



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Active Window: In the Windows Operating system an active window is the current window that you are working on. The Windows in the background are not active.

Access: To obtain or retrieve information from a storage device. You can access a hard drive to use files that are stored there. You can access a cd drive to see the contents of a disc in the cd drive.

Access time: This is how long it takes to access information on a storage device.

Adapter: An add-on or inbuilt circuit board that is attached to your motherboard to give additional capabilities to your computer. For example most computers have a network adapter that will let you connect to the internet.

Add-On: Add-On refers to a browser extension they are basically like a small program or feature addition to certain Browsers like Firefox or Opera you can get anything from Weather Updates to Extra Security, Internet Explorer also support extensions although they call them Browser Help Objects an example is the Adobe Acrobat Reader which allows PDF Files to be read in the browser window instead of having to download them.

Address: In computer terms this is generally referring to your email address or a web page address. Your home address is not an issue on the web.

Administrator: An administrator on a personal computer (PC) is a user who has unlimited privileges and can change all settings on a computer.

ADSL: Short for asymmetric digital subscriber line, a new technology that allows more data to be sent over existing copper telephone lines. See [more..](#)



Affiliate: An affiliate is a person or company that advertises and promotes other companies products in order to make a sale. Sometimes you can lead customers to the company website, and if a product is sold you will receive an agreed share of the sale price. Popular affiliate sites include Clickbank.com and Ebay.com.

AGP: (Accelerated Graphics Port) is usually located near the white PCI slots on a Motherboard. This is where you install a video card for better graphical performance. Most motherboards now come with onboard sound and video which is top quality, however when you install AGP video it removes pressure from the computers resources. See [more..](#)

Antivirus software: Software designed to find and destroy a virus on your computer. Every computer that accesses the internet needs antivirus software.

Application Software: Or simply application is a computer program that performs tasks that the user wishes to perform. It could be Microsoft word and you might use it to write a letter or Adobe Photoshop to edit a photo. See [more..](#)

Animation: A simulation of movement created by displaying a series of pictures, or frames. All of these pictures put together can make a computer animated gif, which will be a moving picture. You can also animate writing, banners, and even entire websites. A cartoons on television is one example of an animation.

Archive: To store older or even historical data for access at a later date. Basically it is filed away. On a web page if you access its archives it is referring to older posts, not recent.

Attachment: A file attached to an e-mail message. For example you could attach a picture to send with your e-mail.

Auto responder An e-mail utility that automatically replies to an e-mail message with a prewritten response. [Read More.....](#)



Autostart This is when a program or application starts without you having to double click on the icon to start. For example, if you insert a cd into the cd drive on your computer it could be set to autostart. If it is it will automatically open the disc to view or start the program it holds. You can also plug your digital camera in and a program will appear to extract the photos from the camera. This means that the program was set to autostart if a camera was attached to the computer.

Autorun: Usually referring to removable media (Cd's and flash drives) is when the computer will ask you what you want to do when the computer detects these devices. For example if you insert a music CD it can be set to play when you insert it into the disc drive.

AVI: Audio Video Interleave is a format for videos which can be played in many movie players. Always check compatibility because an avi can contain different codecs.

B

Back Button: This is a button on most web browsers, including Internet Explorer, that if pressed will take you back to the previous webpage you were viewing. It is usually located on the top toolbar in the left corner.

Background: When speaking of a desktop, its the same as your wallpaper (seen below) but in any other instance it is an image, or set of images creating the area behind other things, so that you are not looking at a black screen all the time, it gives the screen more depth...

-Also known as the area that programs that work "in the background" go, which is nowhere

Backup: A copy of the original file, folder, or disc. You usually backup items you cannot afford to lose. People backup email contacts, photos, documents, and more.

Backup Storage Device: A device to store the backup files on. It could be an external hard drive or a usb flash drive.

Bandwidth: This is the term we use to measure the amount of data and its speed through an internet connection. The more bandwidth you have, the faster the internet connection. Bandwidth is limited by the line it travel through. Your internet service provider can reduce or increase your bandwidth according to you internet plan.

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Batch File: A batch file is a text file which contains a list of DOS commands and is saved with a .BAT file extension. When you run a batch file the commands are carried out by the computer. It is a mini program.

Bcc: Stands for Blind Carbon Copy. When sending an email to a group of email recipients you can choose Bcc to hide everyone's email addresses from each other. It respects other people's privacy.

Bios: Basic input output system. You can access this when you start-up a computer. It will say on the screen "To enter setup presskey". It lets you change whether the CD-ROM or hard drive boots first. There are also settings to overclock some computer systems.

Bit: (binary digit) This is the smallest unit of information on a machine and can hold only one of two values: 0 or 1. Consecutive bits can be combined to form larger units such as a byte (8 bits = 1 byte).

Blocked Senders List: A Blocked Senders List is a list of contacts or email addresses blocked from contacting you or interacting with you.

Blog: Short for Web-log. It used to be a small website where you could have an online journal or diary, however now they are used for more than that. A blog can now be a huge website with loads of information. It can be a commercial enterprise or a personal project.

Bookmark: To save a list of a user's favorite Web sites. This makes it easy to access the same website at a later date. In Internet Explorer you do not bookmark, you add to a favorites list.

Boot: (short for bootstrap) To start a computer and load the operating system.

Boot sequence: The order of drives that a system's BIOS follows when looking for the operating system. For example it can boot to the hard drive, the floppy drive, or the Cd rom.

Broadband: This usually refers to a high speed internet connection like DSL or cable. To use this connection you would also need a broadband modem. Broadband is a far cry from the good old Dialup internet.



Broadcast: To simultaneously send the same message to multiple recipients. Broadcasting is a useful feature in e-mail systems

Browser: A program to allow you to view and browse web pages on the internet or files on your computer. I use Internet Explorer. Also known as Web Browser.

Browsing History: Browsing History is a log of your visited websites in your Internet Browser, when you visit a website like www.google.com.au or www.google.com the website is logged in your history.

Buffer: A storage area in memory that stores information temporarily while in use. Also known as the cache, this area can be increased and decreased if necessary.

Bug: A minor problem that occurs in a software program. New software developers usually iron out all the bugs before releasing the software for sale. In other words they repair the software until it is bug free and runs with a hitch.

Bulletin board system: In the early days a BBS was a board like webpage to leave messages on and communicate with others over the internet. Now days the same system is implemented into most discussion forums.

