

ICT 1 STUDENTS: Review all of the following vocabulary for the year. Please practice your typing skills as much as possible!

Basic Keyboarding Rules

*Proper posture:

1. Sit up straight with back touching the back of the chair with shoulders and head slightly forward.
2. Feet flat on floor.
3. Fingers curved over home keys.
4. Wrists low but not resting on keyboard.
5. Eyes on copy.

*Left hand home row keys:

Pinky- a
Ring- s
Middle- d
Pointer- f
Thumb- spacebar

*Right hand home row keys:

Pinky- ;
Ring- l
Middle- k
Pointer- j
Thumb-spacebar

ICT 1 Vocabulary for Unit 1-Orientation, Ethics, and Internet Tools

1. adware: advertising material, usually unwanted
2. encryption: converting data into code
3. backup: extra copy of your work
4. ethics: moral principles that guide our behavior
5. blog: discussion or informational website that is in diary style
6. firewall: used to block unauthorized access to a computer system
7. browser: software program used to access the World Wide Web
8. cybercrime: crime that uses a computer network (hacking, phishing, information warfare, etc)
9. discussion board: online bulletin board
10. computer ethics: decisions regarding professional and social conduct using technology
11. download: process of transferring files
12. computer virus: software program that reproduces and causes great harm
13. e-mail: (electronic mail) sending messages via a computer network

14. copyright: legal right given to the originator of a product
15. cyberbullying: use of electronic communication to bully
16. hacker: person who uses computers to gain unauthorized access to data
17. wiki: a website that allows users to add or edit content on the site
18. trojan horse: a type of malware that disguises itself as something else in order to trick you so that cyber-thieves and hackers can gain access to your system
19. worm: a malicious, self-copying software program which affects the functions of software and hardware programs
20. spam: irrelevant or inappropriate messages sent via email
21. identity theft: a crime in which an impostor obtains key pieces of personal information about someone in order to impersonate them, usually for financial gain
22. social network: a website or application that enables users to communicate with each other by posting information, comments, messages, images, etc.
23. internet: a vast computer network linking smaller computer networks worldwide
24. software piracy: the illegal copying, distribution, or use of software
25. spoofing: a type of scam in which criminals attempt to obtain someone's personal information by pretending to be a legitimate business, a neighbor, or some other innocent party
26. spyware: software that secretly monitors what computer users do in order to capture information like Web browsing habits, e-mail messages, usernames and passwords, and credit card information
27. password: Sequence of characters (letters, numbers, symbols) used to verify the identity of a user so that they can access a computer system or network
28. uniform resource locator (URL): the address for a specific webpage or file on the internet
29. local area network (LAN): a computer network within a small area such as a home, school, computer laboratory, office building or group of buildings
30. wide area network (WAN): a network that connects smaller networks (LANs) over a large-scale geographical area so that computers and users in one location can communicate with computers and users in other locations
31. world wide web: all the web pages, pictures, videos and other online content that can be accessed via a web browser
32. unauthorized computer access: viewing private accounts, messages, files or resources when one has not been given permission from the owner to do so

ICT 1 Unit 2 Vocabulary-21st Century Learner Toolbox

1. collaboration: the action of working with someone to produce or create something
2. communication: the giving or exchanging of information
3. goal: the object of a person's ambition or effort
4. leadership: the action of leading a group of people or an organization; or the leaders of an organization
5. learning style: the method(s) a person uses to learn

6. long-term goal: something you want to achieve in the future (more than one year away)
7. personality: the combination of characteristics or qualities that form an individual's distinctive character
8. short-term goal: something a person wants to achieve in the near future (within the next year)
9. success: the accomplishment of an aim or purpose, reaching a goal
10. time management: process of organizing and planning how to divide your time between specific activities

ICT 1 Unit 3 Vocabulary-Computing Fundamentals & Operating Systems

1. application (application software): software created for a specific purpose for users; also known as apps
2. bit: smallest unit of data in a computer having a value of 0 or 1
3. byte: unit of measurement used to measure computer data, containing eight bits, or a series of eight 0s and 1s
4. central processing unit (CPU): the "brain" of the computer; primary component of a computer that processes instructions; it runs the operating system and applications
5. computer system: a set of integrated devices that input, output, process, and store data; it is made up of five main hardware components: Input, Processing, Storage, Output, and Communication devices
6. computer: programmable machine that can execute programmed instructions and respond to new instructions
7. disk drive: a device that reads and/or writes data to a disk
8. drag and drop: common action that involves moving the cursor over an object to select it, and moving it to a new location
9. file extension: the suffix at the end of a filename that indicates what type of file it is
10. file: a collection of data stored in one unit, identified by a filename
11. flash drive: a small data storage device that uses flash memory and has a built-in USB connection; may also be called jump drive, thumb drive, pen drive, or USB keychain drive
12. folder: stores documents and files
13. graphical user interface (GUI): interactive components such as icons and other graphical objects that help a user interact with computer software, such as an operating system
14. hard drive: stores the computer data permanently
15. hardware: the physical parts of a computer and related devices
16. icon: button that represents an object or a program on your hard drive
17. input: data entered into the computer
18. keyboard: a board of keys used to input data into a computer
19. maximize: make a computer window larger so that it takes up the entire screen
20. minimize: hide a computer window from view
21. motherboard: main circuit board of your computer, that makes everything in your computer work together
22. mouse: one of the primary input devices used with computers

