

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Microsoft 365

GLOSSARY



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.



Our Teachers. Our Future.

Course content

Microsoft 365

- Session 1: Producing written documents using Microsoft Word, Part 1
- Session 2: Producing written documents using Microsoft Word, Part 2
- Session 3: Producing written documents using Microsoft Word, Part 3
- Session 4: Processing numerical data using Microsoft Excel, Part 1
- Session 5: Processing numerical data using Microsoft Excel, Part 2
- Session 6: Preparing presentations using Microsoft PowerPoint
- Session 7: Keeping things together using Microsoft OneNote
- Session 8: Mastering online and mobile Microsoft Apps for classroom success



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Glossary

Symbols & File Extensions

- the operator for subtraction in Excel
- * the operator for multiplication (use Shift Key 8) in Excel
- .docx** the file extension for a Word Document in Microsoft Word
- .jpg** the file extension for a JPEG image file
- .mp3** the file extension for an audio file in Windows Media Player
- .mp4** the file extension for a video file in VLC
- .one** the file extension for a OneNote File in Microsoft OneNote
- .pdf** the file extension for a PDF in Adobe Reader
- .pptx** the file extension for a PowerPoint Presentation in Microsoft PowerPoint
- .xlsx** the file extension for an Excel Workbook in Microsoft Excel
- / the operator for division in Excel
- @ the symbol used in an email address (use Shift Key 2) in Outlook
- + the operator for addition in Excel

A-Z



- Address Bar** (1) used to key in search items or URLs when searching the World Wide Web in a web browser; See browser
- Address Bar** (2) a display of the path of an open folder in File Explorer; See File Explorer
- Affordance** a term used to describe something that can be done because of a particular technology
- Airplane mode** a setting on a laptop or smartphone that turns off WiFi connections
- Align** to place text or objects in relation to each other, or in the cell (in Excel), or in relation to the margins of a page or to the page
- Ambient light** the amount of light in the room
- Android OS** an operating system developed by Google that is used on touchscreen mobile devices like smartphones and tablets like Samsung, Xiaomi and Hisense; See operating system

Animations the movement of an item on a slide to draw attention to it in PowerPoint

App Drawer a feature on a Microsoft Edge home page that gives access to Microsoft Office 365 apps

App a software program that enables a task to be done on a computer, smartphone or tablet

Artificial Intelligence a name given to computer systems that can perform tasks that would usually need human intelligence, for example, translation between languages, speech recognition, decision making and visual perception

Attachment any one of different kinds of files like documents, PDFs or images that that can be sent and received via email

Audio Jack a plug on a computer in which you plug headphones or an external speaker

Augmentation in SAMR states that a new technology is being used in place of a traditional one and that there is an improvement to the learning experience in some way; See SAMR

Autocorrect a feature in Microsoft Apps that automatically corrects the spelling of certain words

Autofill a feature in Excel that automatically fills in data that is being repeated



Backspace Key a standard key on a computer keyboard that moves the cursor to the left and deletes text one character at a time

Base unit the bottom part of a laptop that contains the hardware

Bcc a field in Outlook email for the email address of a person to whom the sender wants to send the email without the person in the To Field knowing the Bcc person has been included in the email

Bluetooth a method of connecting two devices within 10 metres of each other to transmit data between them

Browse the web (browsing the web) See searching the web

Browser See web browser

Button a command feature on the Office Ribbon that is clicked to provide an instruction to an app to perform a particular function; See command