BBC: Bulletin Board Code was developed for BBS (bulletin board system) web pages or forums. It is similar to HTML coding for web pages.

Bulleted list: A quick point list with each point having a bullet at the beginning.

Byte: A unit of measurement. 8 bits (smallest unit of measurement) forms 1 byte. A megabyte is one million bytes or eight million bits.

C

Capacity: (hard drive capacity) Basically means what size is the hard drive, how much data can it hold, etc. "My hard drive capacity is 500GB."

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Case Sensitive: A term used to describe if it is of importance to use upper or lower case letters.

Cd-Rom drive: (Compact disk-read only memory) An optical storage device that is read only. You cannot write on a cd-rom disc with this Cd-Rom drive.

Cd-Rom disc: An optical storage disc that is read only. You cannot write on a cd-rom disc. You usually buy a computer game on a read only disc. This makes it safe so you can't alter the data on the disc.

Cell: An area in which information can be entered in and contained to that area. Usually a box or rectangle shape. For example in Excel you can enter information into small separate cells that may form a table. On a webpage a cell separates items to contain them to a certain space on the page.

Character: Anything that is created by a keystroke on your keyboard. It could be a simply one letter that is typed. A word typed would contain a number of characters.

Check box: A small box that may represent choices or options for different settings. If a check box is selected, a cross or a tick will appear in the box. This can either change or choose some setting or preference.

Clear: A command to clear or delete information.

CLI: Command Line Interface is when you input text based commands to control the computer as opposed to using graphical user interface (GUI), which is graphics based commands.

Click: By default, to click is to press the left mouse button once. You can make the computer obey commands by clicking on certain items on a computer. For example you can click on a folder to open it. There are different variations to a click including double click, single click, and right click.



Clipboard: When you copy a file, word, picture, or anything on your computer, it is stored on a clipboard until you paste it somewhere or copy over it. For example if you copy a photo from the pictures folder and move to another folder, look around for a while, then paste it into my documents, the file was on the clipboard the entire time. Even if you have pasted it the file is there until you copy another file to the clipboard to overwrite it.

Codec: Stands for Coder/Decoder. A piece of software or a device that adds support to programs so they can play certain audio and video files. It converts them into a format that your media player will understand. For example in Windows XP, Windows media player needs a dvd codec to be able to play dvd's on your computer. Some software may include the required codecs.

Column: A vertical row in a table running up and down. A simple row runs horizontal.

Command: An instruction to perform a task. You can type a command into the run box or you can choose one from the many menus in Windows. Copy, paste, cut, open, undo, are all examples of commands available from a menu.

Command Button: A button you can press that will perform a command or action for you. For example we often have to press the OK button or the save button.

Compatible: Software, devices, and computer components that can work together without problems are compatible.

Compress: To compress something is to make it smaller. This can be done with computer files. Compressing a file to store saves space.

Computer: A general term for all the included components that make up a computer. When people say the word computer they generally mean the whole system.

Configuration: The setup of something on your computer. It could be how to have configured settings in a software program to suit you. Or it could be how your computer system is configured to boot. How is it set.



Contacts: Usually a list of names, email addresses, or phone numbers. Most people store email addresses in a contact list because they can be hard to remember when you have hundreds.

Control Panel: Where most system settings are stored for you to configure. You can access the control panel from the Windows start menu. When in the control panel you can press on an icon to see that areas customizable settings.

Cookie: A text information message that is stored on your computer when you visit a web page. When you return to the page the cookie is used to recognize you.

Copy: To duplicate information. You can copy a file and paste it to another location; however the original will remain intact in its previous position. Unlike cut, where the original is removed from its location and pasted elsewhere.

CPU: (Central Processing unit) This is the brains of the computer. It is a chip attached to the motherboard and controls and calculates data and is a vital part of your computer. Sometimes known as the Processor, the CPU comes in different speeds. I have a 2.8ghz processor.

Crack: An illegally altered file that is made in order to steal a program. A crack can make a trial version into a fully paid version without paying, therefore stealing the product. Sometimes an illegally obtained serial number is also used to crack a program.

Crash: A problem that occurs in the hardware or software that causes the computer to freeze up or stop functioning.

CTRL: Stands for control button. Found on both sides, bottom left and right, of the keyboard. Used to perform special functions such as selecting all (Ctrl-A).

Cursor: The pointer, usually an arrow or line, which is controlled by the computer mouse. When you move your mouse the cursor moves on your computer screen. Where ever it is placed in a text document is where the next letter can be typed.

Cut: To remove a folder, file, graphics, or text from its original location with the intention of pasting it to another location.



Cyberbullying: This is very similar to bullying at school however the bullying takes place online. It ranges from threatening email messages, slanderous information posted on the internet, to embarrassing videos and photo's being shared with the world.

Cyberspace: Refers to the Internet world out there. When you are online you might browse through Cyberspace.

D

Data: A collection of facts, information, photos, text, anything, on a computer or on the internet.

Database: A Database is a structured collection of data that is stored on a computer or server, the most used model of database is a relational database.

Data compression: Compressing data so it does not take as long to transfer from one place to another. For example data is compressed when you upload a file to the internet because this file is usually travelling through cables and phone lines.

Debugging: Locating bugs (defects and problems) in a software program to repair and eliminate them.

Decryption: What you do when you decrypt something. This could be removing a security password or breaking a code to get access.

Default Search Provider: A default search provider is a search provider that you have chosen to use through your browser. For example in Internet Explorer when you first set the program up it asks you to choose a default search provider. This means if you choose Google, then you will be using Google's search services.

Default settings: A preset condition in something. For example in Windows a picture will by default be saved to the pictures folder on your computer. All programs and websites have default settings to start with and remain there until you choose to change these settings.



Defragmentation: Defragmentation re-allocates all files and compacts them into a neat, organized sections together therefore removing wasted space between the individual files. This brings the frequently used files to an area for easier and more efficient access and therefore making your computer run faster.

Defrag: To use a defragmentation tool to defrag your computer files. It is computer slang.

Delete file or folder: To remove a file or folder from your computer, which frees up space on your hard drive. To delete a file simply right click on it and choose delete.

Delete text: To delete text you can simply place your cursor on a word and press the backspace key. You can also select text by making it blue, and then pressing delete on your keyboard. You cannot delete text from a document you do not have access to. For example you cannot delete text from an article on webpage but you could delete text from a form you are filling out online.

