

K-5 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.

Air Drop – The sharing of files in a cloud format.

Animated - A moving clip art graphic.

Anti-Virus - A program designed to search for viruses and repair files on a computer.

Applications - Programs that accomplish certain tasks such as write letters, analyze numbers, sort files, manage finances, draw pictures, and play games. Also known as apps on mobile devices.

Arrow - The small arrow or other icon on the screen that moves as your mouse moves.

Arrow Keys - The keys on a 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, i.e., A-Z or 1-9.

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

Avatar – an image or character that represents a person online.

Backspace – To move back a space in a text with the press of a key.

Backup - An extra copy of a file or document, stored away from your computer. This is the most important computer term you should know and use!

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.

Bluetooth - Short-range wireless signals that allow you to connect to other Bluetooth devices.

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 (web address) in an easily retrievable list.

Breadcrumbs - Words that appear horizontally across the top of a Web page, often below title bars or headers. They provide links back to each previous page the user navigated through to get to the current page or the parent pages of the current one.

Browser - A computer program that allows one to view websites (e.g. Internet Explorer, Firefox, Safari, Chrome). Also called a Web browser.

Bug - An error in a software program that causes it to not function properly.

Burn - to make a copy of data onto a CD. It is called "burn" because it actually heats up the CD

Caret/Insertion Point - a small blinking line that shows where the next typed letter or number will go. Also called the cursor.

Case Sensitive – The difference between capital and lowercase letters. A keyboard automatically types a letter in lowercase unless the shift or caps lock key is used.

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

Chart - A way to present information in the form of graphs or tables.

Chat - An online conversation between people. Internet users sometimes go to chat rooms to talk to others.

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

Click – Tap on screen with the mouse – left or right buttons perform different tasks.

Click and Drag - Using the mouse or track pad, move the arrow over an item, hold clicker (button) while moving or dragging the item to a new location.

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

Clipboard - A temporary storage area on a computer where information cut or copied from a file is kept for pasting into another file.

Citation - a formal note of credit to an author that includes their name, date published, and where you found the information.

Cloud - A backup and storage service on the Internet.

Cloud Computing - The practice of storing computer data/files on multiple servers that can be accessed through the Internet.

Coding - Programming on a computer using a set of directions.

Collaborate - To work together with others especially in an intellectual endeavor.

Column - The vertical divisions in a table or spreadsheet that are named with an alphabetical letter.

Computer - A programmable machine that responds to a specific set of instructions. Refers to desktop computers and laptop computers.

Cookie - a small amount of your personal information created by a website and saved by your browser for the next time you visit that site.

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.

Central Processing Unit (CPU) - The main chip that allows computers to do millions of calculations per second. Sometimes called the brain of the computer.

Cursor - The flashing light or arrow on the screen that indicates where the action is located.

Cut and Paste - The action of selecting and removing text, images or other elements from one area and placing them in another.

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

Cyberbullying – the use of digital media tools such as the Internet and cell phones to deliberately upset or harass someone.

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.

Device – A piece of equipment or a mechanism designed to serve a specific purpose or perform a special function.

Dialog Box - a window that pops up on the screen with options that the user can select. Often includes a clickable OK button. Also called a Pop Up Box.

Digital Citizenship – The practice of navigating the digital world, online, safely, responsibly, and ethically.

Digital Footprint – all of the information online about a person either posted by that person or others, intentionally or unintentionally. It includes the websites visited, emails sent, and information submitted to online services.

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

Dock - the dock is a row of icons that appears on a Mac computer desktop so that the user can select any of them quickly.

Document - a file created by a software application.

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

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

Drag and drop – The action of clicking on text, images, or other elements and holding the left mouse button down, moving the mouse where you want to place it, then letting go of the button.

Drop Down Menu - A list that opens when an item is clicked, usually from the menu bar. Sometimes called a Pull Down Menu.

E-book - A book composed in or converted to digital format for display on a computer screen or handheld device. (An electronic book.)