- Cable connection** a connection between a computer and a peripheral using a USB Cable and USB Port; See peripheral
- Calculator** a pre-installed app used to do mathematical calculations just like a physical calculator
- Calendar** an app used to manage a calendar; See Microsoft Outlook
- Caps Lock Key** a standard key on a computer keyboard that ensures that all letters keyed in are in capital letters; See Shift Key
- Cc** a field in Outlook email for the email address of any person in addition to the person in the To Field to whom the email is being sent
- Cell** the place on a spreadsheet in Excel in which one piece of data is keyed in; See spreadsheet
- Central Processing Unit** (also called the CPU) the component of a computer that carries out all computing functions
- Charts** (also called graphs) a visual method to show and explain complex data in a simple format that is easy and quick to understand
- Chrome** a web browser designed by Google that works on all devices; See web browser
- Click a link** to select a hyperlink in a web page of a document to open a new document, completed by left-clicking on the link; See left-click
- Click** to press on the Left Touchpad Button or the Right Touchpad Button (or the left or right buttons on an external mouse) to perform an action; See left-click, right-click, double-click
- Clipboard** a function on the Office Ribbon that holds up to 24 copied items for pasting elsewhere in Microsoft Apps
- Close Button** a set in the top right corner of an app to close the window; See Minimize a window, Maximize a window, Restore a Window
- Cloud Storage** an online storage place for files managed by companies like Microsoft (OneDrive), DropBox, and Google (Google Drive)
- Collaboration** a feature of many apps that allows different people to work in the same document stored online
- Column** vertically placed cells in a table in Word and PowerPoint, vertically placed cells on a spreadsheet in Excel
- Command** an instruction grouped with other similar instructions on the Ribbon of a Tab which, when clicked, instructs the app to perform a particular function; See button, group, Ribbon, Tab
- Computer monitor** See display
- Connect to the internet** the act of forming a connection to the internet using a computer and a modem connected to the internet

Control A (CTRL A) a shortcut to highlight all the text in a document

Control C (CTRL C) a shortcut to copy text; See copy

Control E (CTRL E) a shortcut to align the text in the centre of a document; See align

Control Key a standard key on a computer keyboard that is used in combination with other keys to do things like create a shortcut; See CTRL

Control L (CTRL L) a shortcut to align the text on the left in a document

Control P (CTRL P) a shortcut to print a document

Control Panel a feature in Windows 10 from which various settings can be changed on a computer

Control R (CTRL R) a shortcut to align the text on the right in a document

Control V (CTRL V) a shortcut to paste text; See Paste text

Control X (CTRL X) a shortcut to cut text and save to the clipboard; See Cut text

Creative Commons a global movement in which people and institutions make their copyright works available for reuse by other people at no cost and with certain limitations

CTRL See Control Key

Cursor the pointer on a computer screen that looks like an arrow or a capital letter I depending on where it is, and which is used to interact with the app

Cut to delete and save text or an image to the clipboard



Data dongle a mini modem router with a SIM card in it that can be plugged directly into a laptop or computer

Data information that is used by devices like laptops, computers, smartphones and tablet devices

Data projector a type of secondary display device that is used to project what is on a computer screen onto a large screen or flat surface so that an audience can see the information easily; See secondary display device

Default Language the language the computer is set to so as to communicate with the user, and in which all documents are created

Delete Key a standard key on a computer keyboard that deletes text to the right of the cursor

Deleted Items Folder a folder in an email app that contains deleted messages; See Outlook

Desktop PC a personal computer (PC) that is not portable; See laptop

Desktop Shortcut an icon on the Desktop that provides quick access to apps or files or folders

Desktop the main screen area that is seen after a computer is turned on and the user has logged on to Windows

Dialogue Box a secondary window that allows the user to perform a command, or provides users with information

Display device See data projector, document viewer, interactive white board, secondary display

Display the name used to describe the device used to view the activities and applications on a computer, it is used interchangeably with computer monitor, screen or primary display device; See computer monitor, screen, secondary display device

Document camera a display device that captures live images of a document or object for displaying to an audience

Document the name of a Word file; See workbook or presentation to compare

Document viewer See document camera

Double-click to click the Left Touchpad Button twice in quick succession; See click

Download the process of getting documents, emails, web pages, images and files from the internet; See upload

Drafts Folder a folder in an email app that contains all the email messages that have been written but not yet sent

Drag and drop the action of left-clicking a file, keeping the Left Touchpad Button held in, and then moving the file to another location (drag) before letting go (drop)

Drag the action of left-clicking a file and keeping the Left Touchpad Button held in, and then moving a file or image; See drag and drop

Drive See hard drive

Driver a piece of software that allows a computer to interact with a peripheral by translating an instruction from the operating system or an app into a language that the peripheral can understand; See peripheral

Dropbox an online cloud storage facility; See cloud storage

Drop-down Menu a list of choices that appears on a computer screen when a menu's title is clicked; See menu



eBook a digital book that is read in an eBook app

Edge See Microsoft Edge

Electronic board a secondary display device that connects to a computer and a data projector to cast an image onto a special board allowing the board to become interactive; See data projector interactive whiteboard

Email (electronic mail) a digital messaging system in an app that has similar features to a written letter (snail mail); See Outlook

