

# Unit 4 Windows Vocabulary List



**Application/app/program:** A program designed to do a task (Browser, Word Processing, Drawing, Etc)

**Back up:** To Save in another place

**Cloud drive:** A storage device that exists on the “Cloud” Internet Storage: OneDrive, BOX,

**Cold Boot:** Restarting the computer by turning it OFF/ON (Warm boot / Restart)

**Default:** A setting that is the preferred setting

**Delete:** To remove. (Might go to a TRASH folder) to be recovered

**Desktop:** The name given by Microsoft for the programs you see on the screen

**Directory:** An Old IBM term for a FOLDER

**Documents folder:** A predefined FOLDER in Microsoft for the storage of ‘Documents’

**Edge internet:** A Browser Application designed to work with Windows Computers

**Browser:** An application to access the Internet

**Excel spreadsheet:** A program by Microsoft for accounting (Rows and Columns of data. XLSX)

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**File:** The general name for something saved on the computer (a collection of files is in a FOLDER)

**File extension:** A code added to the end of a file name to identify the type of data: PDF, JPG, PNG

**File Explorer:** A tool used by Microsoft to manage files and folders on the computer or storage device

**Firmware:** The name of a program that is 'Built in' to the operating system or processing chip

**Get Help:** An Application in Windows for how to do something

**Hard drive:** An internal (or external) device in the computer for saving files of data (C: Drive)

**Hardware:** Any physical piece of equipment

**Mac OS:** The Operating System used by Apple MAC computers

**Maximize:** To make the 'Window' to full size of the screen.

**Microsoft:** A software company started by Bill Gates in 1975. Partnered with IBM in 1980

**Minimize:** To make the 'Window' smaller and reduce it to an ICON on the Task Bar

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**Operating system (OS):** Controls the hardware and programs on the computer

**Peripheral:** Any device attached to the computer

**Portable:** To be movable from one location or device to another

**PowerPoint:** A Program by Microsoft for electronic presentations.

**Slideshow:** A PowerPoint Presentation (.PPTX or .PPTS)

**Recycle Bin:** A location on the desk top where deleted files are moved to

**Restart:** To have the computer “Restart” without actually turning it off. (Warm Boot)

**Restore:** To Bring back a file to a preexisting state

**Restore down:** Make a Window Smaller (Between Minimize on taskbar and Maximize)

**Root Directory / Folder:** A high Level folder name. (Not a Sub-folder)

**Search bar:** A tool for finding apps or files on the computer. (WINDOWS ICON)

# Unit 4 Windows Vocabulary List



**Shutdown:** To “Close” all programs and turn off the computer

**Sign out / Log off:** To exit out of a specific application

**Software:** A program designed to do a function (An APP)

**Sub-Directory / Sub Folder:** A folder (Directory) that is UNDER another folder

**Start Menu:** Programs that “Load” when the computer starts

**Taskbar:** Programs that are currently running on the computer (may be hidden)

**Tiles:** Icons that represent files

**Uninstall:** TO remove an app or program from a device

**USB flash drive:** Universal Serial Bus (a standard storage device and plug) Thumb Drive, Jump Drive

**Warm Boot:** Restart without turning off the computer

**Window:** What you are ‘Looking at” or working on

**Windows:** The name of the Microsoft Operating System <sup>TM</sup>

**Word document:** A file created by the Microsoft Word Processing Program called WORD (.DOCX)