

Computer Literacy Vocabulary List

- Alignment:** The horizontal positioning (such as left, right, or center) of text.
- Anchor:** A home-key position that helps bring each finger back to its home-key position. Also indicates what a text box is attached (anchored) to.
- Ascending Sort:** A sort a data in alphabetical (A-Z) order or numerical (0-9) order.
- Bibliography:** An alphabetical listing of all the books and articles consulted by the author of a report.
- Browser:** Software that is designed to interpret Web pages.
- Byline:** The name of the author of a report typed a double space below the title.
- Clip Art:** Graphic images that can be inserted into documents.
- Columns:** Information arranged vertically.
- Cursor:** A visual cue (as a flashing slash) on a video display that indicates position (as for data entry).
- Database Tables:** A collection of related records inside a specific database.
- Date Insert:** A software feature that enables you to insert the current date into a document.
- Descending Sort:** A sort of data in descending alphabetical (Z-A) order or numerical (9-0) order.
- Dot Leaders:** A tab setting that inserts leaders (a line of dots or other characters) between one column and another.
- Drop Cap:** A large first letter that drops below the regular text.
- Edit:** The process of making changes or corrections to a document.
- Endnotes:** Reference notations that are listed at the end of a report, either on the last page or on its own separate page.
- Field:** A category of information in a database.
- Footer:** Repetitive information or text that is repeated at the bottom of a page throughout a section or a document.
- Footnotes:** Reference notations that appear at the bottom of the page on which the footnote number appears.
- Format:** The physical setup of a document including margins, text alignment, and line-spacing. The process of changing how information is displayed.
- Formula:** A mathematical expression that solves a problem (for example, adding, subtracting, multiplying, dividing, or averaging).
- Function:** A formula built into a spreadsheet that enables you to make calculations or text changes quickly and easily. (i.e. SUM, AVERAGE, etc.)
- Gridlines:** The lines appearing around cells in a table.
- Hanging Indent:** A temporary left margin that indents all lines but the first line of the text.
- Header:** Repetitive information or text that is repeated at the top of each page of a section or a document.
- Home Position:** The initial placement of fingers on a keyboard that serves as a reference point to other keys.
- HTML Tags:** A markup language used to create Web pages.
- Hyphen:** A punctuation mark used especially to divide or to compound words, word elements, or numbers.

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Indent: A temporary left margin that is used to align text at a set position to the right of the margin.

Insertion Point: A vertical blinking bar on the computer screen that indicates where an action will begin.

Justification: To space lines of text so that the lines come out even at both the left and right margins.

Labels: The name given to words entered into a spreadsheet.

Landscape: Page orientation in which data prints across the wider portion of the page.

Line Spacing: A software command that enables you to set the amount of space between lines of text.

Margin: The blank space at the top, bottom, left, and right sides of a document.

Num Lock: The key found on a numeric keypad that enables its use.

Operators: Mathematical functions such as + (to add), - (to subtract), * (to multiply), and / (to divide) used in a spreadsheet formula.

Page Orientation: The direction in which you can print on a page.

Portrait: Page orientation in which that data prints across the narrower portion of a page.

Query: A database feature that enables you to locate records that meet certain criteria.

Record: A group of fields that contain the data that makes up a file.

Rows: A cell or group of cells that display information horizontally.

Subscript: A character that is positioned a half line below the writing line.

Superscript: A character that is positioned a half line above the writing line.

Template: A predefined document format.

Tilde: A mark (~) located above the TAB key on a keyboard used for various purposes, usually in mathematics or foreign languages.

Values: The name given to numbers, dates, or times entered into a spreadsheet.

Widow/Orphan Control: A software feature that can be enabled to cause the first line of a paragraph to jump to the next page and to avoid having the last line of a paragraph carried to the top of the next page

Word Processing: The production of typewritten documents (as business letters) with automated and usually computerized typing and text-editing equipment.

Word Wrap: The automatic wrapping of text from the end of one line to the beginning of the next line.