

Technology Applications Student Competencies

Vocabulary (DRAFT)

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Word	Definition
Clip Art	A collection of images and graphics that can be added to a document.
File	A collection of data stored in a form the computer can read.
Folder	An area for storing files to keep them organized.
Font	The typeface
Internet	A large network of computers that connects smaller networks of computers all over the world.
Launch	The process of opening an application.
Menu	The location in a program where special commands, functions, or features can be accessed.
Quit/Exit	Closing a program.
Preview	To look at a document or presentation on the computer before printing or publishing.
Program	A software application that performs specific tasks.
Publish	To print a final, edited copy
Save as	Store a file or document with the option to change the file name and leave the original name intact.
Scroll	Move up and down a document using the button or arrow on the bottom or left side of the page.
Select	Highlight text to perform a certain task or function.
Shift	Keys on the keyboard that when held down will allow the user to type a capital letter.
Shut down	The action you perform when you are finished with your work session. After you perform this action it is safe to turn off the computer.
Sleep	An energy saving mode for the monitor
Slide Show	An application that displays a series of slides, pictures or documents.
Template	A preformatted file that serves as a starting point for a new document.
Web Page	A document on the internet with text and graphics that can link to other web pages.