

Second Grade Technology Terms

Ergonomics	er·go·nom·ics [ur-guh-nom-iks] The science of designing equipment and workspace for a comfortable and safe working environment. It includes everything from size of furniture to lighting
Menu	A list of options available to the user as displayed on the screen
Word Processor	Software used to produce documents such as letters, reports, manuals, and newsletters
Cyberspace	The electronic medium of computer networks, in which online communication takes place
Font	A set of characters with a particular design and size
File	A collection of information saved on a computer with its own filename
Folder	An object that can hold other objects, such as files and other folders
Scroll Bar	The bar that appears at the right side or the bottom of a window that contains more information than can be viewed at one time.
Tool Bar	A collection of buttons that typically make the more common tools for an application easily accessible
Single Space	Horizontal line spacing which leaves no space between lines of text in a document
Double Space	Horizontal line spacing which leaves one blank line space between lines of text
Acceptable Use Policy	(AUP), a set of rules applied by network and website owners which restrict the ways in which the network or site may be used. AUP documents are written for corporations, businesses, universities, schools, and website owners for safety of users and security of the network

Microsoft Word Window