Email App an app used to send and receive emails; See Outlook

Email attachment See attachment

Email body (message body) the section of an email in which the message is written that is separate from the To, Cc and Subject Line Fields

Enter Key a standard key on a computer keyboard that indicates that data is to be computed or used when a new line is required in Word

Ethernet Cable Port the plug hole to plug in an Ethernet Cable; See Ethernet Connection

Ethernet Connection a connection to a wired network created between a computer and a modem-router using an Ethernet Cable

Excel See Microsoft Excel

Extension a small and limited-function app that can be added to a browser app to increase functionality in the browser

External hard drive a portable hard drive for storage (in addition to the computer's built-in hard drive) that plugs into a USB Port; See flash drive, peripheral



F1 Key a standard key on a computer keyboard that is usually in the top row of a keyboard, on the left-hand side that opens the current app's Help Menu; See Help Menu

FAQs an acronym for Frequently Asked Questions, a form of help based on questions that are regularly asked when more information is needed about a topic

File attachment a file (such as a Microsoft Word document, video, or picture) that is attached to an email; See Outlook

File Explorer a pre-installed File Management App used to access the drives, folders and files on a Windows 10 computer

File extension a part of a file name that identifies the app with which the file is associated

File Properties Window a window in File Explorer that provides information about the type of file, the size of the file, and when the file was last modified

Find a feature in Microsoft Apps that enables the user to find text in a document

Find and Replace a feature in Microsoft Apps that enables the user to find and replace text in a document

Firefox a web browser designed by Mozilla; See web browser

Flash drive a portable storage device, smaller than an external hard drive that plugs into a USB Port and is used to transfer smaller amounts of data between devices; See external hard drive, peripheral

Folder the virtual location for apps, documents, or other sub-folders that helps to store and organize files and data on a computer

Font a specifically designed text character, for example Arial, Calibri and Times New Roman

Footer the information at the bottom of a page below the text

Forward to send an email on to another person after receiving it; the abbreviation FW is automatically placed at the beginning of the Subject Line

Freemium a service that provides free options and paid options, usually for more advanced features of the service

Function a pre-programmed formula in Excel



Getting online or going online see connect to the internet

Google Docs a Word Processing App that is part of Google Workspace; See Google Workspace

Google Drive the Cloud Storage option from Google associated with a Google account

Google Sheets a Spreadsheet App that is part of Google Workspace; See Google Workspace

Google Slides a Presentation App that is part of Google Workspace; See Google Workspace

Google Workspace a free suite of Productivity Apps; See Office Suite, Google Docs, Google Sheets, Google Slides

Graph see chart

Group a collection of similar commands or buttons on the Office Ribbon; See button, command, Office Ribbon



Hard drive a computer's storage device built into the tower or base; See external hard drive

Hardware all the physical parts that make up a computer

HDMI Cable a type of cable with a special plug on each end that allows high quality video and audio to move between a computer and a peripheral; See peripheral, VGA Cable

Header the information at the top of a page above the text

Help Menu a resource, built into an app, that provides resources for answering questions about an app's functionality

Hibernate Mode a power mode on a computer that uses less power than Sleep Mode and that allows a quick start up from where you left off when you deactivated your laptop; See Power Settings

High Definition the quality of a video (1080p); See Standard Definition

Home Page the page, also called a Landing Page, that opens each time an internet browser is launched; See internet browser

Horizontal alignment alignment of text or images to the left, centre or right in relation to other text, an image or the page

Horizontal Scrollbar a feature in apps to allow interaction with the elements on all parts of a document or web page to the left and right; See Scrollbar, scroll up or down, Vertical Scrollbar

Hyperlink a link to a specific URL of a website, the hyperlink has the URL coded into it



Icon a stylised visual representation of an app or stylised line drawing in PowerPoint and Word;
See illustrations

Illustrations an image including pictures, shapes, icons, 3D models, SmartArt, charts and screenshots in PowerPoint and Word; See picture, shape, icon, charts, screenshots

Inbox Folder a folder that contains all the email messages received in Outlook email

Information Communications Technology (ICT) all devices, apps, and network systems that allow individuals to interact in the digital world

Information Communications Technology Fluency a concept that defines the ability to select hardware and relevant applications and to know how they might be adapted to suit different contexts

