

Fourth Grade Technology Terms

Cut Deletion of text or graphics that can subsequently be placed in a new location

Copy To make an exact duplicate of information in a document so it can be placed in a new location

Paste To insert information in a document from the clipboard

Clipboard An area used to temporarily store cut or copied information.
The clipboard contents are lost when new information is placed on the clipboard or when the computer is shut down.

Indent To set in from the margin, as the first line of a paragraph

Insert Key The key used to switch between the insert and type over modes

Proofread To read text (copy) on the monitor or on a print-out and to correct errors

Tab Key When pressed, moves the cursor to settings that are used to line up columns of text in a document or to move to data entry areas in programs or dialog boxes

Cookies A file sent to a web browser by a web server that is used to record activities

Download To retrieve a file from another computer using a network

Home Page The document that is displayed when you first open a web browser

Search Engine A type of software that creates indexes Internet sites based on titles of files, key words, or full text of the files.

Web Browser Software that allows you to access and view HTML documents

HTML (HyperText Markup Language) is the coded instructions that tell a browser how and where to place information, graphics and links on a web page

URL (Universal Resource Locator) is the address of a particular site or page on the Internet