



GLOSSARY

Alignment - Process of organising and fixing the position and order of words and lines in a document.

Animation - Process of giving mobility to skills, shapes and letters.

BIOS (Basic Input Output System) - Commands of function when a computer is switched on.

Bootng - The process between switching on and activation of a computer.

Browser - An application software to view a html/web pages.

Brush Selection Tool - A tool in graphic software to select brushes of different types and shapes.

Bullet - A symbol to indicate different lines.

BUS - Internal communication path in a computer.

<body> - html tag to indicate the content of a document.

**** - html tag to show the text in bold.

**
** - html tag directing to begin a new line.

Calc - Spreadsheet software available in Open Office.

Cell - The smallest unit of a spreadsheet filled with information.

Chat - Online communication facility using a computer network.

Circuit Board - A frame on which the circuit is drawn and fixed.

Clip art - Small diagrams which can be pasted on a document.

Collage - A single picture formed by pasting parts of different pictures or objects.

Compression - Method of keeping the files in a computer at a reduced size (also called as Zipping.)

Computer Language - The language by which a user and a computer communicates (Eg. BASIC, COBOL, JAVA etc.)

Computer Program - An organised code of commands for a specific purpose by a computer.

Copyright - The right of a producer or a firm over a product writing, pictures, video, clipping, software etc. misuse of such products is the aim of copyright rule.

Corel DRAW - An application software for vector drawing.

Cursor - Symbol to indicate the position for work on a computer screen.

DDR (Double Data Rate) - A mechanism used to produce computer memory.

Decompression - Process of enlarging a compressed file in a computer to its original size. (Also called unzipping.)

Device Driver - A program that must be installed to run an attached device of a computer.

Dialog Box - A window that appear on the screen when we work on a computer asking next path of work or directing certain actions.

Disk drive - A disk operating device to read from and to write on a disk.

Display Card - A electronic circuit card used to transfer information from CPU to monitor.

dpi - Dots Per Inch - The unit of resolution indicating the number of dots printed per inch of a raster picture.

DTP (Desk Top Publishing) - The process of making publicaion and taking printouts using specially designed computer softwares.

Esc Button - Left top button on a keyboard.

Extension - The identification part of the files name that comes after the dot (.) symbol.

Eye of Gnome - The GNU/Linux software to view pictures.

FDD Connector - Cable that connects Floppy Disk Driver with motherboard.

File Manager - The software integrated with the operating system capable of keeping, searching and name change of files.

File Roller - Software in GNU/Linux to compress and decompress files.

Filtering - A utility in spreadsheet to extract information with respect to set parameters.

Format - (1) Changing the appearance of a document (2) Division of a computer disk into tracks and sectors.

Formula Bar - A box in the menu of spread sheet to specify the equation of a cell.

Function Keys - Keys from F1 to F12 of a keyboard, which has specific function in application programmes (Eg. For Help press F1)

**** - HTML tag to regulate font, font size and colour.

Gradient Fill Tool - Tool to fill colour starting from one shade of another.

Graphic - Symbolic representation of concepts using lines and drawings except letters.

GUI (Graphical User Interface) - A computer mode of interaction using graphics.

HTML (Hyper Text Markup Language) - Language used to prepare websites.

HTML Editors - Software for easy HTML page creation.

Hyperlink - A technique to open another page from a web page.

Hyper text - A text format with facilities like Link, Bold, Italics etc. like an HTML file.

<head> - HTML tag that indicate a head section.

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</html> - HTML tag at the end of such a file.

IDE Port - Port on motherboard to which Hard Disk, CD Drive, Floppy Drive etc. are connected.

Image Viewer - Software to watch pictures.

INKEY\$ - A command in BASIC language.

Interface Card - Special utility cards like Sound card, Network card etc. connected to the mother board.

Interface Slot - Slot in mother board to connect interface cards.

<i> - HTML tag to represent a text in italics.

Jack - The clip like part of a connection cable of computer parts.

.jpg - Extension part in the name of a file of pictures.

JPEG - A format to save and keep picture files.

Layer - A technique applied to prepare picture files.

Layer Box - Dialogue box showing details of layers in a picture file.

Layout - Total design and positions of letters and graphics in a page.

LEFT\$() - Function in BASIC to show the left letter in a string.

LEN () - Function in BASIC to show the size of a string.

LET - Command in BASIC to give the value of a square.

Linux - A free operating system developed by Linus Torvalds, got popularised as GNU/Linux by collaboration with GNU of free software foundation established by Richard Stallman.

Login /Logon - Method of entry into a computer facility by using a password.

Macro - Method of doing an operation by clubbing all the required constituent for each part of action together as one.

Markup - Representation of a commands using special symbols like tag.

Maximise Button - A button by which a software/window under use can be maximised.

Media player - A software in Windows to watch movies.

Memory Slot - Part of a motherboard to connect memory cards.

Menu - Table that shows the available directions of a software.

Merge - Process of unification of two or more cells in a spread sheet.

MID\$ () - Function in BASIC to find the middle letter in a string.

