

Key Terms

The table below provides a list of terms that might be helpful in understanding the different parts of a Windows based program.

Term	Definition
Address Bar	<p>File Explorer - A text box that contains the navigation path to the current folder. Click the arrow at the end of each folder name to display a list of subfolders within that folder.</p> <p>Internet Edge - A text box that contains the Web address of the currently displayed Web page.</p> <p>Both Programs - The Address bar is located at the top of the window under the title bar.</p>
Aero Peek	The technology that displays a pane containing thumbnails of open windows of the button's type when the mouse pointer is moved over a Windows Taskbar button
All Programs Menu	The area on the Start menu from which you can access most of the programs and utilities that are installed on your computer. The programs are displayed in the left frame of the Start Menu.
Blog	A blog is an online journal or news/opinion column.
Browse	A way of searching for a file or folder on the computer or a network. On the Internet, it means to search for information on the Web.
Button	A button is a graphic element on a toolbar or in a dialog box that is used to perform a particular function. The part of a mouse that is pressed to click something is also called a button.
Central Processing Unit (CPU)	The CPU performs most of the calculations necessary to run the computer.
Click	When a mouse is used, clicking is used to press and release the primary (left) mouse button.
Command	A command is an instruction to the computer's operating system or a computer program.
Command Bar	An Internet Explorer toolbar is located above the Content pane. This toolbar provides buttons for common tasks, as well as for tools for managing Microsoft Edge.
Content Pane	In File Explorer, the pane that displays files and folders that are stored in the currently selected folder or storage device.
Control Panel	This is a Windows 10 feature that contains items through which system-level features of the computer can be controlled and where related tasks can be performed.
Default	A default is an option that will automatically be selected by the computer if the user does not choose a different one.
Desktop	The desktop is the on-screen work area on which windows, icons (graphical images), menus, and dialog boxes appear.

Term	Definition
Details Pane	The pane at the bottom of a folder window in File Explorer that displays details about the folder or selected items.
Dialog Box	A dialog box is a window that contains buttons and various kinds of options through which a particular command or task can be carried out.
Disk	A disk is a storage area for files and folders. It can be removed from the computer and is usually used to make a backup copy of a file or folder.
Double-Click	This is when the primary (left) mouse button is pressed and released twice in quick succession to give the computer a command. Most icons that appear on the desktop must be double-clicked to activate them.
Drag	This action is performed to move an item to another place on the screen. This is done by selecting the item and then pressing and holding down the left mouse button while moving the mouse.
File	This is the name of a unit of data or information that has been created, accessed, and modified by a program or a user. Spreadsheets, Word documents, graphics, and sounds are examples of files. Files are stored in folders.
Folders	A folder is a container for programs and files in computers with graphical user interfaces. The item is symbolized on the screen by an icon that looks like a file folder. It is a means of organizing programs and documents on a disk.
Graphical User Interface (GUI)	This is a user interface that combines text, graphics, and other visual cues, such as icons that allow a user to interact with software.
Hard Disk	This is a storage device that consists of several inflexible, circular disks on which items such as instructions and information are stored. The hard disk is located inside the computer system.
Hardware	Hardware is the physical components of a computer system such as keyboards, the mouse, the monitor, and printers.
Icon	An icon is a small image that is displayed on the screen. It represents an object that can be manipulated by the user. It can be used to open a program or a document.
Keyboard Shortcut	This is a method of invoking a command by pressing a combination of keys, instead of selecting the command from a menu or the toolbar with the mouse.
Menu	A menu is a group of related commands from which a user can select. They are used to perform specific commands in a program.
Navigation Pane	The left pane of a folder window in File Explorer. It displays favorite links, libraries, and an expandable list of drives and folders.

