your personal information. When getting a personal computer, be sure to inquire about security software. Also see our free <i><b>Protecting Your Computer flyer</b></i> .
<b>Web Browser</b>	The <b>software</b> you use to access information on the <b>World Wide Web</b> .
<b>Website</b>	A location on the World Wide Web. There are many kinds of websites: governmental, educational, commercial, good, bad, and the unimaginable. There are literally billions of websites out there. Thrall offers free guides ( <a href="http://www.thrall.org/guides">www.thrall.org/guides</a> ) to help you find information on nearly any topic.
<b>Word Processing</b>	The <b>software</b> you use to type your resumé, cover letter, or other documents.
<b>World Wide Web</b>	A global, growing collection of <b>websites</b> connected by <b>links</b> . The most popular part of the <b>Internet</b> . Whenever you see a “www” or “.com,” these “web addresses” ( <b>websites</b> ) are where certain information or services can be found. As anyone, anywhere can create a website, you are encouraged to exercise caution and <i>critical thinking</i> whenever you encounter information <b>online</b> . Inquire about our free <i><b>Critical Thinking Skills flyer</b></i> for more details.