Descending sort: Sorting records or lists from Z to A.

Desktop: It is everything you see when you start your computer except the taskbar. Your desktop has the icons on it that are shortcuts to programs and folders.

Desktop computer: A desktop computer was originally a computer that was built to be on top of a desktop. However now a desktop computer can be any computer that is not portable like a laptop.

Device: A device is a part of the computer or an add on that performs a particular task. A printer prints, a modem connects to the internet, a mouse communicates with the computer, a disc drive reads cd's, and so on.

Device Driver: A piece of software, which tells the operating system how to use a particular device. Each device needs Software to make it run. Sometimes drivers are automatically installed, however other add on devices may require you to install driver software. For example a printer comes with drivers on a printer disc.

Dialogue Box: A dialog box can display on your computer screen and gives the user options to choose from or enter information into. For example if you open your systems properties box you can change settings and open more dialog boxes for each different section.

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Disk or Disc: A Disk is a magnetic drive such as a hard drive and a Disc is where the data is stored using lasers, like a cd drive puts data on a Cd disc. The cd disc is also has a disc shape.

Disk Drive: A Disk Drive is a device for computer storage it normally stores the Operating System and other important files like images and documents by using a mechanical arm which records data to disks and also retrieves the data when requested as well.

Disc Drive: This is where you put a cd disc in to copy to or read the disc. A disc drive reads and burns data to a cd disc by using lasers. Can also be known as a CD drive or burner.

Diskette: Also know as a floppy disk. A floppy disk is old technology that held a small amount of data on a magnetic tape inside the disk shell. The data was transferred by a floppy disk drive.

Document: Usually refers to some type of formatted information that contains text, tables, or forms. For example you create a document when you write a letter in Microsoft word.

Domain: On a local network the Domain is a group of computers that is run by at least one server (domain server) so that a set of policies (computer rules telling the computer who is allowed to do what) is permeated (passed) throughout the whole network in a quick and easy fashion.

Dos: Disc operating system. Invented by IBM. This is the basic command system on your computer. It still exists in some form even though Windows operating system seems to be the only thing on your computer. When you go to the command line and type a command this is through dos.

Double-click: To left click your mouse on something on your computer two times. For example you have to double-click on a desktop icon to open a program.

Download: To download something is to get it from the internet to your computer through your internet connection. For example, when you receive email to your computer the new emails are downloaded from your mail server. Now days people download everything including documents, information, music files, movies, games, cracks, cheats, and more.. To upload is the opposite of download.



DPI: Dots Per Inch, used in monitor and TV descriptions, tells you how many pixels the monitor or TV displays per square inch.

Drag: To drag something across the computer screen. For example you could drag a photo from the pictures folder onto the desktop. Simply select the file, by making it blue, but keep the left mouse button pressed in while you move the file to where you want.

Drag-and drop: Usually refers to dragging a file and then dropping it to another location. In some programs you

Drive Letter: A drive letter is an assigned alphabetical letter to a disk or logical drive, the reason for this is to allow an organized file system, there are drives which are automatically assigned certain letters like the old 3.5" Floppy Drive which is assigned the drive letter "A", the even older 5.25" Floppy Drive is assigned "B", the Hard Disk Drive which stores the Operating System is assigned "C" and CD/DVD and Blue Ray Drives are assigned "D" or if there are 2 "D" and "E" any other addition of hardware like a USB Drive is given the next available letter.

Drop Down Arrow: In Windows various applications and even websites have a drop down arrow, and if pressed will reveal a menu of choices. The arrow is facing down.

DVD: Digital Video Disk, this is mainly used as the name implies, to store movies to watch in a player, similar looking to a CD (compact disk) is can hold over 5 times as much and can be used to store things other than video, such as files, note that a DVD cannot be played in a CD player, but most Cd's can be played in most DVD player.

E

Edit: Meaning to alter, improve or change an original document, image, video, sound or any other digital file. Editing is the modification of data.

E-mail: (Electronic mail) A document or message sent to an email server to deliver to a recipient over the internet.



Email Client: An email client is a program that lets you read, create emails, send, reply to, read, and manage your emails. Some examples of Email Clients include Outlook Express, Thunderbird, Incredimail, Pegasus and many others.

Email Signature: An email signature is a bit of personalized text (such as your contact information or a favorite quote) that is automatically inserted at the bottom of every message you send.

Email Server: An email server collects your email and delivers it to your chosen email client. Same with sending an email. It gets taken to the email server to distribute to the appropriate email recipient. It is a bit like a post office in the real world and the email client is your letter box.

Embed: To merge data or files together to become one package. For example you might embed an uncommon font type into a word document. This way when the document is opened on a foreign computer it will still contain the font. If you do not do this, and the foreign computer doesn't hold the font, it will be replaced with a generic one and your document might look different.

Emoticons: Because people cannot always see you when chatting on the internet we have symbols and pictures that relay our emotions. If you type this :) it means you are smiling or happy. Sometimes when you type this a program will convert it to a smiley face icon.

Encryption: A security mechanism that uses a password usually to 'scramble' the data in such a way that only the original password can decrypt it.

Ergonomic office chair: This refers to a chair purposely designed to fit the comfort needs of the user with considerations such as surrounding environment taken into account.

Ethernet: A LAN (local area network) connection method. Plugging an Ethernet cable (usually blue) from a computers Ethernet port to a modem usually connects you to the internet. Therefore you have an Ethernet connection.

EULA: (End User License Agreement) A text file that usually accompanies software and is the legal agreement between the manufacturer and a purchaser. When you install a program and press accept you are agreeing to these terms.

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Execute: Usually to start or perform something. Either to start a program or to carry out an action.

Execution file: A file with .exe file extension meaning it is usually an install or setup file. When you press on a .exe file it will install a program.

Export: To remove a copy of information from a program that can be imported back at a later date. It could also be imported into a suitably compatible program. For example you can export your contacts list from Outlook Express and import it to Thunderbird.

Extensions: A file extension identifies labels a file and lets you know what program will open it. For example a file with .txt is a text file and can be opened with notepad. A file with .jpg is a picture file and can be opened in the paint program.

E-zine: An online magazine that is either published on the internet or delivered by email.

E

FAQ: Short for frequently asked questions.