Information Communications Technology Literacy a concept that defines the ability to select hardware and relevant applications and to know what to do with them at a basic level

Instant Message (IM) a message sent from one device to another using specific apps like Microsoft Teams

Interactive whiteboard (IWB) a display device that connects a computer and a display allowing for interaction with the content on the projected screen as though it were on the computer screen allowing the user to control the computer from the screen; See secondary display device

Internet a global network that connects computers and computer systems around the world that holds the World Wide Web; often used to mean the World Wide Web; See World Wide Web

Internet Access Icon an icon on the right side of the Taskbar that indicates if the WiFi is turned on

Internet browser an app with which to view searched web pages on the World Wide Web; See Chrome, internet, Firefox, Safari, web browser, World Wide Web

Internet Fluency a concept that defines having the knowledge and skills to use various elements of the internet, World Wide Web, social media, and cybersecurity as well as the ability to evaluate critically what is found on the World Wide Web

Internet Literacy a concept that defines having the knowledge and skills to search the World Wide Web, use social media, and manage passwords

Internet Service Provider (ISP) a company that provides the connection to the internet via a modem

iOS and iPadOS operating systems developed by Apple that are used on Apple mobile devices like the iPhone and the iPad; See operating system



Joystick a small device in the middle of a laptop keyboard that functions similarly to how a touchpad does

JPEG file a format for compressing image files; See picture, PNG



Keyboard a set of keys used to input data into a computer



Landing Page See Home Page

Landscape orientation an orientation of a page in which the height is less than the width of a document in PowerPoint or Word; See page orientation

Laptop a portable personal computer with all its parts contained in one device that operates on both electric power supplied by a plugged-in electric cable and battery power

Learner Management System (LMS) an app for the administration, documentation, tracking, reporting and delivery of educational material; See Moodle

Learning Tools Tab a set of Learning Tools that allow you to dictate notes and to use Immersive Reader in OneNote and Word

Left-click the primary selection in an app that is completed by clicking the Left Touchpad Button

Lens brightness; See lumens

LibreOffice a group of free Productivity Apps that allow you to create documents, make presentations and work with data, among other things; See Google Workspace, Microsoft Office

LibreOffice Calc a spreadsheet app that is part of LibreOffice; See LibreOffice

LibreOffice Impress a Presentation App that is part of LibreOffice; See LibreOffice

LibreOffice Writer a Word Processing App that is part of LibreOffice; See LibreOffice

Licence terms and conditions the rules and regulations governing the use of an app

Local connection printer a printer that is connected by a cable or wirelessly

Lock Aspect Ratio a setting to ensure that the length and width of a picture stays in the same proportion while either the Height or the Width are changed

Log into or log on the process used to gain access to an operating system or app, often done with a password

Lumens the measurement of brightness that a projector gives; also referred to as lens brightness or projector brightness



MacOS an operating system developed by Apple that is used on Apple computers like the MacBook and iMac; See operating system

Maximise a window to open a window to its largest size using the Restore Up Icon in the top right of an app's screen; See minimise a window, restore down a window

Menu a list of options of instructions or commands in an app; See Drop-down Menu

Message List or **Inbox** a list of the emails received, listed with the name of the sender, the subject of the email message and the date and time the email was received

Microsoft Edge a pre-installed web browser app developed by Microsoft used to search the World Wide Web; see web browser

Microsoft Excel a Spreadsheet App that is part of Microsoft Office; See Microsoft Office

Microsoft Office App an app for a smartphone that offers integration with the Microsoft Office Suite on a computer

Microsoft Office Suite a group of Productivity Apps that allow you to create documents, make presentations and work with data, among other things; See Google Workspace, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft OneNote

Microsoft OneNote a Note-taking App that is part of Microsoft Office; See Microsoft Office

Microsoft OneNote for Education an option to make use of OneNote as a teaching tool

Microsoft Outlook an Email, Calendar and Task List App that is part of Microsoft Office; See Microsoft Office

Microsoft PowerPoint a Presentation App that is part of Microsoft Office; See Microsoft Office

Microsoft Stock Image Library a set of images that are free to use in Microsoft Apps

Microsoft Store an online store of apps and add-ins that can be used on a Windows 10 computer

Microsoft Teams a meeting, voice call, video call and IM app that is part of Microsoft Office; See Microsoft Office

