



Word	Kinder
	Definition
Click	The process of pressing the mouse button one time on an item. Single clicking is most often used on buttons, hypertext on the Internet, and in game-like programs.
Click and Drag	A process that uses the mouse to move an object across the screen and drop it into a new location.
Close	Close a window by clicking the red button in the upper left corner of a document. It allows the application to continue to run.
Delete	Erases information, usually text, from a document.
Cursor	
Desktop	The area on the screen where you move windows and icons around.
Dock	A toolbar that is attached to one edge of the screen that shows application icons.
Double-click	The process of clicking the mouse button two times in rapid succession without moving the body of the mouse. Double-clicking is usually used to launch a program or open a file.
Icon	A small image on the desktop that represents a program, file, or document.
Open	Allows the user to view a document, usually by double-clicking on the document icon
Save	To store a file on a diskette, hard drive, or network server for future use.
Spacebar	Long key at the bottom of the keyboard that is used to insert spaces into text.
Text	The letters or wording placed into a document by a keyboard.
Trash	An icon on the desktop into which items are dragged into to remove from the computer. It is also the location to which CD, other inserted media, and server icons are dragged to in order to eject or disconnected.
Undo	Removing the last change made to a file or document. Many programs only allow a user to undo the very last change performed; however, Microsoft office products allow the user to undo all changes.