Function keys: Keys on a keyboard that give special commands to the computer. For example you can press the F1 key to bring up a help menu. Function keys are usually at the top of the keyboard.

Favicon: A favicon is most widely known as the icon that appears next to a bookmarked webpage in your bookmarks or *favorites* folder, thus the name of *favorites*-icon. It can also be displayed in the address bar in your browser, next to the URL of the webpage.

File: In the old days a file used to be a section category that was kept in a filing cabinet, however now we have less paper to file away. Now the term file can mean anything on your computer. Everything on your computer is made up of files. Folders and directories have files stored in them. Programs are made up of certain files that make the programs work. A file on a computer can mean any file unless you specify which type. For example there are music files, picture files, system files, and so on.



File Extension: A file extension classifies what category a file falls into. If it has .txt as a file extension then you know it is a text file. If it has .jpeg it is a picture.

File name: The name assigned to a file.

File Permissions: File permissions are a set of rules or access rights to various types of documents, programs or areas and are applied to different user groups, the 2 user groups on a Windows Operating System are "Admin" and "Limited", Admin has all access rights and permissions on the computer, A Limited Account has less access rights and permissions hence the term Limited some examples of these missing permissions include installing programs, some programs may not run under limited accounts.

File transfer protocol: Abbreviated to FTP. This is a network protocol that states how a file can be transferred to another computer. For example you will have to use a FTP client to upload files to a web server. The files will be manipulated and standardized to be compatible with the other computer.

Firewall: A personal firewall is a computer program that protects your computer from malicious users by blocking incoming and outgoing unauthorized access. Windows Xp comes with a built in firewall. You can find it in the control panel under the security section.

Filters: Can refer to a couple of different aspects in computing, It can refer to an Email Filter which is used to process emails and organize it to specified criteria, the most general criteria is usually to delete or send suspected spam emails to a spam folder instead of your inbox. It can also refer to an Internet Filter which is used to restrict certain content or areas on websites to certain readers an example would be where Guests can't view profile details.

Folder: A Folder on a computer is used to store groups of files and other folders in an organized fashion, folders can be created by the user to make files easier to find similar to an alphabetized filing system in a cabinet or telephone directory.

Font: A text type that you can apply to text. For example you can make text Tahoma, 12pt, bold or maybe Arial, 10pt, italic.



Footer: A space at the bottom of a document where you can place text or page numbers. If your document has more than one page the footer text can be repeated on every page.

Footnote: A footnote is a snippet of text that is placed at the side or bottom of a page and refers to a piece of text in a document. It is like adding extra notes or explanations to different areas in a document

Format: (Hard drive, re-writeable disks) to clear of all data. Clean to the original state of empty. A hard drive has to be formatted and partitioned to install an operating system. It can also mean to format text by changing the font, color and size.

Format text: It can also mean to format text by changing the font, color and size.

Forward: Forward is an option found in an e-mail client, which allows you to forward a received e-mail to another recipient?

Forum: This is a member based website, usually free to join, where people gather to chat and converse on a particular subject. Forums can be used as a very useful learning tool for most subjects as people share their knowledge and experiences with others. You can find computer help forums, money saving forums, child birth forums, and more..

Floppy Disks: A form of old data storage that held data on magnetic tape. The disk was also referred to as a 3.5" floppy. This Floppy disk has since been replaced by newer storage devices such as the CD disc, DVD disc, USB stick, and more.

Freeware: Copyrighted software that is available for use without charge. It is not a trialware or shareware, it is completely free.

G

Gamer: A Gamer refers to someone who plays video games either on a computer or console it could also include board games as well.

Gaming PC: A Gaming PC is a PC specifically built to play PC Games at higher frame rates, higher resolutions and higher detail than ordinary PC's, typically a Gaming PC will have a dedicated graphics card, quite a bit of RAM and a dual core processor at least.

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Gigabyte: 1 gigabyte = 1,000,000,000 bytes for hard drive capacity or 1 gigabyte = 1024 megabytes for computer memory and files sizes.

Glitch: A hardware problem much like a software bug, that causes a computer to malfunction.

Google: The number one search engine on the planet.

Graphics: Usually anything that is displayed by the computer is known as a graphic display (graph because it uses a pixel graph to place colors).

Graphics Accelerator: Computer display device specially configured to provide enhanced performance.

Graphics Card: An add-on component that can be installed into your computer to improve or enhance graphics that you see. This facility can also be built in and is then know as onboard graphics.

Graphics Driver: A small piece of software needed to run both onboard graphics and a graphics card.

Graphic File: A picture or image file that has been stored digitally onto your computer.

GUI: graphical user interface. This is when a computer user presses on icons, uses menus, or other graphical features to perform commands on a computer. This is the opposite to manually typing in difficult commands. See the opposite **CLI**.

H

Hardware: The basic parts that make up your computer. The motherboard, hard drive, memory, etc.

Hard drive: A hard drive is the storage component of your computer. It is the only place you can save a file to. You can add on an external hard drive or a flash pen drive for extra space. You can buy a 500GB hard drive for around \$100 dollars.



Hard disk: A magnetic storage device that stores large amounts of data. Otherwise known as a hard drive. A compact disc stores data by writing to the disc with lasers.

Header: Repetitive information that appears at the top of every page of a document. See the header at the top of this page.

Highlight: To select something by making it blue. You can left click once on a file or left click at the start of text, holding the button in to select the text you want. After you have selected something you can copy, cut, move, delete, and more. If you right click on something that is highlighted you will see a menu.

Hit: A hit in website talk is equal to one visit to a website. For example Tips4pc gets over 5,000 hits a day.

Home page: The main page for a Web site which is classed as the entrance to a bigger series of related web pages. For example www.tips4pc.com is the homepage of Tips4pc, and the gateway to over 500 more webpage's that are within that domain.

Html: (hyper text markup language) This is coding used to develop webpages. You can start from scratch, writing html or you can use a html editor like Frontpage that has a template to start with.

I

Icon: A graphic symbol for an application, file or folder. There are icons that you can use to open applications on your desktop. There are also icons in your taskbar, control panel, and more..

Install: In computer terms it is referring to installing a software program onto your computer.

IP Address: A unique address that each computer has. If you have a home network your modem will have an ip address, so will your router, and any computers that are attached.