Microsoft Word a Word Processing App that is part of Microsoft Office; See Microsoft Office

Minimise a window to reduce an app to its icon on the Taskbar using the Minimise Icon in the top right of an app's screen; See maximise a window, restore down a window

Mobile data data used by a smartphone or tablet with a SIM card to connect to the internet using 3G, 4G or similar technology

Modem a piece of hardware that allows devices to connect to the internet

Modification in SAMR, this states that technology is being used to change the way in which the lesson is structured

Monitor see display

Mouse a hand-held pointing peripheral used for interacting with elements on the screen; See touchpad



Navigation Pane shows a high-level view of the contents of the computer in File Explorer

Network a set of computers and other peripherals sharing resources connected to one another via cables or wirelessly

Network Icon an icon on the Taskbar that shows if the computer is connected to a network like the internet or WiFi; See network, WiFi

Network Port a plug hole on a computer used to plug in an Ethernet Cable to connect to a network

Network printer a printer that is connected to a network that allows computers connected on the same network to print to it; See local printer

Normal Template the standard template when a new document in Word, presentation in PowerPoint or workbook in Excel is opened; See template



Office Ribbon a Ribbon in Microsoft Office Apps; See Ribbon

Office Suite a group of Productivity Apps that allow you to create documents, make presentations, and work with data, among other things; See Google Workspace, LibreOffice, Microsoft Office

OneDrive the cloud storage option from Microsoft; See cloud storage

OneNote 2013, OneNote 2016, OneNote for Windows 10 versions of a Note-taking App for computers and smart devices; see Microsoft OneNote

OneNote on the web a web-based version of OneNote

OneNote see Microsoft OneNote

OneNote Web Clipper an extension that provides options for use with OneNote available for use in a web browser

Online (to go online) to be connected to the internet; See connected to the internet

Online resource a document, image or other file that is stored on the internet for use as a resource; any website that may be consulted for information

Operating System (OS) the main piece of software that runs on a computer and that manages all other software and hardware parts of the computer, providing a way for the user to communicate with the apps on a computer and the computer itself; See Windows 10

Outlook an email service provided by Microsoft; this is also an app by Microsoft; See Microsoft Outlook



Page break a (forced or manually) inserted break between two pages where the user wants to separate information in Word

Page break lines grey dotted lines on a spreadsheet in Excel that show where the edges of the printable page are

Page orientation the way in which a page is set in PowerPoint and Word; See landscape orientation, portrait orientation

Paperclip Icon an icon in an email app that shows that an attachment is attached to an email; See attachment

PDF a digital version of a document that cannot be easily edited like a Word, Excel, PowerPoint or other document

Pedagogical Content Knowledge an element of TPACK in which the teacher has content knowledge and pedagogical knowledge; See TPACK

Peripheral a device that is external to a computer to add functionality like a printer, scanner, flash drive, external hard drive or mouse

Phishing an attack on an internet or email user often using a fake hyperlink to steal the user's data, for example bank account details and log in credentials

Picture an image that has been saved as a JPEG or PNG file in a Microsoft app; See illustrations, JPEG, PNG

PNG file an acronym for Portable Graphics format file, a popular compressed image file format

Portable interactive whiteboard a cost-effective version of an interactive whiteboard that uses a special dongle-like device to connect a data projector connected computer to a device on a flat surface to make the surface interactive

Portrait orientation an orientation of a page in which the width is less than the height of a document in PowerPoint or Word; See page orientation

Power Button a Windows Button that offers options for turning off a computer including shut down, restart, hibernate and sleep; See Power Settings

Power Jack a plug in a laptop to connect the laptop to a power source

Power Settings the options available to manage the power use on a laptop; See Sleep Mode, Hibernate, Shut down

PowerPoint Add-in an app-like addition to a PowerPoint presentation that allows for Interactivity in the PowerPoint

PowerPoint See Microsoft PowerPoint

Pre-installed an app or operating system that comes installed on a computer when it is purchased

Presentation App an app with which to create presentations using images, charts, animations and videos; See Google Slides, LibreOffice Impress, Microsoft PowerPoint

Presentation Coach a function in PowerPoint to practise a PowerPoint presentation to ensure that the presentation is effective

Presentation the name of a PowerPoint file; See document or workbook to compare

Presenter mode a view that allows a presenter to see the notes as well as the current and next slide while presenting in PowerPoint