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 enter data into the computer, begin a new line in a word processing program, or to enter information into a spreadsheet. It is the same as clicking OK in a dialog box.

Exit - to cause a computer program to cease running.

External Storage - Storage on a USB drive or external hard drive of computer files or data.

Frequently Asked Questions (FAQ) - On a website, a place where you can find answers to commonly asked questions.

File - Information that is stored under a particular name on a computer.

Finder - An application that navigates to all of the files and folders on your Mac.

Firewall - Technology that protects the network from unauthorized users.

Flaming -

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 the layout of a document.

Forward Arrow - To move forward in a text with the press of a key.

Graphic Interchange Format (.gif) (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 stored programs and data; can be located inside the system unit or attached to the system unit via a USB port.

Hardware - A part of the physical computer system such as a keyboard, monitor, mouse, printer, speakers, etc. It is the part of a computer you can touch.

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 text by clicking and dragging over it with the mouse and then use the highlight function in the toolbar.

Home Page - First page you see when a computer browser is opened.

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-; (semicolon)

Hyperlink or Link - 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, 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.

Infographic – A graphic, visual presentation or information, data, or knowledge.

Information - The use of computer systems to obtain facts or details about a subject.

Input Device - A piece of hardware that puts information into the computer, such as a keyboard, mouse, camera, scanner, or microphone.

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 - Network of computers that provide information worldwide, creating a web of computers and programs.

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

Jpeg - (Joint Photographic Experts Group, .jpg) – A standard for shrinking graphics so they can be shared faster and use less memory on a 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 – the words you use to search for information about a topic.

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

Laptop - a small portable computer.

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

Line Spacing - The span (distance) between lines of text.

Linear - 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.

Logon or Login - Accessing a computer or a website by typing in a certain name or code.

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

Memory - the information that a computer stores.

Menu - a list of things that you can choose from; *especially computers* : a list shown on a computer from which you make choices to control what the computer does.

Menu Bar/Tool Bar - the bar at the top of the screen that shows things you can DO within that program, such as "File", "Edit", "Copy", "Print", or "Save".

Menu Driven Program - A program in which options are offered to the user via choices.

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 - An input tool used to move the cursor (arrow) around the screen.

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

Navigation - the act of going to different places on the Internet or on a particular Web site in order to find what you want.

Navigation Pane - A pane or panel that is usually displayed down the left side of a window that contains links within the site.

Navigation Bar - At the top of the screen, it allows you to go places within that program, such as "Home" or "Back".

Netiquette - Using good manners on the Internet.

Network – A group of computers that work together to share information.

Network Drive - A place to store files that is on a server outside the local computer.

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/Offline - When the computer is turned on and connected to the Internet, it is "online". When it's not connected to the Internet, it's "offline".

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

Open - To initiate access to a computer file or program, usually by clicking on a file name or icon.

Operating System (OS) - The main software for that computer. Every computer, tablet, and smartphone includes an OS that allows it to work.

Output Device - A piece of hardware that sends information out of a computer, such as a monitor/screen, speakers, printer, or headphones.

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

Password - A code for security that allows access to a computer or computer programs, or a secret code to protect your data that can keep others from getting into your files.

Peripheral - Hardware that connects to the computer by a cable, such as a keyboard or mouse.

Personal information - Information that is about you, such as name, address, phone number.

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

Phishing – when people send you phony emails, pop-up messages, social media messages, texts, calls, or links to fake websites in order to hook you into giving out your personal and/or financial information.

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.

Pop-up Window - Gives information or asks for information before user can go on. It may be a warning, or it may ask the user to make a choice.

Port - a hardware interface by which a computer is connected to another device (as a printer, a mouse, or another computer).

Portrait - The default page setup that prints the document vertically. (Up and down.)

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.

Privacy (internet/online) - Protecting personal information on the internet

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.