ISP: (Internet service provider) Your ISP is the company that supplies your internet connection to you. It could be a local phone company or even a pay tv company. You internet service provider usually sends you a bill for your internet connection.

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J

JavaScript: A programming language used in creating enhanced Web pages - for example with animated graphics or drop down menus. It can be incorporated into html or other web page languages to create a desired effect.

K

Keyboard: A device that enables you to communicate with a computer. For example you can write a letter by pressing on the keys of a keyboard.

Keypad: The set of numbers on the right hand side of the keyboard.

L

LAN: (Local Area Network) A group of computers that share a common connection and are usually in a small area. For example an office or home network.

Landscape: To position a page in landscape position makes the longest measurement the width and the shortest the height of the page. As opposed to portrait page layout which has the page in normal upright position.

Language: Refers to a programming language used to create programs and express algorithms on a computer operating system, examples of these include C++, HTML, Java, Javascript and PHP.

Left Click: To press on the left mouse button once. To double click is to press on the left mouse button twice.

LCD: Liquid crystal display. A type of monitor that was originally developed for laptop computers, however now is used for all modern monitors and TV's.



Line spacing: The space or set measurement that is between two lines of text. For example the space between these lines you are reading now.

Links: This is the shortened term for "Hyperlinks" which refers to a website or webpage reference to show information about something.

Log Off: This can also be named log out, referring to the opposite of log on. To exit and sign out. To log off out of your user account.

Log On: Log On refers to a user logging on or signing in to a computer system or website account, it is a form of security measure where the user is identified by a username and password, it is used so the user can obtain access to the system.

M

Macro: A macro is a stored set of keystrokes or commands that will enable the user to save and repeat common tasks. For example you can a macro in Microsoft word. When a macro is added to a document it carries out the set of instructions.

Mail bomb: A mail bomb is an onslaught of email messages that are intended to overload a recipient's inbox.

Mailing list: A list of email addresses collected with a particular topic in common. People on the mailing list will receive updates and information about that topic. For example Tips4pc.com has a [newsletter](#) mailing list.

Message Rules: Rules that you can set in Outlook Express to filter your email messages.

Motherboard: The central circuit board that provides electrical connections so the other components of a computer can communicate with each other. It is the main part to a computer. Everything is connected to it.

Monitor: The screen you view your running computer on. This is where you will see the login screen and the desktop.



Media Devices: Media Devices are a general term for an electronic device which stores and plays Music, Photos or Videos, Media Devices are normally connected to a computer for Music, Photo and Video Files to be transferred to the device, although some media devices like an iPhone and other Smart Phones include Internet Access for an Application Store or Media Store which allows files to be transferred directly to the device.

Media Player: Can refer to a few things including a Media Device which stores and plays media files like Music and Videos (explained more above), and Media Player software which will organize, hold and play media files on a computer some of the main ones are Windows Media Player which is preloaded on Windows Systems and QuickTime Player which is preloaded on Mac OS Systems.

MP3: MP3 or MPEG 1 Audio Layer 3 is a digital audio encoding format which is the most common audio storage.

Modem: This is a device which modulates an analogue carrier signal to encode digital information and can demodulate a carrier signal as well to decode the information, so it allows for the transfer of digital data across phone lines where if the digital data was kept in its original format it could not be transferred across the phone lines.

MS-DOS: Microsoft Disk Operating System. Ms-dos is the original operating system. Although it looked nothing like windows as it was text based and all commands had to be typed in. You had to know the basic command lines and language to do this.

Multimedia: Information that is presented using more than one media type. For example a program might contain video, sound, graphics, and text. Training CD's can be multimedia by incorporating voice, video, and text tutorials.

Multimedia computer: This is a computer equipped to handle multimedia applications and programs. For example the computer should have a graphics accelerator, a sound card, speakers, and anything else that helps enhance the multimedia experience.

N

Net: Short for the internet.

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Netiquette: Manners to use for the internet, derived from the word etiquette.

Network: A group of computers connected together either by cables or an internet connection. This allows them to share things such as information, files, and more.

Norton Antivirus: Antivirus protection program that is available to buy. This is the most well known Virus program out there.

Notebook Computer: A portable computer fully self-contained. Also known as a laptop computer. Notebooks can operate from batteries or AC Power unlike a desktop computer.

Notification area: This is the area of a windows taskbar in the right bottom corner that displays important information, such as the time, the network connection icon, sound icon, etc. Balloon notifications will popup if there are any updates or problems.

NTFS: New Technology File System. This form of file system is no longer new, however it is still used for all operating systems from Windows 2000 onwards. The NTFS file system has almost replaced the earlier FAT file system. The FAT file system mostly only exists on usb flash drives. NTFS offers improved security, use of less disk space, and other features.

Numbered List: A list in point form that is numbered sequentially as the steps are listed. The first point would be numbered one and the next two and so on.

O

OCR: Optical character reader. A device used to scan text from a document to a computer so it can be edited, stored, or reprinted at a later date. For example you could scan a printed book into your computer and the text will be there for you to edit and change.

Offline: To be offline is to not be connected to the internet or to not be on the internet.

Online: You go online to browse the internet.



Open file: To bring a file out of storage and into the computers memory for use. For example you can open a file by double clicking on it. You can also open programs by double clicking on icons on the desktop.

Organic Search: Search results in a search engine that that come up naturally and are not paid advertisements. For example if you search for "computer tips" in Google you will see that www.tips4pc.com is in the top 10 organic results. The paid adverts are usually at the top and to the right of the organic results.

OS: (Operating System) Is the main program that runs your computer. Windows is probably the most popular.

OSK: On screen keyboard. Windows has a built in OSK. You can type OSK in the run command window and it will appear.

Output: When you command your computer to perform a task, the resulting operation is the output. For example you might request that your computer saves a document or maybe prints it. Saving and Printing is the result of this computer operation and therefore is the output.

Overwrite: When you save a file in the same location as another file, if the filenames are identical, you will overwrite the previous version of the file. To avoid overwriting the original file you need to give the files different names. Then it is ok to store them in the same location.

P

Page Impressions: This can also be known as Page Hits or Page Views. This measures the number of times a webpage is visited. This is also a broad term and can be further categorized into unique visitors and page loads.

Parental Controls: Parental Controls are options which can be set by a parent to monitor and limit what their child can view or do on the computer as well as limiting the time they can spend on it.

