

## K-8 Digital Literacy Vocabulary

**Active Cell** – The thick-bordered cell where you can enter numbers or formulas in a spreadsheet.

**Address Bar** – A text box near the top of a web browser that displays the web address of the current web page and automatically changes when you visit a new web page.

**Animated** – A moving clip art graphic.

**Anti-Virus** – An application designed to search for viruses and repair files on a computer.

**Applications** – Programs that allow you to accomplish certain tasks such as write letters, analyze numbers, sort files, manage finances, draw pictures, and play games.

**Arrow Keys** – The keys on computer keyboard used to move the cursor up, down, left, or right on your screen.

**Ascending Order** – Organizing or sorting information in order from smallest to largest, or A-Z or 1-9.

**AUP (Acceptable Use Policy)** – A set of rules and guidelines that are set up to regulate Internet use and to protect the user.

**Autosum** – A command that adds values in a range of cells together in a spreadsheet.

**Bar Graph** – One type of graph developed from spreadsheet data that uses parallel bars to compare data and changes in data over time.

**Blog** – A collection of journal entries posted on the Web.

**Bold** – A style of text that makes a letter or word darker and thicker to stand out in a document.

**Bookmark/Favorite** – A feature in some browsers that places a marker of a Web site's URL in an easily retrievable list.

**Browser** – A computer program that allows one to view websites (e.g. Internet Explorer, Firefox).

**Cell** – The space at the intersection of a row and column in a spreadsheet.

**Chart** – A way to present information from a spreadsheet in the form of graphs or tables.

**Clip Art** – Images you can add to your documents or presentations. Clip art includes items such as photographs, cartoons, maps, symbols, and flags.

**Cloud** – A backup and storage service on the internet.

**Collaborate** – To work jointly with others or together especially in an intellectual endeavor.

**Column** – The vertical divisions in a spreadsheet that are named with an alphabetical letter.

**Copy** – To duplicate information in your document so it may be placed in a new location.

**Copyright Law** – The law that protects the exclusive legal right to reproduce, publish, sell, or distribute the matter and form of a piece of writing, music, video or other product.

**CPU (Central Processing Unit)** – The main chip that allows computers to do millions of calculations per second.

**Cite** – To give reference to the creator and source of the information used in a piece of work.

**Cursor** – Where the action is located on the screen, represented by a flashing line or arrow. When you type on your keyboard, the information appears at the cursor.

**Cut and Paste** – When text, images or other elements are selected and removed from one place within a document to another.

**Cyberbully** – One who uses technology to harm or harass other people in a deliberate, repeated, and hostile manner.

**Data** – Any information stored by a computer (files, videos, etc.).

**Delete** – A key used to erase characters.

**Descending Order** – Organizing or sorting information in order from largest to smallest, Z-A or 9-1.

**Desktop** – The main area on the computer where you can find the icons that represent programs.

**Digital Citizenship** – The norms of appropriate, responsible behavior with regard to technology use.

**Digital/Electronic Resource** – Resources accessed through a computer or other technology.

**Domain** – The part of an Internet or email address that identifies where something is located. For example, in the address www.mnps.org the domain is mnps.org. In an email address, the domain is everything after the @ symbol.

**Download** – The process where you copy something from another computer or the Internet and save it on your computer.

**E-books** – A book composed in or converted to digital format for display on a computer screen or handheld device.

**Email** – Sending and receiving messages through a computer network. This process requires a computer, modem or network connection, and an e-mail address.

**Embed** – To incorporate a file, chart, graphic, link, etc. into a program or page on the internet.

**Edit** – To make changes to a document, presentation, graphic or other digital file.

**Enter/Return** – The key used to begin a new line in a word processor, or to enter information into a spreadsheet. It is the same as clicking OK in a dialog box.

**Field** – A place in a digital record where information can be entered or located.

**File** – An object on a computer that is stored under a particular name.

**Filter** – To show a subset of data based on certain parameters.

**Firewall** – Technology that protects the network from unauthorized users.

**Flash-Drive** – A drive that plugs into a USB port on a computer and stores data digitally. Also called a USB drive, jump drive, or thumb drive.

**Folder** – A collection of files stored on a computer.

**Font** – The shape and style of text.

**Format** – To set the margins, tabs, font or line spacing in layout of a document.

**Formula** – Any equation entered into a cell or formula bar within a spreadsheet.

**Formula Bar** – The field where information is entered in a spreadsheet.

**Gif (Graphic Interchange Format)** (Pronounced "jiff.") – A file format for pictures, photographs, and drawings that are compressed.

**Graph** – A picture showing the relationship of one or more sets of numbers to each other. Some graph types are line, bar, area, and pie graphs.

**Graphic** – Images/pictures created, edited, and/or published using a computer.

**Hacker** – An unauthorized person who secretly gains access to computer files.

**Hard Drive** – A device that holds all permanently stored programs and data; can be located inside the system unit or attached to the system unit via a USB port.

**Hardware** – Part of the physical computer system such as a keyboard, monitor, mouse, printer, speakers, etc.

**Headers/Footers** – Text or graphics that appear outside the top or bottom margins of a page that may include page numbers, footnotes or other references.