Term	Definition
Network	A network is a group of computers and other devices, such as printers, that are connected together. A username and password are usually required to log on to a network.
Network Drive	A shared folder or drive on your network computer. It is the area where folders and files are stored. Other members of a community of computer users are usually not able to access the drive. These drives are associated with your computer login.
Notification Area	This is the area at the right end of the Taskbar. It contains shortcuts to programs and important status information, such as whether or not the network connection is active.
Offline	When you are offline, you are not connected to the network or the Internet.
Online	When you are online, you are connected to the network or the Internet.
Password	Passwords are used to restrict access to user accounts, computer systems, and computer resources. Assigning passwords to an account is a security measure.
Pinned Items Area	This is an area at the top of the left pane of the Start Menu to which links to programs and files can be added. This makes the items easily accessible to the user.
Pinned Taskbar Button	A button that represents a program. It appears permanently at the left end of the Taskbar. A button that is not pinned appears only when a program is running.
Power Button	This button is located in the lower left corner of the Start Menu. It is used to carry out the default shut down option.
Recycle Bin	The recycle bin is used to store files that have been deleted from your folders. Files that were deleted in error can be retrieved if the Recycle Bin has not been emptied.
Restart	This is the process of ending a computer session, shutting down the computer, and then starting the computer and Windows again. To accomplish, click the Restart button on the Start Menu.
Ribbon	This is the area above a program window that contains most of the commands performed in a program. The ribbon consists of tabs, groups, and buttons.
Right Click	This is the process of pointing to an interface element and pressing the secondary mouse button one time. A list of commands will appear in the shortcut list.
Screen Saver	This is a moving picture or pattern that appears on the screen when the mouse or keyboard has not been used for a while.
Screen Tip	Information that appears when the mouse pointer is moved over a button or icon.
Scroll Bar	A vertical or horizontal bar that is moved to change the position of content within a window.

Term	Definition
Shortcut	A shortcut is a link to any program or document that is accessible from the computer or on a network.
Shortcut Menu	This is a menu that appears when you right-click on an item. It shows a list of commands relevant to that item.
Shut Down	This is the process of ending a user session and closing any open Windows so that the computer can be safely turned off.
Shut Down Options	There are six different ways in which a computer session can be ended. They are to shut down the computer, switch to a different user account, log off the computer, lock the computer, restart the computer, or put the computer in Sleep mode.
Software Programs	These are programs that enable you to create documents, workbooks, and other items on the computer.
Start Menu	This menu provides a central link to all the programs installed on your computer, as well to all the tasks that can be performed in Windows.
Start Menu Search	A feature of the Start Menu, it enables you to type any characters in the Search box to immediately display a list of programs, Settings items, documents, music, videos, and email messages containing that string of characters. The items will be grouped by category when they display in the Start Menu.
Taskbar	A bar on the desktop that displays buttons that can be clicked to run programs, utilities, and commands. There are also buttons representing the windows of open programs or files.
Taskbar Button	A button that appears on the Taskbar that represents an open window, file, or program. Buttons can be permanently added to the Taskbar by right-clicking on the program in the Programs list and selecting Pin to Taskbar.
Theme	A set of visual elements and sounds that apply a unified look to the computer user interface. It can include a desktop background, screen saver, window colors, and sounds. Some themes might also include icons and mouse pointers.
Title Bar	This is the horizontal bar that appears at the top of a window. The title bar contains the name of the program and the name of the document that is currently opened.
Toolbar	A toolbar is used to perform specific tasks in a program. When one of the buttons on the toolbar is clicked, certain functions or tasks are performed in the program. Toolbars can be customized and moved around on the screen.
User Account Name	A user name is used to identify a user's account to the Windows program. A user name is unique to the Windows system. This means that only one person can have that username.

Term	Definition
Virus	A virus is a program that infects computer files and programs. A program that inserts itself into an e-mail message and sends copies to others in your address book is an example of a virus.
Window	This is the portion of the computer screen where programs and processes can be run. Windows can be closed, resized, moved, minimized to a button on the taskbar, or maximized to take up the whole screen
Windows Taskbar	A bar on the desktop that displays buttons that can be clicked to run programs, utilities, and commands. There are also buttons representing the windows of open programs or files.