

Terms to know:

- Hard Drive—piece of hardware inside the computer that holds information-we do not save our work to the hard drive at POPCS
- RAM—the memory of the computer-**R**andom-**A**ccess **M**emory RAM
- Network—Computers that are connected and can “see” each other
- Desktop Icon—the shortcut on the desktop, that we have to double click on, to launch a program.
- Students Folder—the main folder where we save our files; it has our personal and classroom folders in it, too.
- Login—user name and password to get into the network.
- Scroll bar—the side bar in a window/page/box that has an arrow on both ends that you use to move your view up or down and/or side to side.
- Taskbar Icon—Shortcuts that are on the taskbar that launch a program.
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- Spinning Wheel-hourglass—computer is busy, “thinking.”
- Shift—the key that we hold to type a capital, (Upper Case Letter) or a symbol.
- Graphic—another name for a picture, types of graphics are: .tiff, .bmp, .jpeg-.jpg, .bmp
- Cursor—a small image on the screen showing where you are pointing; the mouse controls the movements of the cursor. The cursor can appear in different forms including an I-Bar, arrow, pointer, block.

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At POPCS:

- We **do not** lock our computer at the end of class, we log off.
- We **do** have a computer network.
- When we click on the start button, the start menu pops up.
- To exit a **program**, we click on File (“Home” for MS Office) and then Exit. Specifically, in the program KidPix, we click on File and then Exit.
- To hear the sounds from the computer we use our **headsets**.
- Double clicking on a taskbar icon will launch a program twice.
- To log in we hold ctrl and alt, then press the delete key.
- Our hard drives are located inside the **tower** of the computer.