

## Kindergarten Technology Applications Terminology

CD-ROM	(Compact Disk Read Only Memory) CD-ROM readers can be one of the drives available in a computer, and make available to it the large amounts of digitally encoded information stored on the CD-ROM disks.
Click	The process of pressing the mouse button one time on an item. Single clicking is most often used on buttons, links on the Internet, and to select objects.
Computer	A device that can perform calculations and can process a large amount of data accurately and rapidly.
Cursor	A highlighted or bright (sometimes blinking) line or other mark that shows the location or insertion point where information will be input; that is, where the next letter or character will appear.
Desktop	The main workspace on a computer screen where windows and applications are accessed.
Double-click	The process of clicking the mouse button two times in rapid succession without moving the body of the mouse. Double-clicking is usually used to launch a program or open a file.
Keyboard	An input device with keys that have letters, numbers, or symbols which are used to enter information into a computer.
Logoff	Exiting programs and disconnecting from computer resources.
Logon	Provide a username and password to access computer resources.
Menu	The location in a program where special commands, functions, or features can be accessed. For example, there is the start menu on the desktop, and the file menu in a word processing program.
Monitor	A display screen designed as an output device for a computer.
My Computer	A Windows icon that when opened, allows the user to access all storage areas associated with a particular computer. The My Computer icon is located on the desktop of Windows machines.
Network	The entire collection of computers connected to a server. The network allows users to share, store or print information from one networked computer to another.

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Personal Drive	The location on the server where individual users can save their work. This drive or storage area is named the same as the username of the individual who logged on to the computer. The user is the only person with access to this particular drive.
Printer	An output device that can print text and graphics on paper.
Save	To store a file on a storage device such as a disk, CD, DVD, jump drive, hard drive, or network server for future use.
Undo	Removing the last change or action made to a file or document. Many programs only allow a user to undo the very last action performed; however, Microsoft Office products allow the user to undo all actions.
Username	The unique name provided to each user who has an account on the network. Sometimes referred to as a login name, the username for Novell is the first letter of the user's first name and up to five letters of a user's last name. Duplicate names may also include a number (ex. John Smith = jsmith7; Mary Lee = mlee; Jane Johnson = jjohns)