23. operating software: most important software on a computer; it manages the memory and process and controls all the hardware and software as well as allows us to communicate with the computer
24. output: data generated by a computer
25. printer: an output device that prints paper documents
26. processing: an act the computer processor performs when it receives information, or input
27. random access memory (RAM): an extremely fast type of computer memory which temporarily stores all the information your PC needs right now and in the near future; it is erased when the computer is turned off
28. read only memory (ROM): "built-in" computer memory containing data that normally can only be read, not written to and changed; contains programming needed for boot-up, performs major input/output tasks, and holds programs or software instructions
29. restore: return a computer to its previous state
30. software: computer programs instructing a computer to do specific tasks
31. storage: enables a computer to retain data, either temporarily or permanently
32. toolbar: a set of icons that are part of a software program's interface and control its functions
33. window: an area on the screen that displays information for a specific program

ICT Unit 4 Vocabulary-Keyboarding

1. accuracy: the quality or state of being correct or precise
2. arrow keys: keys that move the cursor or insertion point right, left, up, or down
3. backspace key: key that deletes the character to the left of the cursor
4. caps lock: allows users to generate letters in uppercase once activated
5. centering: text that is horizontally in the middle of a line
6. cursor: the on-screen blinking character that shows where the next character will appear
7. default: A value or setting that a device or program automatically selects if you do not specify something else
8. delete key: used to remove characters and other objects that are highlighted
9. document: a file created with a software application
10. editing: the stage of the writing process where the writer makes improvements by making changes, correcting errors, etc.
11. enter: key that moves the cursor to the beginning of the next line
12. error: any issue that arises unexpectedly that causes a computer to not function properly
13. ESC key: (escape key) key that usually cancels or quits the current operation
14. function keys: special keys located at the top of the keyboard labeled F1-F12, which act as shortcuts to perform certain functions
15. GWAM: (Gross Words a Minute) overall typing speed regardless of how many errors made
16. home row keys: keys where the fingers rest when one is not typing; they are A, S, D, F, space bar for left hand and J, K, L, semi-colon (;) and space bar for right hand.
17. key: button on a keyboard
18. keyboard: the keys that enable you to operate or enter data into a computer or other device

19. letter keys: the keys on a keyboard that represent the letters of the alphabet
20. numeric keypad: a set of keys arranged like a calculator, containing the numbers 0 through 9 and a decimal point, usually located to the right of the typing area on a keyboard
21. proofreading: a stage of the writing process where the writer reads and marks errors
22. QWERTY keyboard: the most widely used modern keyboard layout that gets its name from the first six letters of the alphabetical line on the keyboard
23. rate: the speed at which a person types measured in WPM (words per minute)
24. return: another name for the enter key
25. shift keys: keys on computer keyboards that give other keys an alternate meaning
26. space bar: a bar key at the bottom of the keyboard of a computer that inserts spaces between characters
27. tab: a key that moves the cursor to the next tab stop
28. technique: a particular way of doing something
29. word wrap: a word processing feature that allows text to move automatically to a new line when you get to the end of a line

ICT 1 Unit 5 Vocabulary-Word Processing

1. alignment: how the text or graphics is positioned or arranged in relation to the margins
2. bold: text that is darkened to help emphasize it
3. buffer: contains data that is stored for a short amount of time, typically in the computer's memory (RAM). The purpose of it is to hold data right before it is used
4. bullet: A small graphical element used to highlight or itemize a list
5. clip art: pictures or images that can be imported into a document or another program
6. clipboard: A special file or memory area (buffer) where data is stored temporarily before being copied to another location
7. copy: To duplicate a piece of data to a temporary location. In word processing, for example, it refers to duplicating a section of a document and placing it in a buffer (sometimes called a clipboard)
8. crop: remove part of an image
9. cut: To remove an object from a document and place it in a buffer
10. default: A value or setting that a device or program automatically selects if you do not specify a substitute
11. delete: remove or erase
12. desktop publishing - Using a personal computer or workstation to produce high-quality printed documents
13. enter: A key that moves the cursor (or insertion point) to the beginning of the next line, or returns control to whatever program is currently running
14. find: helps a user find words, characters, or phrases in a document
15. font: the combination of typeface and other qualities, such as size, pitch, and spacing for a set of characters (text)
16. format: To prepare a storage medium, usually a disk, for reading and writing

