

EARLY LEVEL GLOSSARY

Application (app)	A computer program that performs specific tasks on a computer
Browser	A computer program providing access to information on a network and especially to websites
Copyright	The legal right to be the only one to reproduce, publish, or sell the contents and form of a literary, musical, or artistic work
Device	A piece of equipment to serve a special purpose
Digital	Characterised by electronic and computerized technology i.e. digital camera - a camera that records images as digital data instead of on film
Document (Digital)	A computer file usually created with an application program such as Microsoft Word
Download	To transfer information (usually one or more files) from one computer to another (usually from a server to a computer). A transfer in the reverse direction is called an upload
Drag	To move an icon or other image on a display screen. To drag an object across a display screen, you usually select the object with a mouse button ("grab" it) and then move the mouse while keeping the mouse button pressed down
File(s)	A collection of data considered as a unit – maybe a document (as for a computer)
Folder(s)	An element of a computer operating system used to group and organize files
Icon	A symbol on a computer screen used to access software or folders
Interactive Board/Screen	An electronic display on a wall or stand and connected with a computer and projector, allowing for the projection of a computer's screen onto the display. As the display is sensitive to touch, a user can direct the computer and control what is seen on the board by touching the surface with a stylus, finger, or a pen
Hard Drive	A device for storing computer data



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Internet	A communications system that connects computers and computer networks all over the world
Inbox	An email folder that accepts incoming messages
Keyboard	An input device used to type letters, numbers and commands into a computer
Laptop	A portable computer that is small enough to use on one's lap, has its main components (as keyboard and display screen) combined in one unit, and can run on battery power
Log(ging) on	To access a computer system with a username and password
Minimise	Minimise is an action in all operating systems that hides a window, but keeps the application running and accessible
Mouse	A small hand-operated input device used for computer (as to control cursor movement on the display screen)
Monitor	A device used for display (as of television pictures or computer information)
Navigate	To go to different places on a computer, the Internet or on a particular Web site in order to find what you want
Password	A secret series of numbers or letters required for access to a computer
PC (Personal Computer) Tower	A programmable usually electronic machine that can store, get back again, and work with data
Pinch	A multitouch gesture for zooming in and out of a photo or other image on screen
Printer	A device used for printing or for making printouts
Restore	When you restore a computer or other electronic device, you return it to a previous state. This may be a previous system backup or the original factory settings
Software	Any of the programs that are written to operate a computer



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Smartphone	A mobile telephone with an integrated computer and other features not originally associated with telephones, such as an operating system, web browsing and the ability to run software applications
Storyboard	A series of small drawings intended to show the sequence and continuity of a proposed motion picture, television production, or slide presentation; only key portions of the action or story are shown, which help to visualize the total idea
Tablet	A mobile computing device that has a flat rectangular form, is usually controlled by means of a touch screen, used for accessing the Internet, watching videos, and reading e-books
Touchpad/Trackpad	A stationary pointing device used mainly on laptop computers. Touchpads provide a small, flat surface that you slide your finger over using the same movements as you would a mouse
Username	A sequence of characters that identifies a user when logging onto a computer or website —called also user ID
Website	A group of World Wide Web pages usually containing links to each other and made available online by an individual, company, or organisation
Zoom	To make text or other graphics in a computer / handheld device window or frame appear larger on the screen

