Jargon Buster!
Confused by computer terms? Then here's a handy guide!

Address bar - the narrow, rectangular box on the top of a browser window with a web

Backup - a copy of information held on a computer that is stored separately from the computer

Browse - (or **Surf**) means to explore a website for information

Browser (**Search Engine**) - a program used to find information; examples of a web browser are Firefox, Google Chrome, Edge, Bing, Safari used to search the internet

Computer virus - software that attacks or corrupts your computer

Copy and Paste - highlight words (right click on the mouse) and paste or copy to another position

Cloud - cloud storage for backing up data/photographs to massive computer servers on internet

Cursor - a small arrow, line or hand blinking on the screen

Data - any information stored by a computer

Desktop - the screen you see when you turn on your computer or laptop

Email - a way to send a message from one computer to another

FAQ - an abbreviation for *frequently asked questions*

File - to store information as text, image or document. Files can be in folders

Folder – to organise information, the icon looks like a yellow office folder on most computers

Graphic - a picture or an image

Hardware - laptop, desktop computer, mouse, keyboard, printer and monitor

Homepage - the main page of a website. 'Home' returns to this page

Icon - a small symbol or picture that represents a program

Internet - a network of computers connected all over the world

Link (**Hyperlink)** - a highlighted, sometimes blue, underlined place to click on to go to another web page. Point to underlined word or image, it is a link when cursor becomes a hand

Log on - access via user ID, username (sometimes your email address) and password

Menu - list of options accessed in many ways, right click, click on 3 dots or dashes

Mouse - instead of using the touch screen or pad to click on the computer screen

Password - unique code to protect data, 8+ characters/words to access a computer, web page, or file. Using letters (upper or lower case), numbers and characters, is a strong password and secure

Right Click - the right-hand button on a mouse; gives you a menu of options

Scroll - to move text or other information on a computer screen up, down, or sideways

Social Network / Media - websites to connect with other people; Facebook, Instagram, Pinterest, Twitter, Snapchat, WhatsApp, TikTok

Software - programs on a computer, instructions telling the computer what to do

Spam - abbreviation *sending particularly annoying message*

Taskbar (**Dock** on Apple) - along bottom of desktop with icons showing programs/volume/Wi-Fi

Toolbar - a box at the top with images for shortcuts used in word processing/web editing

Upload - to send information from computer to internet**,** email, saving photos, social media

URL - a web address for the location of a specific website, page or file on the internet

Virus - attacks a computer via an email link, text message attachment, file or app downloads

Virus Software - protects against viruses, Norton, AVG, McAfee, ESET

World Wide Web (www) - the internet linking computers worldwide

Website - a group of web pages

Would like more help? Then contact the digital team at
winorfolkdigitalhelp@gmail.com **or leave a message on 01603 624580**