Partition: A section of your hard drive after it has been subdivided into two or more sections. Separate partitions are labeled as different drives. For example you can partition your 500GB hard drive into two 250GB hard drives and name one C: drive and the other D: drive.

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Passwords: A password is security measure that people use to identify themselves. A password can prove that it is in fact you signing in to your email account, website login area, or even your computer. A password can be made up of a combination of letters, numbers, or even characters.

Path: A Path specifies a unique location of a file on a computer. In other words it is an address of where a file is stored. For example my pictures are stored in C:\Users\Mitz\Pictures. This is the path.

Peripherals: Peripherals are those pieces of hardware that you add on to your computer. For example a mouse, keyboard, modem, monitor, etc.

PCI: (peripheral component interconnect) These are slots on the motherboard, usually white, where you can add cards onto your computer. You can add soundcards, internal modems, TV cards, and more...

Power Supply: This is a component of the computer that supplies power to all of the other components. You plug power into the back of the computer.

Print Screen (Key): The key between the letters and the keypad labeled "Prt Sc/Sys Rq". Commonly used to take photographs of the screen.

Paste: A command that transfers information from a clipboard, where it has been stored temporarily, and inserts it in another location. For example you can copy a file and paste it into another location on the computer.

Patch: A small add-on to a program that improves on the original piece of software. For example a patch for a program may be needed to repair an error that occurs when using the program.

PC: Short for personal computer. This usually refers to a computer used for personal use only.



PCI: Peripheral Component Interconnect. An expansion card slot on your motherboard where you can internally plug add-ons to your computer. For example you could add an internal modem, a tv card, a sound card, and more.

PCMCIA: Personal Computer Memory Card International Association. An expansion slot for laptops. You simply insert a card into a PCMCIA slot to use the add-on capability. For example you can add a wireless adapter card to pick up a wireless internet connection.

PDF: Portable Document Format. A document format designed by Adobe that was intended to make documents compatible on all types of computers. You can download Adobe Acrobat software for free.

Photo Sharing Sites: Websites that let you upload photos for others to view and download. A popular example is Flickr.

Ping: Ping is a network utility used to find out if a computer connected on a network. Pinging can be done over the internet or a network to see if a connection is alive. You can ping a website by using its domain name or you can ping a computer on your network by using its IP address. If the ping is successful then the computer exists on the network.

Piracy: Illegally producing a copy of anything that is copyrighted. It could be an illegal copy of a software program, music files, or even full movies.

Pixel: A graphic unit and is usually made up of dots of color. A picture on a screen can be 500 pixels wide by 500 pixels high.

Podcast: An audio show broadcast over the Internet and can sometimes be recorded and downloaded to your computer. Popular radio stations let you download podcasts of their shows.

Point: A measurement used to indicate the size of a font. For example 36 points equals half an inch.

Pointer: When you move your mouse around on the screen it is represented by a pointer. A pointer is used to point to something.



Pointing Device: An input device you use to move the pointer on the screen. It could be a mouse, or maybe a touchpad.

Pop-up menu: A menu that pops up on a separate dialog box.

POP3: Post Office Protocol 3. An E-mail protocol that allows users to download emails directly to their computers. Without pop3 you would have to go online to read your emails.

POP Sever: A pop server is a server using Pop3 to temporarily store your emails until you open them. It is like a post office.

Port: A socket on a computer into which an external device can be plugged. For example a printer is plugged into a usb port on your computer.

Post: An article published to a website. Wordpress websites have posts and pages. The posts are everyday articles and the pages are permanent fixtures.

Post: Power-On Self-Test. Each time you start your computer, the computer checks for errors, then if all is ok it boots up into your operating system. Some computers beep once when they have passed the test at boot up.

PowerPoint Presentation: A slide show presentation created with a program such as Microsoft PowerPoint.

Print preview: Before you print a document you can preview your work to reduce mistakes being printed out.

Printer: An output device that prints information from your computer to produce a copy on paper.

Printout: When you have printed something on a piece of paper, this is the printout.

Program: An established sequence of instructions that tells a computer what to do. You can buy software that is written to follow a sequence of instructions to perform a particular task. Therefore a program is the same as software. In the old days you had to type commands to control the computer. Now we have software programs.

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Prompt: Also known as the cursor. A symbol on your screen that indicates where to type next.

Q

Quick Launch Toolbar: Part of the taskbar at the bottom of the screen. You can add shortcut icons to the Quick launch toolbar to easily access your programs. See how to [Enable and disable the Quick Launch Toolbar in the Windows taskbar](#)

R

RAM: RAM or Random Access Memory is a form of volatile data storage, it basically stores data on currently running programs i.e. Internet Explorer, Outlook Express and even the Operating System, it is called a form of volatile memory because once the power is turned off all data that is on it is lost.

Read Only: Read-Only can refer to 2 things Memory or Files, In terms of memory it is referring to memory that is read-only i.e. Programs or the Operating System which is stored on a Hard Disk Drive, they are made read-only so they can't be edited very easily and because it is important information for the program or Operating System to run. It can also refer to files or documents which are set as read-only by the author.

Readyboost: Readyboost is a feature in Windows Vista and the new Windows 7, it works by using Flash Memory either on a USB Drive or many other types of compact flash and uses it as disk cache.

Refresh Rate: The number of times per second the image is painted onto the screen. A higher refresh rate means a clearer, more stable screen experience. This means scrolling down the page smoothly, without any flickering or jumping. My Refresh rate for my screen is 110 Hz.

Remote Desktop: This feature enables you to connect to your computer across the Internet from virtually any computer anywhere. You need to know your computers IP address and its password and username.

Registry: This is where the very important settings for your computer are stored. This includes software serial numbers and passwords, email settings and accounts and a lot more information.

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Rename: To re-name or assign a different name to an existing file. You might want to re-name a file to another name that is easier to remember or understand.

Resolution: Resolution refers to display or digital television and the measurement used is pixels e.g. some High Definition TVs have a resolution of 1920x1080 which means the TV has 1920 Horizontal Pixels and 1080 Vertical Pixels.

Restore: To bring back to a previous state. You can use Windows System restore to turn back time with your computer. You can restore files to the way they were a last week, or even yesterday. You can also restore your computer from a backup disc.

Right Click: You right click on the right mouse button on your mouse. You can right click on certain icons and files to show a tools menu. This will help you perform certain tasks. For example you can right click on a file and choose to copy, cut, move, etc.

