

General Computer Vocabulary

active window:	the frontmost window on the desktop. The title bar of an active window is highlighted.
application:	a computer-based program that you use to do work on the computer such as word processing.
arrow keys:	the four types of arrow keys are used to move through a document.
backspace key:	a key at the upper right-hand of the keyboard that moves the insertion point one space to the left, removing the last character typed.
back up:	to make a copy of a disk or a file. Backing up your files helps you to be sure that you won't lose information if the original is lost or damaged.
bit:	a unit of computer information consisting of the digits zero (0) or one (1).
byte:	a unit of computer information consisting of eight bits, for example: 00000000, 10000000, 00000001, 11000000, etc.
button:	clicking a button designates, confirms, or cancels an action. Buttons are usually found in dialog boxes or tool bars.
cancel button:	a button which, when clicked, cancels the command that brought up the dialog box.
choose:	to pick a command from a menu. To choose a command, press the mouse button in the menu title, drag the mouse until the appropriate command is highlighted and then click again at the targeted command.
Click (rightclick):	to quickly press and release the mouse button without moving the mouse.
close:	to remove a window from the desktop. To close a window, choose the close command from the file menu or click in the window's close box (red button with X) at the upper right corner of the title bar.
copy-protected:	to make it difficult or impossible to copy. Software publishers sometimes copy-protect their disks to prevent them from being illegally duplicated.
cut:	to remove a selected part in a document.
default:	a predefined (original) setting. A value, action or setting that a computer system assumes, unless you give it a different instruction. You can change a default if you want to.
delete key:	a key located between the main and numeric keyboards that moves the insertion point one space to the right, removing the next character. The delete key also removes the current selection.
dialog box:	a smaller window that appears on the screen containing a message, or requesting more information from you. Usually you cannot continue with other actions until you reply to the dialog box, or dismiss it (send it away by giving it the information it wants).
dimmed or grayed:	the status of an item with the color gray, meaning that option is currently not able to be selected.
disk:	usually a flat, circular object with a magnetic surface that computers use to store files and folders.
disk drive:	the disk drive gets information from the disk in the drive and stores information on the disk as well.
document:	what you create when using an application.
double-click:	to position the pointer above an object, such as an icon, and then to

	press and release the mouse button quickly twice without moving the mouse.
drag:	to position the pointer above an object, such as an icon, and then press and hold down the mouse button, move the mouse, then release the button.
eject:	to remove a disk from the drive.
enter key:	a special key, found in the middle right of the keyboard, that confirms or ends an entry or a command. It also brings the insertion point to the next line in a document.
error message:	a message displayed on the screen that tells you of an error or problem in a program or in communication with the computer system.
file:	a collection of information stored on a hard disk or a floppy disk, usually a document.
file server:	A computer with special software that allows networked users to store and retrieve files on its hard disk.
floppy disk:	a disk made of flexible plastic that stores computer data. They are made in different sizes, but presently only 3.5-inch floppy disks are used. The main type is 2HD 1.44 MB.
folder:	a holder for documents and applications on the desktop. You use folders to organize and group your documents and applications.
font:	a collection of typing symbols, such as letters, numbers, and punctuation symbols that are visually related. An example of a computer font is Helvetica or Times New Roman.
hardware:	a device that is physically connected to the computer or something that can be physically touched. For instance, CD-ROM, monitor, printer, keyboard, and mouse are examples of hardware.
highlight:	to make something stand out against its background. An item is usually highlighted to indicate that it has been selected or chosen.
icon:	a small picture representing a file, disk, or other object
initialize:	to prepare a blank disk to receive information. All previous information is erased. It is also called to "format."
insertion point:	the point in a document where something will be added. The insertion point is usually marked by a flashing vertical bar.
kilobyte:	(K) a unit of information = 1024 bytes.
megabyte:	(MB) a unit of computer information = 1024 kilobytes.
memory:	the part of the computer that stores information while you work with it. When you turn off your computer, everything stored in memory is lost. Saving transfers a copy of the information in memory onto your hard disk or floppy disk for safekeeping.
menu:	a list of commands under the menu bar from which you can choose. Choose a command by dragging through the menu and clicking the targeted command when the command you want is highlighted.
menu bar:	the list of menu titles that runs across the top of the window, usually below the title bar.
Mouse (mouses):	a small device that you move to control the pointer on the computer screen. When you move the mouse, the pointer moves in the same way on the screen.
mouse button:	the button on the top of the mouse. Generally, clicking the mouse button twice on an icon initiates an action or opening a document or folder.



The mouse allows you to point to and click on things you see on the computer screen. Like the keyboard, it is a type of input device that controls the computer's behavior. It is especially useful in the online environment.

Place the palm of your hand on the mouse, with one finger on each button. Slide the mouse forward and backward and side to side on a flat surface. As it slides watch the screen for a moving image that looks like one of the following three images. This is your pointer. It changes shape between arrow, hand, and I-beam depending on what it is pointing to. To see the different images, move the pointer over text, the "NEXT" picture, and empty space.



Press the "Enter" or "Return" Key on your keyboard or Click on the "NEXT" button below to continue.

password:	a unique word or set of characters that must be entered before a user can gain access to a computer or program.
paste:	to add something, whatever was cut or copied, to another place.
point:	to indicate the position of something, usually using the mouse pointer.
pointer:	a small image, like an arrow, on the screen that follows the movement of the mouse. It is also called a cursor.
power on key:	used to turn on a computer.
save:	to store information in memory to a hard disk or any storage devices, such as a floppy disk, a memory stick, or CD-R.
scroll:	to move the contents of a window so that a different part of it is visible.
scroll arrow:	an arrow on either end of a scroll bar. Clicking a scroll arrow moves the document one line in the direction of the arrow. Pressing a scroll arrow continuously scrolls the document continuously.
scroll bar:	a rectangular bar that appears along the right or bottom edge of a window. Clicking in the gray areas of the scroll bar moves the contents of a window a screenful at a time.
select:	to indicate where the next action will take place, usually selected items are highlighted to set them apart. Select an icon by clicking on it, select text by highlighting it.
shift key:	a key that, when pressed, causes a typed letter to appear in uppercase. Also, it causes the upper symbol to be typed when used with a number or symbol key.
software:	programs or instructions for the computer to carry out. Usually, it includes (1) operating system (OS), (2) computer programs such as installed applications, and (3) documents and images stored in a storage device.
style:	a variation in the style of the font, such as bold, underline, or italic.
tab key:	a key that, when pressed, moves the insertion point to the next tab marker. In a dialog box, it usually moves the insertion point to the next

	area to enter information.
title bar:	the horizontal bar at the top of a window that displays the name of what's inside the window. Dragging the title bar lets you move the window on the desktop.
trash:	a place where you can put documents or other things that you don't want any more.
user name:	the name chosen by the computer owner or user to access or use a program.
window:	a rectangular area that displays information in a program or document.

Technology Vocabulary

(Verbi)

Invent

Use

To Cure

Study

Work out (elaborare)

Design (progettare)

Travel

Make

Discover

Develop

(nouns)

Beam (raggio)

Cosmetic surgery

Hair transplant

Cash tills

Optic fibre

Jet engine

Laser