Computer Operations

Operating System—Software that controls overall functions of a computer

CPU—Central Processing Unit

Hertz—Basic unit for measuring processing speed

RAM—Storage area that loses all data when a computer is turned off

Units that measure storage capacity

Byte, Kilobyte megabyte gigabyte terabyte

Be Kind Mrs. Gives Treats

Multitasking—switching between two or more software applications

Network—System that links 2 or more computers

Binary number system—Base 2 number system used by computers 0s and 1s

LAN—Local area network

WAN—Wide area network

Examples of input—keyboard, microphone, mouse, scanner

Examples of output—Speakers, Printer, monitor

Examples of computer hardware—Keyboard, monitor, tower

Application software—spreadsheets, databases and word processing programs,

Excel, word, powerpoint, publisher,

Line Spacing—know the difference between single and double. Use double for reports.

Ruler Bar: Ruler often seen at the top of a document

Line Spacing: Default single space

 Reports—double space

Indent: Tab—5 space—to start a paragraph

 Works Cited; Hanging indent—indent everything except the first line

Font Emphasis: **Bold**, underline *italics*

Margins—Blank space at the top, bottom, left and right

Page Orientation: vertical—portrait

 Horizontal—landscape

Alignment: left center right justified

Tabs—used to create list

Thesaurus: helps find words to replace words with the same meaning—review tab then thesaurus

Spell check Vs Grammar—

 Spell Check underlines in red—it catches misspelled words, unusual names, double words

 Grammar underlines in green

Word wrap: person keying did not press enter

Graphics: picture

SPREADSHEETS

Excel: program used to create spreadsheets

Formula: mathematic equation

Signs Add + Subtract - Multiply \* Divide /

Active Cell—Cell being used

Legend—Explains what everything on a chart means

(symbols, colors, graphics)

Rows-across—horizontal

Columns—up and down—vertical

Values: alphabetic or alphanumeric characters in a cell

Sort—

Ascending—A-Z, 1-10 or low to high

Descending—Z-A, 10 to 1 or high to low

Formats—Currency $, number, percents %

Chart types

Bar compares multiple values

Series—Two or more columns of data

Pie—Shows one piece of data compared to the whole

Line—compares data over time

Power Point

Transition—how one slide enters and the other exits

Views

Normal—3 working areas,

Slide sorter—thumbnail version of each slide to drag and re arrange

Slide Show—fills the entire screen with a slide

Printing—notes

 Slides

 Handouts

Internet

www—world wide web

Internet—millions of computers connected together

URL—uniform resource locator (IE www. Yahoo.com)

Browser—a software application used to locate web pages (explorer, firefox, net scape,)

Domain—how the web addresses end

.com commercial

.net network

.edu education

.mil military

.org organization

.gov government

ISP—Internet Service Provider—comcast, quest, At &T

Searh Engine or Directory—Google, Yahoo, Dogpile, Ask Jeeves, Ask.com

Licenses—Copyright

 Freeware—Software—copyrighted but free

 Shareware—Free for a time, trial period (trend micro)

 Public Domain—not copyrighted—spam pop ups

Boolean operator—AND, OR, NOT

Hyperlink—links to other web pages

SPAM—unsolicited e-mail sent to multiple users

Acceptable use policy—specifies acceptable use of computers (ie regulations on gaming, e-mail, chatting and internet use)

E-Mail

Privacy—e-mail is NOT PRIVATE

Attachment—file or document attached to an e-mail

Reply—only to the person who sent the original e-mail

Reply all—replies to everyone who the original message was sent to

Forward—to send the received message to someone else.