Primary display device see display

Print Area an area of a spreadsheet set to include all cells that have content in them in Excel

Productivity suite a set of apps to increase productivity in working with text, data and presentations; See Office Suite

Professional Digital Fluency the skills, knowledge and values held by a teacher who intends to assist learners move from digital literacy to digital fluency; See Digital Fluency, Digital Literacy

Programs see apps



QR code a type of barcode that stores information, usually an URL, that can be read by computer devices like smartphones

Quick Access a section of File Explorer that shows folders that are used regularly



RAM (Random Access Memory) a part of the computer where data that is being worked on at that moment is held to be available for use by the CPU

RAT an acronym for Replacement, Amplification and Transformation, a model that considers how technology can be integrated into classroom practice; See SAMR

Re the abbreviation stands for 'regarding' at the beginning of the Subject Line of an email that has been replied to

Reading Pane in Outlook an area where an email selected in the Message List can be read

Recycle Bin a folder in File Explorer where deleted files and folders are temporarily stored until restored or deleted permanently

Redefinition in SAMR, this states that a lesson is being conducted in a way that would not be possible without a specific technology; See SAMR

Refresh Button a button on a browser that requests a new connection to a website that is used to update information on a web page

Resolution the number of horizontal and vertical pixels on a display screen or a printed image; a screen resolution with a higher number indicates higher quality and greater visibility and readability

Restart a shutdown of a computer followed by the computer automatically starting itself back up all in one step

Restore down a window to reduce the size of a window on a screen using the Restore Down Icon in the top right of an app's screen; See maximise a window; minimise a window

Ribbon the bar under the Title Bar and Tabs that contains the groups and command buttons of the app with each Tab holding a unique set of groups on the Ribbon; See Office Ribbon

Right-click an action used to access special/context menus completed by clicking the Right Touchpad Button

Router a device that connects devices, like computers and smartphones, to a modem and subsequently to a network

Row horizontally placed cells in a table in Word or PowerPoint ; horizontally placed cells on a spreadsheet in Excel numbered from 1 onwards

Ruler a measuring tool that appears at the top of a document in Word



Safari a web browser designed by Apple primarily for Apple devices; See web browser

SAMR an acronym of Substitution Augmentation Modification and Redefinition, a model that considers how technology can be integrated into classroom practice; See RAT

Screen see display, computer monitor

Screenshot a snapshot of a computer screen in PowerPoint and Word; See illustrations

Scrollbar a feature in apps to allow interaction with the elements on all parts of a document or web page; See Horizontal Scrollbar, scroll up or down, Vertical Scrollbar

Scroll up or down to move up or down on a screen using the Scrollbar or by swiping up or down with two fingers on the touchpad

Search Bar (1) on a web browser the area used to key in search items for searching on the internet

Search Bar (2) in File Explorer the area to key in the name of a specific file or subfolder in the current folder

Search Box an area on the Taskbar indicated by a box that contains the text 'Type here to search' and/or a magnifying glass that allows the user to search for apps by name, or to search for files and documents on the device

Search the internet See browsing the World Wide Web

Search the web (search the web; search the internet) to use a web browser connected to the internet to search for information or a particular web page or web site on the World Wide Web; See internet, World Wide Web

Secondary display an additional display to a computer's primary display device; for example, an interactive whiteboard or a data projector; See primary display device

Section break an invisible break in a page that allows for different sections to have different formatting in Word or PowerPoint; See page break

Secured network a network that can be accessed only with a network security key or password

Sent Items Folder a folder in Outlook that contains all the email messages that have been sent

Settings Cog a feature in Microsoft Edge that allows the user to change the Home Page layout

Shape a geometric or freeform illustration in PowerPoint and Word; See illustrations

Sheet the equivalent of a Word page in Excel; See Microsoft Excel

Shift Key a standard key on a computer keyboard that, when held down, allows capital letters to be keyed in, and also, when used in combination with other keys can allow for other actions; See Caps Lock

Shortcut a quick link to a specific task like saving or opening a new document using keyboard keys including the Control Key and the Shift Key

Short-throw projector a data projector designed to be placed very close to a screen that is good for using with interactive whiteboards; See data projector

Show/Hide Button shows paragraph marks and other formatting that is usually hidden in a document

Shut down a power mode on a computer that turns the computer off; See Power Settings