Roll Back: A term used to describe reversing changes on a computer, either by rolling back computer drivers if problems have occurred when installing the latest version of driver or rolling the operating system back to an earlier date.

Root: The root is the highest directory on your computer. It is the start of your file structure on your computer. Like the root of a tree.

Root Directory: The root directory of most computers is C:\ This is the beginning of your first root directory and where your operating system is stored. The Windows Root directory is usually C:\windows.

Router: A Router is a networking device used to fulfill the tasks of routing and forwarding information, on the internet information is directed to different ports. A router is used to network computers so they can share files and an internet connection.

RSS: RSS or Really Simple Syndication is a group of Web feed formats used to publish frequently updated works like news headlines or blog entries.

Run Command: On a Windows System the Run Command is used to open an application or document if the file path is known.



S

Safe mode: When you computer is started in safe mode the computer loads only the files necessary to run the basic Windows services. It is the NO-frills version of Windows, which allows you to diagnose problems by process of elimination.

Save: To write a new file to a disc, to keep it stored for later access.

Save as: To write a previously saved file to another location or under a different file name on the disk. In most applications you can go to the file menu to choose save or save as. For example in Microsoft word you can go to the file menu and choose "save as

Scanner: An input device that scans a document or photo and sends the information to the computer. Then you can save the scanned information as a file. For example you can scan old photos into the computer and store them as a jpeg file.

Screen saver: A small program that can be set automatically to appear on your screen when the computer has not been in use for a certain length of time. It shows an image, usually moving, as leaving a still image on a screen can burn a footprint of the image into the screen.

Screenshot: A photograph of a computer screen or a portion of it.

Screen Resolution: It refers to the amount of pixels (little coloured dots) you have on your screen. The most popular resolution nowadays is 1024x768. That suits a 17 inch monitor perfectly. If you set your screen resolution to 800x600 the writing will be bigger and easier to see.

Scroll: To move the information on a webpage down in order to see more of the page as you browse through it. You can use your mouse scroll button or the side scroll bar.

Scroll bar: Usually at the left of a webpage. The scrollbar allows you to move a bar to navigate up and down on a page. You can scroll to the top of the page or scroll to the bottom.



Search Engine: An application usually hosted on the internet that will allow you to search for key items of interest. For example you can search for information in Google, Yahoo, Excite, and more. The search engine will display the best results that relate to your keywords that you typed into the search engine.

Search and replace: To search for information in a document and replace all occurrences with something else. For example in most programs you can press CTRL and F for a find and replace box to appear. Fill in what text you want to find and then fill in what you want to replace it with.

Select: To choose something so you can carry out an action on that item. You can select text (usually by making it blue) to resize, change the font, or even delete it. You can select a file, right click on it, then see a list of tasks related to the file. You can choose to copy, paste, cut, etc.

Setup file: This is a file that can be double clicked on to install a program. For example if you download Windows Live Messenger you will download one file, and when opened will unpack and install the rest of the files.

SEO: Search Engine Optimization. The art of optimizing your website in order to be discovered easily by the search engines.

Server: A main computer dedicated to sending and receiving data to and from other computers. For example you might have a server in a school that has many networked computers getting information from it. Also a web server stores a webpage and sends it to your computer when you open that URL.

Shareware: Shareware is a software program that you can download or try for free, usually for a set trial period. After that time is up you can buy the software program to continue using it. A lot of software is sold this way as the user gets attached to using the program and ends up buying it.

Shortcut Key: This is a combination of keys on your keyboard that you can press for the computer to carry out a command. For example if you press the Windows KEY and the letter D the desktop will appear. If you press F1 the help section will appear.

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Shouting: When involved in online discussions, if you write in capital letters it is considered and interpreted as shouting.

Signature: The most common form of a signature on a computer is an email signature. This is a block of information about the sender that is attached to every outgoing email they send. This is great for business people.

Snail mail: Normal postal mail, where an actual physical letter or package is delivered. The term didn't exist until electronic mail (e-mail) came along.

Social Networking Sites: Website that you can join, become a member, and communicates with other members. Some examples of social networking sites include MySpace, Friendster, Twitter, and Facebook.

Software: Refers to all of the programs on your computer. Software helps you get things achieved, like writing letters, sending emails, and surfing the internet.

Spacing: Usually referring to the gap between lines in a document. You can place blank lines in-between text lines, therefore increasing the spacing.

Spam: Spam is a type of message or comment that does not belong nor is wanted by the recipient. Spam usually contains some type of advertising or scam. For example you can receive spam emails which can also be known as junk mail. People also leave spam comments on websites that advertise their products and do not follow an intended discussion topic.

Spell-check: A small tool that checks the spelling of a document or piece of written text. Microsoft word has an inbuilt spellchecker.

Spider: A small program that searches the internet and records changes. For example Google search sends a spider out to search for new websites to add to Google search results. If you do not want a spider to search your website you can specify rules in a robot text file on your server.



Startup Disk: Also known as a bootable disk. This can be a hard disk drive that contains system boot files that startup a computer. A floppy disk or a cd disc can also contain system files and boot a computer.

Surfing: Surfing would usually mean riding the waves, however in computer terms it means to surf the internet. Browse through webpage's and be connected to the internet.

System Disk: The main hard drive where the system files will be stored. If you have two hard drives installed, one will contain the operating system and system files.

System File: A file that is part of your operating system and is always very important in regards to the running of your computer. Most system files are hidden for protection.

System file: A file that contributes to the running of your computer. If a system file is damaged or missing in Windows then it may cause your computer to stop working.

System Properties Box Contains information about your computer. What speed is your processor, how much memory you have, automatic updates settings, your computer name, and more..

I

Task: A task is a program that is currently open and running on your computer. You can see the open programs on the taskbar and you can switch between these tasks by pressing the ALT and the TAB key.

Task Bar: The Blue (default color) bar with the start button on one end and the time on the opposite

Task Manager: A program (taskman.exe) in which you can view all running programs and services. You can also shutdown a program non-responding program from here.



TCP/IP: Transmission Control Protocol/Internet Protocol. A set of networking rules that is used for internet connections. TCP/IP allows us to connect to remote computers over the internet and exchange data and information.

Template: A pre established format or design for a document. The template might determine the colors, styles, layout, etc of a document. A template may be used to build a webpage. This makes all pages uniform.