**Highlight** – To choose part of a document by clicking and dragging over it with the mouse.

**Home Page** – The first page you see when you open a browser.

**Home Row** – Keys on the keyboard with fingers of the left hand are on A-S-D-F and fingers on the right hand on J-K-L-;

**Hyperlink** – Special text that, when clicked, redirects the user from one website to another.

**Icon** – A picture on a computer display that represents an object such as a software application or a file or folder.

**Image** – A visual representation of something or a picture produced on an electronic display.

**Indent** – To set the first line of a paragraph in from the margin in a word processing document.

**Intellectual Property** – Something that someone has invented or has the right to make or sell, especially something that cannot legally be copied by other people without permission.

**Internet** – Term given to the network of computers that provide information world-wide.

**Intranet** – A computer network used for exchanging or seeing information within an organization.

**Insert** – To add something to a document or file, such as a graphic, chart, or photograph.

**Jpeg (Joint Photographic Experts Group)** – A standard for shrinking graphics so they can be sent faster between modems and take up less space on your hard drive.

**Justification** – How your text conforms to the left and right margins of a page. The text can be right-aligned, centered, left-aligned, or fully-aligned/justified.

**Keyboard** – The hardware device used to enter characters into the computer.

**Keyword** – A word or reference point used to describe content on a web page that search engines use to properly index the page.

**Landscape** – The page setup that permits a document to be printed in a horizontal position.

**Line Graph** – A graph used to display trends and compare data.

**Line Spacing** – The span between lines of text.

**Linear** – Moving in a straight line or path; a multimedia presentation that moves in a straight line from image to image.

**Links** – Connections that bridge one image, page, or word to another by clicking on a highlighted word or phrase.

**Maximize** – To enlarge a window to take up the entire screen.

**Merge** – A command that combines a range of cells into one cell.

**Minimize** – To make a window very small when not in use but when you still want to keep it open.

**Monitor** – The device with a screen used to show computer images.

**Mouse** – A tool used to move the cursor and pointer around the screen.

**Multimedia** – To use a combination of text, pictures, sounds, movies, and/or animation in a presentation.

**Netiquette** – Etiquette governing communications on the Internet.

**Network** – A system of connected computers that allows the sharing of files and equipment. Two common types of networks: local area network (LAN) and wide area network (WAN).

**Network Drive** – A place to store files that is on a server outside the local computer (e.g. H: drive).

**Non-Linear** – Not moving in a straight line or path; a multimedia presentation that transitions from one image to another in an order that is preset, but not necessarily in a straight path.

**Numeric Keypad** – The portion of a keyboard set up like an adding machine or calculator used to enter numbers and equations quickly into the computer.

**Online Safety** – Precautions taken to protect personal information and images from being misused by others.

**Page Break** – A command that starts a new page in a document.

**Password** – A code for the security protection to allow access to a computer or the computer programs.

**Pie Graph** – Circle graph divided into pieces that look like portions of a pie.

**Plagiarism** – When one person uses another person's ideas or writing and calls the work his or her own or fails to properly give credit to an author or artist.

**Portrait** – The default page setup that prints the document vertically.

**Print** – To put what is on the computer screen on paper. It creates a paper copy of the document created on the computer.

**Printer** – A hardware device used to make a paper copy of what is created on the computer.

**Public Domain** – Software written and then donated to the public. Anyone can use and copy public domain software free of charge, but it is not always the same quality as commercial software.

**Row** – The horizontal divisions in a spreadsheet named with a number.

**Save** – Storing information for later use.

**Save As** – To save a document with a new name.

**Scroll Bars** – The bar that appears at the side or bottom of the window and controls which part of the information is displayed on the screen.

**Search** – To look for specific information on the internet or computer.

**Search Engines** – Software (e.g. Google) that searches, gathers and identifies information from a database based on keywords, indices, titles and text.

**Security** – Protection of computer, computer files or a computer network from use without permission of the owner or owners.

**Server** – A computer or computer program that manages access to a centralized resource or service in a network.

**Social Media** – Websites and applications that enable users to create and share content or to participate in social networking (e.g. Twitter, Facebook).

**Software** – Programs that allow you to accomplish certain tasks such as write letters, analyze numbers, sort files, manage finances, draw pictures, and play games.

**Sort** – Arranging information in a specific order (usually ascending and descending).

**Spam** – Unwanted or junk email.

**Special Purpose Keys** – The following keys on the keyboard: Enter, Shift, Tab, Backspace, Control, Delete, Escape, Alt, Caps Lock.

**Spreadsheet** – An application that can be used to do calculations, analyze and present data. It includes tools for organizing, managing, sorting and retrieving data and testing "what if " statements.

**Table** – Columns and rows of cells that can be filled with text that are used to organize information.

**Text** – Words on a page.

**Thesaurus** – A feature in most word processors used to replace a word in a document with a synonym.

**Toolbar** – A row of icons used to provide certain functions.

**URL (Uniform Resource Locator)** – The website address (Ex. <http://www.mnps.org>).

**User Name** – A unique name that allows access to a computer system or website.

**Virus** – A computer program designed to damage computer files.

**Word Processing** – Using keyboarding skills to produce documents such as letters, reports, manuals, and newsletters.

**Wrap Text** – Option where text conforms to a space designated by the user.

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