Sleep Mode a power mode on a computer that uses very little power and allows a quick start up from where you left off when you deactivated your laptop; See Power Settings

Slide the equivalent of a Word page in PowerPoint; See Microsoft PowerPoint

Software the parts of a computer that include the instructions that control how the hardware functions, the apps running on the computer, and the data stored on the computer; See hardware

Software update an update of an app to ensure that it has the latest data for security and functions

Space Bar a standard key on a computer keyboard that creates spaces in a document when pressed

Speaker Icon an icon on the Taskbar that opens the adjust volume settings slider

Spreadsheet a page in a workbook in an Excel file made up of rows and columns of cells;
See cell, column, row

Spreadsheet software an app for processing numerical data; See Google Sheets, LibreOffice Calc, Microsoft Excel,

Standard Definition the quality of a video (480p); See High Definition

Start Button a button on the left of the Taskbar that opens the Start Menu; See Start Menu

Start Menu a menu that shows a list of installed apps on the left-hand side and app tiles on the right as well as a Power Options Button and a Setting Button

Stock Images photos or other illustrations that have been collected by an organisation or company that give users permission to use the image under certain conditions

Subfolder a computer folder in File Explorer within another folder

Subject Line a field in Outlook email for identifying the subject of the email

Substitution in SAMR, this states that the technology is being put in the place of a more traditional technology and does the same thing without there being any change to the activity at hand

Sync to place the same data among multiple devices



Tab (1) a set of unique groups of commands in Microsoft Office including File, Home, Insert, among others; See command; group, Microsoft Office

Tab (2) a predefined placement of a cursor across the width of a document in Word

Tab Key a standard key on a computer keyboard that creates tabs in Word; See Tab

Taskbar the band usually at the bottom of a Windows 10 computer screen that indicates which apps are open along with the date and time among other things

Technological Content Knowledge an element of TPACK in which the teacher has technological knowledge and content knowledge; See TPACK

Technological Pedagogical Knowledge an element of TPACK in which the teacher has technological knowledge and pedagogical knowledge; See TPACK

Tech-savvy to have knowledge of technology, especially ICTs

Temperature light a light on an overhead projector that shows that the machine is overheating or in need of cleaning

template a pre-formatted document or file

Text alignment see align

Text Box a shape created to contain text; See shape

Text wrapping method of placing an image in relation to text in PowerPoint and Word

The net an informal reference to the internet and the World Wide Web; See internet, World Wide Web

The web see World Wide Web

Thesaurus a list of words in groups of synonyms and related ideas; Microsoft Word has a built-in thesaurus

Thumbnail Pane a pane showing small versions (thumbnails) of slides in a PowerPoint presentation

Timed outages downtime of a network planned by an ISP to perform maintenance on the network

Title Bar holds the name of an open file or folder in an app

To do Bar in Outlook contains links to email, calendar, contacts and the task list

To Field a field in Outlook email for the email address of the person to whom an email is being sent

Touchpad (or trackpad) a special flat surface in a laptop used to interact with items displayed on the screen; See mouse, trackpad

Touchscreen interactive whiteboard an advanced version of an interactive whiteboard in which the computer is built into the screen allowing interaction by touching the screen

Tower the stand-alone part of a computer that contains all the computer's components including the CPU and the hard drive

TPACK an acronym for Technological Pedagogical Content Knowledge, a theory that argues that having a sound understanding of what impact technology has on content and the pedagogical activities involved in teaching is crucial to effective digital integration

Trackpad see touchpad

Transitions visual effects from one slide to the next in PowerPoint



Underscore Key a standard key on a computer keyboard (the key between the Zero Key and the Plus or Equal to Key) that creates a line rather than a hyphen when used with the Shift Key

Upload the process of sending documents, emails, web pages, images and files to a server or another computer using the internet; See download

URL the exact address of the website on the internet that has the structure `http://www.website.com`

USB Cable a cable with special plugs on each end that enable connection between a computer and peripherals and, in some instances, the supply of power to the computer; See USB Port

USB Port the plug hole into which a USB Cable is plugged into a computer



Vertical Scrollbar a feature in apps to allow interaction with the elements on all parts of a document or web page to the top and bottom See Horizontal Scrollbar, scroll up or down

VGA Cable a cable with special 45 pin plugs on each end used to transfer video signals between a computer and a peripheral; See HDMI Cable, peripheral

