



## 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

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