Text: The letters and words displayed on a screen, as opposed to an image or picture.

Title Bar: The top bar of an open window that displays the title of the open application or the open webpage.

Tool bar: A bar with shortcut icons for easy access to certain tools and tasks. For example you can add a Google toolbar to internet explorer that has a search bar, popup blocker, page rank, and more..

Touchpad: A laptop usually has a touchpad that you can touch to move the cursor on the screen. It is just a square inbuilt pad with sensors connected underneath. This is to use instead of a mouse.

Trackball: Much like the touchpad, however you move a roll a ball to navigate where the pointer goes on the screen.

Tree: Like a family tree, a tree in computer terms is a graphical diagram of the layout and structure of a computer file system. A tree will show main directories/folders, subfolders, and then the files contained in them.

Trojan computer virus named so after the Trojan Horse of mythology. It does the same thing. It slyly gets into your computer and releases its soldiers when you least expect it.

Type: We used to type on a typewriter and now we type letters and words on a keyboard that enters the letter into a computer.



Tweak: To make small changes that fine-tune a piece of software or hardware. There are many programs that help you do this. For example XP tools, Tweak u, Ashampoo.

U

Upgrade: An upgrade can be hardware or software that improves on the earlier version. For example you could upgrade Windows XP to Windows Vista or you can upgrade your hard drive by replacing a 40 GB with a 120 GB.

Upload: To send something to the internet from your computer through your internet connection. You can upload files or webpage's to a server or webhost, upload a video to Youtube, upload photos to my space, and the list goes on.

UPS: Uninterruptible Power Source. If you have an UPS connected to your computer and the power shuts off, UPS will keep your computer running on battery backup until you shut it down correctly. This saves loss of data and information.

Undo: To reverse your last action. For example in Microsoft Word this is an undo arrow. You can also press the CTRL and Z key on the keyboard.

UNIX: An operating system developed by AT&T that features excellent networking capabilities. It is not a popular operating system for the home user.

URL: Universal Resource Locator is the global address of a web page or document. Domain names are used in URL's. This URL is <http://www.tips4pc.com>.

USB: Universal Serial Bus. A fast data transfer, serial interface, that allows multiple devices to be connected to your computer at the same time. USB also supports plug and play so it is easy to connect to your computer. Most digital cameras connect to the computer through USB.

User: Referring to a computer user. A user can have a username and password to login to a computer.



User Interface: This is how a computer user interacts with a computer. There are two types of user interfaces, the command line interface (CLI) and the graphical user interface. An example of CLI is to type a command into the Windows Run box. An example of GUI is to perform a command by choosing a link on a menu in Windows or starting a program from the start menu.

User-friendly: Anything on a computer that makes it easier for the computer user to use. For example you can make a website more user-friendly. This might mean the user can navigate the website easier or even login quicker.

User's Manual: When a person buys something like a device or software it is usually accompanied by a set of instructions for the "user". This is a user's manual. For example if you buy a printer it will come with a user's manual, either printed or on a compact disc.

Utility: A software program that is almost like a tool for your computer. A utility program can help you defragment, clear files, fix errors in your registry, and more. Now days there is a utility program for everything.

V

Virtual memory: A section of the hard drive that is allocated to be used as virtual memory. This virtual memory will be used as if it were RAM (random access memory). Therefore when an application needs more ram to run smoothly there will appear to be more than there actually physically is.

Virus: A man made file that infects a computer in order to sabotage its files. Now we have manmade programs to combat this problem. Antivirus programs, spyware programs, internet security programs, malware programs, and the list goes on.

VGA (Video Graphics Array) : Provides a resolution of 640 x 480 pixels with 16 colors. This is outdated as most computers now resolution equal to 800 x 600 or more.

Vulnerability: A weakness in a computer or a program that creates opportunities for attack.

W

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Wallpaper: The monitor pattern or picture or other graphic representation that forms the background onto which all the icons, menus and other elements of the operating system are displayed.

Web Host: A web server that hosts web site space on the internet to companies or individuals. Basically you pay a web server to use their space to host your website. When a visitor requests a webpage from that site, the request will be sent to the web server that is hosting the site.

Webpage: A webpage is a single page that can be viewed on the internet. A webpage has it's own unique URL. It might be a webpage that is part of a group of webpage that forms a website.

Website: A website can be a group of webpages or only one, however it is located on the same domain with the it's unique domain name. For example Tips4pc.com has about 1000 webpages that make up the website. Their address all start with www.tips4pc.com/webpage.

Web Server: A computer that holds a web page and makes it available on the internet. Therefore when a webpage is requested through an internet browser the web server serves it to you..

Whitelisting: The opposite to blacklisting. A list that filters connections to preapproved websites or email contacts. If you are on my whitelist you can send me an email and your message will not be judged as spam.

Window: Also can be known as a dialog box. Everything you open on a computer opens a window. You can close these windows by pressing the cross in the right corner.

Windows: An operating system that controls your computer and makes all your files easy accessible.

Wireless router: The router converts the signals coming across your Internet connection into a wireless broadcast, sort of like a cordless phone base station.



Wizard: A small program that helps you achieve a task on the computer without having to obtain the detailed skills to do so.. You can have a wizard to setup a network, install hardware, create a website, and more..

Word processing: The act of using a word processor to create, edit, format text, or even print. Your are processing the words.

Word processor: A program on your computer that you can use to perform word processing.

Word Wrap: A feature that permits you to keep typing without having to press return. The text will be automatically moved to fit on the page, just as if you had pressed enter at the end of each line.

Workstation: A desktop computer than runs applications and serves as an access point in a local area network.

World Wide Web: A system that includes internet web servers serving webpage's that are made up of HTML (hypertext markup language). Links can be clicked on the jump from one page to another. Pages can contain audio, video, text, and graphics.

WWW: The World Wide Web abbreviated.

X

Y

Youtube: World's largest video sharing website. Free to join, upload, and watch.

Yahoo: A global internet services company. It operates an Internet portal and provides a full range of products including email, search, chat, and more...

Z



Zip: a zip file is a compressed file that may contain one or more files compressed into it for better storage. Compressing a file makes it smaller in size and therefore takes up less space. It is like a storage box. You can unzip or unpack the zip file to see the contents of it. Zip files can be compressed or decompressed using a computer program like Winzip or 7zip.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

By Mitz Pantic

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