Kindergarten

Click – press and let go of mouse button once quickly	**Monitor** – computer screen
Close – finish working on a file	**Mouse pad** – the pad the mouse moves on
Computer – machine that works with or processes information that you give	**Mouse** – a pointing device used to control the position of the cursor
Cursor – blinking dot or line that marks the place on the screen	**Open** – opens work or a program that has been highlighted
Desktop – screen that displays icons for programs, files, and folders	**Printer** – prints information on paper
Double-click – press and let go quickly of mouse button twice to execute a command	**Program** – piece of software or application
Enter key – a key on a computer keyboard which is used for executing a command	**Quit** – exit from a program
Icon – small picture or image on the computer screen that represents a program or an application	**Return key** – command key; also, moves cursor to the next line
Keyboard – tool with set of keys used for typing information into the computer	**Shift key** – capital letters produced when this key is held down when typing a letter
Log in – go through the procedures to begin using a computer	**Spacebar** – long bar on the keyboard that types spaces
Log out – go through the procedures to disconnect from the computer	**Speaker** – lets you hear music or audio information

First Grade

Backspace – erases characters to the left of the cursor

Caps lock – capitalizes a whole word or sentence

Close box – little square in the upper left hand corner of a window, when clicked, closes the window

Delete key – erases information from the computer

Files – collection of information that is stored in the computer

Folder – small storage that holds files

Save – used when saved work already has a title

Save as – used when work needs a title before saving

Scroll – move lines of text up, down, or from side to side

Shutdown – turn off computer

Window – box that appears on screen when you run a program

Word processing – the process of create, edit, save, and print documents

Second Grade

Align – position text on a screen either centered, left or right	**Font** – characters that come in different styles
Clip Art – pictures or simple drawings	**Highlight** – to select, usually by clicking or dragging with the mouse
Data – information that has been translated for processing	**Menu** – a list of commands or options to choose from
Database – information stored in a file	**Menu bar** – a horizontal strip across the top of a program containing commands or options
Desktop – screen that displays icons for programs, files, and folders	**Select** – to pick or choose
Deselect – to click off a selected item or uncheck	**Spell check** – word processing tool to check correct spelling and grammar
Document – file created containing information such as text and/or graphics	**Style** – the type of font
Document folder – small storage folder containing user's work	**Tab key** – moves the cursor to the next tab stop
Drag – moving the mouse while holding the button down to move objects on the screen	

Third Grade

Bold – heavy-faced (dark) font	**Internet** – worldwide network of computers
CD-ROM – a flat round disk that stores software or data	**Italics** – a font style with characters that slant upward to the right
Crash – when a computer suddenly stops working	**Memory** – the part of a computer where information is stored
Disk – used to store a program or data	**Network** – a system of interconnected computers
Disk drive – a disk player that runs a disk; can read information on a disk or save information to a disk	**Search engine** – software that makes it possible to look for and get information on the internet
Email – electronic mail sent from one computer to another	**Slide** – one screen in a multimedia presentation
Finder – program used to find files	**Slide show** – a presentation containing more than one slide
Graphics – pictures or images	**Software** – computer program
Hardware – the parts of the computer that you can see and touch	**Text wrap** – words automatically move from one line to the next or around a picture
Home row keys – keys where fingers rest when typing	**Transitions** – special effects used to go from one slide to another in a slide show
Hyperlinks – clicking on text or images that connect you to other text or images	**Web browser** –program used to view web pages

Fourth Grade

Animations – moving graphics on a computer screen	**Output** – what the computer produces
Application – computer software that performs a task such as word processing or drawing	**Page orientation** –computer screen page; landscape has a horizontal layout and portrait has a vertical layout.
Cell – box on a spreadsheet or database that holds data	**Record** – collection of related fields in a database; one "card" in a database
Cite sources – give credit for information used	**Shared folder** – folder on a network where a group can share work
Field – one piece of information in a database	**Spreadsheet** – software that works with calculating numbers
Footer – text that appears at the bottom of every page of a document	**Shortcuts** – one or more keys you press on the keyboard to complete a task
Header – text that appears at the top of every page of a document	**Template** – predesigned document to which information is added
Input – information that you enter into a computer	**Toggle** – switch between open programs
Launch – start a program	**Toolbar** – rows of command buttons
Layout – the arrangement of text and graphics in a document or information in a database	**Thesaurus** – word processing tool used to suggest synonyms and antonyms

Fifth Grade

Action button – used to create actions in a slide show (i.e. change slides, play a sound, create animation)

Application menu – icon in the upper right hand corner of the screen that shows the program that is open

Application switcher – a part of the operating system that allows you to switch between each of the applications that are running at the same time

Export – take data from one application and use it in another

Import – use data produced by another application

Page break – where one page ends and another begins

Print area –defined area in a file that will be printed

Formula – equation that performs a calculation on a spreadsheet

Operating system – a program that lets you operate the computer