

Third Grade Technology Terms

Edit	The process of rearranging, changing, and correcting text or graphics
Graphics	Digital images or pictures
Clipart	Ready-made pieces of printed or computerized graphic art, such as illustrations, borders, and backgrounds, that can be electronically copied and inserted into documents
Justify	Alignment of text on a page by spacing words and letters so that full lines in a column have even margins (left, right, center, or full)
GIF	Graphic Interchange Format-a file format used for graphics
JPEG	Joint Photographic Experts Group-a file compression format used for graphics
Window	Rectangle on the screen that displays information such as icons, documents, or applications
Maximize	Adjust active window so that it covers the entire display
Minimize	Adjust the window so it only appears as a button in the task bar
Application	Software that lets users do relatively complex tasks, as well as create and modify documents. Common application types include word processors.
Task bar	An area that runs across the bottom of the desktop that shows open applications
Italics	<i>Style of characters which slant upward to the right</i>
Title bar	The horizontal bar at the top of a window that shows the name of the window

Microsoft Word Window