Punctuation Keys - any one of the keys (such as a period, comma, or question mark) used to divide a piece of writing into sentences, clauses, etc.

Refresh - A command to reload the information on a webpage.

Relevance - Important to the matter at hand. Relevant information from an Internet search is information that answers the user's search query.

Right-Click - To click on the right side of the mouse to get a menu of new options.

Safety (internet/online) - Things to do to protect you and your computer, such as asking an adult for help, not giving out information, and reporting material that makes you feel uncomfortable.

Save - Storing information for later use.

Save As - To save a document with a new name.

Scanner - A device that scans something that is flat (a piece of paper or a picture) and sends the image to the computer.

Screen/Monitor - A computer screen is like a TV screen and may or may not be touch sensitive. Also called a monitor.

Screensaver - The picture that pops up when the computer is not actively in use. Prevents burn in on the monitor.

Scroll - to move text or images of a Web page, document, etc., up, down, or to the side on a computer screen so that you can see all of it.

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, such as Google, that searches, gathers and identifies information from a database based on keywords, titles, and text.

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

Select - To click and drag on a file or a piece of information on a computer screen that so that it is marked in a different color and can be modified by the user.

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

Shortcut - When you click on an icon it takes you quickly to that program or application.

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 and applications that do certain tasks such as writing letters, analyzing numbers, sorting files, managing finances, drawing pictures, and playing games. Instructions that tell the hardware (computer) what to do and how to do it.

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

Spam - Unwanted or junk email. Stands for Sending Particularly Annoying Mail.

Special Purpose Keys - The following keys on the keyboard: Enter, Shift, Tab, Backspace, Control, Delete, Escape, Alt, Caps Lock, and function keys (F1...F12).

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.

Surf - to look for information or other interesting things on the Internet.

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

Tablet - A portable computer that primarily uses a touchscreen as its input.

Tabs - A way to have more than one page/screen open at a time.

Taskbar - On a Windows machine, the bar beside the Start button that shows what programs are open.

Telecommunication - Technology that deals with communication at a distance i.e. telephone, cell phone, internet, email.

Text - Words on a page.

Text Message - A short message that is sent electronically, usually from one cell phone to another.

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

Toggle - To make a selection that causes the computer to switch between two or more choices.

Toolbar/Menu Bar - A row of icons used to access certain functions, often at the top of the screen.

Touchpad - the area on a laptop that substitutes for a mouse. You move your finger around on it to move the cursor.

Touchscreen - you do not need a keyboard to operate; you can just touch the screen to do stuff, such as on a tablet or smartphone (and some computers).

Trackpad - The built-in pointing device on all laptop and netbook computers.

Troubleshoot - To figure out the source of a problem starting with the most obvious problem then narrowing it down to specific issues

Undo/Redo - your best friend when working on something. It takes away the last thing you did (Undo) or puts it back (Redo).

Uniform Resource Locator (URL) - A unique website address (Ex. <http://www.mnps.org>) that locates a web page on the Internet.

USB (Universal Serial Bus) - a type of connection that allows you to use cables and ports to connect external devices like a camera or speakers.

User - anyone using a computer

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

Video Conferencing - To hold a conference via video and audio feeds through a computer.

Virtual - not physically existing as such but made by software to appear to do so. For example, one can take a virtual field trip to a zoo by accessing its webcams and pages online.

Virus - A malicious computer program designed to damage computer files or hardware.

Wallpaper - the picture or design on your desktop for decoration

Web Browser - A computer program that allows one to view websites (e.g. Internet Explorer, Firefox, Safari, Chrome). Also called a browser.

Website - A series of pages located on the Internet.

Wi-Fi - a program that allows devices to communicate without wires or being physically connected.

Wiki - a website that allows users to add and change the content on that site.

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

WPM - Rate of which words can be correctly typed in a minute.

Wrap Text - Option where text conforms or wraps around a space designated by the user.

WWW or World Wide Web - a collection of linked pages that are accessed through the Internet.