Visualiser a name for a document camera; See document camera



Web App an app that can be accessed online from any device that has a web browser

Web browser an app used to search the World Wide Web; See Chrome, Firefox, Safari

Web cam a camera built into a laptop's lid for video chats, online classes or video recordings in PowerPoint

Web an informal name for the World Wide Web; See World Wide Web

Web page a document on the world wide web that presents information in a media format with which users can view and interact

Website a collection of web pages that relate to the person, company or organisation that put up that website

WiFi a wireless technology that allows computers to connect to a network as well as the internet

WiFi hotspot an area where a WiFi network is available

Window the view (or screen) on an app or program that can be opened, closed, minimised and maximised according to need

Windows 10 an operating system released by Microsoft; See operating system

Windows Key a standard key on a Windows computer keyboard that when tapped opens the Start Menu; See Start Menu

Windows OS an operating system developed by Microsoft which is used on most computers, some phones and tablet devices

Wingdings a font made up of various icons in Windows 10

Wired connection a connection using a USB, VGA or HDMI Cable between a computer and a peripheral or between a computer and a modem router using an Ethernet Cable; See WiFi, wireless connection

Wireless connection a connection using WiFi or Bluetooth between a computer and a peripheral or using WiFi between a computer and a modem router; See WiFi, wired connection

Word processor an app used to create and edit text documents

Word See Microsoft Word

Workbook the name of an Excel file; See document or presentation to compare

World Wide Web a collection of documents and resources on the internet; See internet; searching the web

Wrap Text a command in Excel to display the contents of a cell in many lines rather than in one long line across cells

www the abbreviation for the World Wide Web; See World Wide Web

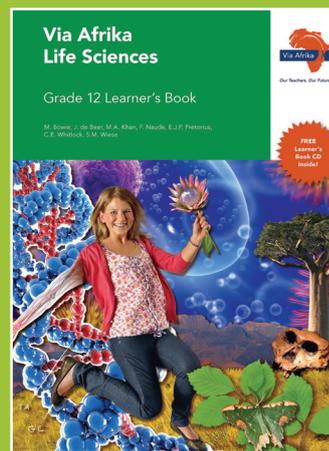
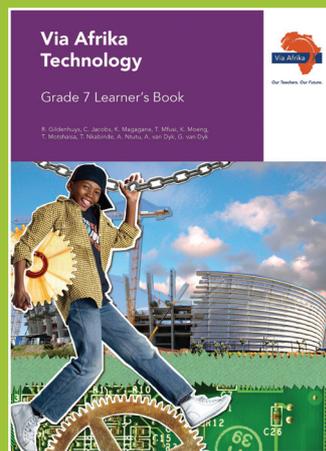
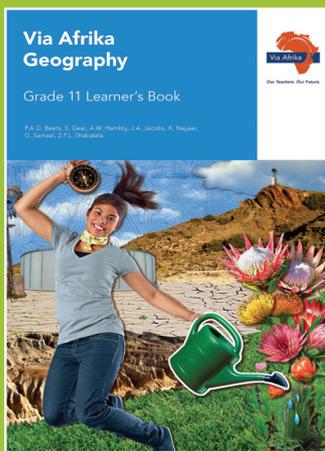
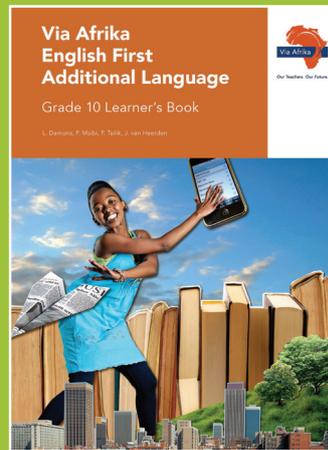
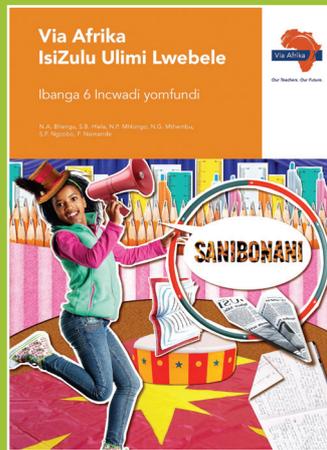


Zip file a compressed file made up of a file or group of files

Zoom to change the magnification of a document

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