17. gutter: designate an additional margin added to a page layout to compensate for the part of the paper made unusable by the binding process
18. handles: the box created when you select a graphical object and an outline of the object appears with small boxes. By dragging them, you can change the shape and size of the object
19. i-Beam pointer: The pointer that is shaped like a capital I used in graphics-based text processing applications
20. import: to bring a file from a different program into the one you're using
21. insert: to place a section of text into a web page
22. italics: a style of font that slants the letters evenly to the right
23. justification: text that is both left-aligned and right-aligned
24. layout: the arrangement of text and graphics
25. margin: the strips of white space around the edge of the paper
26. masthead: the identifier at the top of a web page, which is typically a graphic image with navigation links
27. orphan: the first line of a paragraph that appears as the last line of a page
28. paste: to copy an object from a buffer (or clipboard) to a file
29. replace: to insert a new object in place of an existing object
30. ruler: is a measurement tool found with some software programs that allow the program's user to align graphics, text, tables, or other elements on a page
31. sans serif: a font that does not contain a serif
Example: E (sans serif) & E (not sans serif)
32. save as: allows you to specify the name and location of the file you are saving
33. serif: a small decorative line added as embellishment to the basic form of a character
34. spacebar: a long horizontal key on the lower edge of a keyboard
35. spacing: the amount of vertical space between lines of text in a paragraph
36. spell checker: a software program or program feature designed to locate misspelled words and notify the user of the misspellings
37. tab: a key on computer keyboards that inserts a tab character or moves the insertion point to the next tab stop; also refers to a marker used to select additional web page(s) that have been opened in the browser window
38. type (font) size: the dimensions of a character (like a letter or number) measured in points
39. underline: a section of text in a document where the words have a line running beneath them; also, a wavy colored line under text to help show errors in a document
40. white space: any section of a document that is unused or space around an object
41. widow: the last line of a paragraph if it appears as the first line of a page
42. word wrap: a feature that causes the word processor to force all text to fit within the defined margins; it moves to the next line when reaching the end without requiring you to press enter

ICT1 Unit 6-Multimedia Presentations

1. animation-a way of making a movie by using a series of drawings, computer graphics, or photographs of objects (such as puppets or models) that are slightly different from one another and that when viewed quickly one after another create the appearance of movement
2. articulation-the state of being jointed
3. audience-the spectators or listeners at an event, such as a play, movie, concert, or meeting
4. background-the scenery behind the focus of the scene
5. body language-the process of communicating nonverbally through conscious or unconscious gestures and movements
6. chat-talk in a friendly and informal way
7. clip-a short sequence taken from a movie or broadcast
8. color scheme-an arrangement or pattern of colors or colored objects
9. content-what is expressed through some medium such as movies, plays, songs, etc.
10. diagram- a drawing that shows the different parts of something and how they work together
11. effect-the term used to describe any imagery created, altered, or enhanced for a film or other moving media that cannot be accomplished during live-action shooting
12. eye contact-the act of looking directly into one another's eyes
13. file extensions-a group of letters occurring after a period in a file name, indicating the format of the file
14. flip chart-a chart that consists of a series of large pieces of paper which are attached at the top and which are used to present information to an audience by turning over one piece of paper at a time
15. handout-any printed copy of information, such as a speech, policy statement, or fact sheet given to attendees at a class, meeting, etc
16. import file- to bring a file from another program into the program you are using
17. key point-the most important point of a spoken or written text
18. subject narration-a report of connected events, real or imaginary, presented in a sequence of written or spoken words, or still or moving images, or both
19. multimedia-the use of multiple forms of media
20. presentation-a speech or talk in which a new product, idea, or piece of work is shown and explained to an audience
21. slides-a series of pictures or pages of information, often displayed on a large screen using a computer or projector
22. sound effects-a sound, other than normal speech or music, made artificially for use in a play, movie, or other broadcast production
23. storyboard-a sequence of drawings, typically with some directions and dialogue, representing the shots planned for a movie or television production
24. tile-to display objects in rows and columns
25. transition-the change from one image in a slide show to the next
26. view- the part of a computer program which is visible to the user, the part the user interacts with
27. visual aid- an item such as a film, slide, model, or chart that is designed to

supplement written or spoken information so that it can be understood more easily