Minimize Button - Button to reduce the size of a software, window or file in use to an icon.

MOD - Function in BASIC to calculate balance.

Modem - Equipment to information that can be sent through a telephone line from a computer or vice versa.

Mother Board - The important circuit board in a computer.

Move Tool - Tool to change the position of a picture.

Movie File - Common name of a movie or video file.

Mplayer - Software in GNU/Linux to watch movie or video clippings.

Multimedia - Technique to include sound and visual.

<marquee> - HTML tag to move a text on a page.

Network - A series of a number of computers.

Network Card - An add-on card to network computers.

Nautilus - File manager in Linux.

Offline - Period of non connection with internet.

Output - (1) Anything which obtained from a computer like numerals, Letters, pictures, printed pages, sound etc. (2) Give outwards as printout or visual.



Parallel Port - The port used to connect associated devices like a printer to a computer, which help speedy transfer of data.

Port - Device by which different component in and out of a system unit can be connected.

PPRINT - Command in BASIC for a printed output.

Presentation Software - An application software to present our ideas before an audience through slides containing narration, text, pictures, graphs, tables, video clippings etc.

Preview - (1) A facility to show in advance the changes that happen to a slide when the parameter value is changed, given through a dialog box. (2) A presentation of a document on the computer screen showing text and graphics with its position and alignment to appear in a printout.

Processor Socket - Component in the motherboard to fit processor.

Programming Language - The computer language to do a program by which we can operate the computer for a specific purpose.

PSET - Command in BASIC to show a point on the screen.

<p> - HTML tag to begin a new paragraph.

.png - **Portable Network Graphics** - An extension of picture file.

Questionnaire - A set of questions used for a survey.

Raster File - File to store raster pictures.

Raster Image - A picture file making style where colour of each dots in the picture will be saved.

REM - A command in BASIC.

RIGHT\$() - Command in BASIC to select the last letter in a string.

Rotation Scaling Tool - Tool in a graphic software to rotate and change dimension of a selected picture.

Save - Process of saving and storing an information or programme in either the harddisk, CD ROM or floppy disc.

Scanner - Device used to copy pictures from papers or photographs to computer.

Scroll - The process of moving information on a computer page from top to bottom and back or to up and down.

Search Engine - A website by which one can browse webpages relevance.

Select - The process of demarking a particular portion of a document on screen using either keyboard or mouse.

Serial Port - A device by which the computer can transfer data to an attached instrument and back.

Short Cut - An easy way to perform certain complex task.

Shut Down - The process of stopping the working of a computer.

Slot - Location in a system unit to connect cards.

SMPS (Switched Mode Power Supply) - The part of a system unit which distributes power supply to all segments of a computer.

Socket - Device by which a component can be attached with a computer.

Sort - Arrange information alphabetically or in a suitable sequence.

Sorting - Arrangement of letters and words in word processor.

Sound Card - An electronic circuit card which can convert the data from computer on sound waves to pass it to speakers.

Statement Number - Number given to lines of commands in languages like BASIC.

Storyboard - Design of a presentation prepared before its preparation.

String Function - Functions used to handle strings in programming languages.

Style - Technique by which the character of a page, paragraph or letters is totally controlled.

Tab - (1) Facility to move the cursor at prefixed small distance between words, to prepare small tables. (2) The space given between two words using the tab key. (3) Mechanism in dialogue boxes like paragraph in wordprocessors to organise more than one information in the same box.

Tag - The mechanism in HTML to command various features.

Task Bar - The bottom portion of a window where the start button, time button etc. are usually placed.

Template - A previously made model slide.

TCP / IP - A rule used in networks.

Text Box - A box shaped facility to type text matter.

THEN - Help us to do the next action, if the 'IF' rule in BASIC is correct.

Toolbar - A bar which shows the facilities available in a software along with a representative graphic.



Trash - Space in GNU/Linux operating system to keep unwanted files and folders.

TV Tuner Card - An electronic circuit by which TV programmes can be watched in a computer.

<table> - HTML tag to show data in table.

.tar.gz - An extension part in the name of a compressed file.

<td> - HTML tag commanding the start of a new row.

.tif (Tagged Image File Format) - An extension of a picture file.

<title> - HTML tag directing the title of a browser.

<tr> - HTML tag to begin a new row in a table.

Unzipping - See decompression.

USB Port (Universal Serial Bus Port) - A way by which external equipments can be attached to a computer.

Utility - A common name used to represent certain small applications like calculator, players etc.

Vector File - A file stored with vector graphics or pictures.

Vector Image - Picture file madeup of geometric shapes like circuts, rectangles, ovals etc.

w3c/wwwc - Authority which makes policy decisions on world wide web.

Watermark - Faded picture placed at the background of a document.

Web browser - Software used to see webpages in HTML format.

Windows Explorer - File manager in Windows.

XCF - Format of picture files in Gimp.

Xmms - Software in GNU/Linux to hear sound.

Zip - Reduce the size of a file (See Compression.)

Ziping - See Compression.

Zoom - The command to see a thing on the screen as enlarged or as reduced.

.zip - File extension of a compressed file.