

Glossary

Sometimes you can get bogged down in all the jargon when learning about something new.

Below is a glossary that you can use to help you understand some of the new words you might come across.

Term	Meaning
A	
Anti-virus	Security software that helps protect your computer from viruses spread online.
Attachment	A file which has been sent with an email. This could be almost any type of document
App	Short for application. These are software that you can download onto a smartphone to help you do things. For example you could download your bank's app to help you bank online
B	
Broadband	This is usually used to describe any high speed connection to the internet.
Browser	Something that allows you to view websites on the internet.
C	
Cursor	The cursor is the flashing line that shows you where the next piece of text will appear
D	
Desktop computer	A computer that isn't portable. You will

	usually need to sit at a desk to use this.
Download	To get a file onto your computer from a website
E	
Email	A way of sending messages and files to someone electronically
F	
Font	The way a piece of text looks. For example: Here's some text in one font and HERE'S SOME TEXT IN ANOTHER FONT
File	A piece of information that is stored on your computer. For example it could be a document like the one you are reading or video or photograph
H	
Hardware	The physical parts of your computer such as your monitor
History	A record of all the places you have been on the internet. For example if you access the Learn My Way site, this will be recorded in your history.
HTTPS	This is what you will find at the beginning of a website. For example https://www.ukonlinecentres.com/ The S in HTTPS means that the website is secure and safe to visit.
Hyperlink	Text when clicked will take you to another website. For example https://www.google.co.uk Hyperlinks, often called links will usually

	appear underlined and most likely in blue, so you know you can click them.
Icon	An icon is an image that represents what it is it will do. For example the recycling bin is a picture of a bin
Install	Setting software on your computer so it works as it should do.
Laptop	A small computer which made up of screen and a keyboard which folds in half so that it can be easily carried.
Link	Another name for a hyperlink
Log on/log in	To sign into somewhere with your own details
M	
Memory	Just like your memory, this is where the computer stores all its information
Memory stick	A small piece of hardware that you can plug into your computer to save information and take it elsewhere
Microsoft Office	Software created by Microsoft. This is the most popular way to create things like text documents, slideshows and spreadsheets
Monitor	The thing that you look at! Similar to a TV, it shows the information on the screen.
N	
Notebook computer	These look like a slimmed down laptop and in many ways they are. The screen tends to be a little smaller and the whole computer is thinner and lighter

Processor	The brains of the computer. Processor speed is measured in Ghz - the bigger number the faster the processor. Sometimes they're also rated by the number of cores. More cores mean the processor is quicker and able to do many things at once.
O	
Offline	Working on a device but without an internet connection.
Online	Working on a device with an internet connection
P	
Password	A secret word or phrase to give you access to online sites and keep your information safe.
PC	Stands for Personal Computer. This is also known as a Desktop Computer
PDF	A name for a type of document that you can't usually edit. PDF's can be opened on most types of devices without any extra software so are often used to present information
Pop-up	An extra window or screen that appears when you are on a website. These can be good, for example a site reminding you to log out, or not so good with a website trying to sell you a product you don't want
R	
Recycle bin	This is where things go when you delete them. Sending them to the recycle bin doesn't mean they're gone forever. If you made a mistake or change your mind, you can un-delete them, if not
Refresh/reload	These two words mean the same

	thing. If you go to a website that doesn't load properly, refreshing/reloading tries to connect to the website again.
Resolution	In terms of photos or you
S	
Search engine	You can use a search engine to find information on the internet. You can search the thing you want to find and the search engine will do all the hard work and find the information for you. The most popular search engine is www.google.co.uk
Social networks	Using websites such as Facebook and Twitter to talk to and share things with such as text, images and videos.
Software	
Shopping cart/Basket	When shopping online, the website will put all the items you want to buy together into a shopping cart or basket. Just think of it like when you put things in your basket at the supermarket.
Smartphone	A mobile phone that can also be used as a computer such as accessing the internet. One of the most famous smartphones is the iPhone.
Spam	Unwanted emails
T	
Tab	A way of opening pages or pieces of information without opening a new version of your browser
Tablet computer	A small portable computer
Touchpad/trackpad	A small rectangle surface on your laptop. This is similar to a mouse and if you move your finger around on it, it will

