

Key Skills Level 1:

Communication; Application of Number; Information and Communication Technology

ICT Glossary of Terms

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Lexden Publishing Ltd
23 Irvine Road
Colchester
Essex CO3 3TS

Telephone: 01206 533164

Email: info@lexden-publishing.co.uk

www.lexden-publishing.co.uk

GLOSSARY OF TERMS

Whilst working through this book you will come across many different terms. This glossary tries to make sense of some of them.

Average	The Average function is used in a spreadsheet. For example if you want to find the average of a column of items, the formulae would take the format of: =average(B1:B5)	Desktop	This refers to the screen displayed after logging onto the computer and is the area shown when applications are not visible (i.e. minimised or not running). Desktops are often customised with an image and shortcut icons are often placed here to gain quick access to applications or documents.
Alignment	There are four main types of text alignment: left, right, fully justified and centred.	Drag and Drop	This allows a user to select text or images and drag information from one position and drop into another position within the same document, a new document or even another compatible application.
Application	This refers to a program, such as Microsoft Word or Excel, that will carry out a task.	Email	Email stands for electronic mail. A cost effective and quick means of sending typed messages and files to other email users through an Internet connection.
Bold	This is a typeface used to make text stand out in a sentence or heading. The Bold button can be found on the formatting toolbar in most applications.	Floppy disk	This is a handy portable medium for the storage of data so that it can be transferred between computers.
Browser	Browsers are applications that are used to view web pages. They make surfing or browsing of the Internet possible. Popular browsers include Microsoft's Internet Explorer , Netscape Navigator and FireFox .	Firewall	Software or hardware device that sits between your computer and the internet to prevent malicious attacks from computer hackers.
Bullets	Are graphics used at the beginning of a paragraph or list to emphasise a point or to mark individual points in a list.	Font	A font is a complete set of characters that make up a particular style within a typeface collection. For example, Times Bold and Times Italic are two fonts within the Times typeface. The terms font and typeface have become interchangeable these days.
Control Panel	The basic functions and settings of a computer can be accessed through the control panel. For example, if you want to change the speed of the mouse or set the default printer.	Formatting	This is a collective term used to describe the use of bold, italic, underline, line spacing, font size, alignment and any other changes to appearance.
Control key (Ctrl)	This key can be used with another key to carry out a shortcut, for instance Ctrl+b pressed together makes the text typed next bold and pressing Ctrl+b again will turn off the bold command.	Function keys	Keys that are used to perform certain tasks depending on the application being used, for instance F1 will automatically access the help system. Alt+F6 will open a new window. Function keys can also be customised by the user to perform specific tasks in some applications.
Cut	Cutting allows you to remove text or graphics from one place in a document and, by using paste , place it in another without having to retype or insert everything again.	Hardware	This refers to the parts of the computer that can be touched, i.e. printer, monitor, processor, mouse.
Copy	This is used like cut in partnership with paste , but it creates a duplicate of a piece of information rather than removing it. This is useful in instances where you want to repeat information and means you don't have to type it over and over again.	Home key	Used on its own will place the cursor at the beginning of a line in most applications. Use it with Control key (Ctrl), to get to the beginning of a document quickly.
Database	A collection of related information stored as records. For example employee records, stock inventories, etc. Users can add or remove records, amend information and retrieve specific information if they wish.	Help	Use this Help facility if you are unsure of a procedure or function within a program. Help files can be thought of as an electronic book.
		Icon	This is a symbol or button that can be selected on the desktop or within a program. They are used to launch applications or enable access to a process or function.

Internet Explorer	This is currently the most popular web browser used to view web pages on the World Wide Web.		
ISP	Stands for Internet Service Provider. ISPs provide Internet access. Examples of companies offering this service include; BT; Wanadoo, NTL and Tiscali.	Style	Styles are used within documents to assist with formatting paragraphs or characters. A style (that is given a name) is created that can combine formatting such as bold, font size, and spacing, etc. It can then be used to quickly apply that formatting to text.
Laser printer	A type of printer that is fast and convenient particularly where printing at high volumes at speed is a necessity.		You will notice on the toolbar that the style by default is named Normal.
Line spacing	This refers to the space between lines of text, e.g. single, double, one and a half.	Tab	The tab (tabulator) key found on the left of the keyboard, beside the letter Q. It is used to insert tab spaces set at specified distances in text horizontally. It is important to use the tab key rather than the space bar, because with the space bar it might look to be in line on the screen but will not necessarily print in line. Using the tab key ensures alignment. Typical uses include tables and lists.
Margins	This is the area surrounding the main text area of a page. There are four margin settings: top, bottom, left and right that can be altered to suit the requirements of the document or spreadsheet using the File menu and then Page Setup . Margins are often blank, but are sometimes used for images, margin notes or headers and footers.	Template	Templates are documents created with a specific look and style. For example, a company may have a template for all of its fax messages so that they portray the correct company image.
Monitor	This is an alternative word for the screen. It can also be referred to as a VDU (Visual Display Unit). See also VDU.		Most Office programs have templates that can be amended and used to suit individual needs by adding new headings or logos.
Office	This is the name given to a suite of programmes. For example Microsoft Office includes Word, Excel, Access, PowerPoint.		Uniform Resource Locator is another name for an Internet web address, e.g. http://www.example.co.uk
Office Assistant	This is a handy helper usually on screen in the form of an animated cartoon. Type in a question and you will receive an answer.		This is another name for the monitor or screen of a computer system. See also <i>Monitor</i> .
Paragraph spacing	The space above and below paragraphs can be set to specific sizes. This can save having to use the enter key to force spaces.	URL	
Paste	This is the final stage of the Cut/Paste or Copy/Paste function. Place the cursor where you require the text or image to be placed and use the Paste button or the Edit menu and Paste .	VDU	
Printer	The most common printers in use are laser and inkjet. The most effective printer for the job undertaken will depend upon the type of printing needed, e.g. text or images, colour or black.	Virus	A computer programme deliberately made to cause a computer to malfunction. Viruses are typically spread through email or can be copied via disks in infected documents.
Recycle Bin	If you delete a file from the computer, it will be held in the Recycle Bin . The Recycle Bin will be emptied automatically when it reaches the maximum disk space allowed in its settings, alternatively files can be permanently deleted manually.	Word	Microsoft Word is a program that can be used to prepare written documents such as letters, memos and reports.
Spreadsheet	This program is used to carry out calculations (see <i>Average</i>). By combining different formula, a wide variety of numerical analysis can be performed.		