

Acronyms: Terms:

Documents: Files; Files are documents you create in word or Excel or even PDF format. It is just the same as you wrote a letter of did your accounts in a multi column accounts book.

Folder: Is where you keep your files. Filing cabinet.

Firewall: Software to provide protection between you and the outside world. Essential piece of Club kit used to protect our members. Can also be a piece of hardware.

Malware: Unhappy Software, discontented, Disgruntled. Anything from annoying to destroying programs on your computer. Essential to have an anti-malware program.

Java: Software to provide code between windows and another program.

Operating System: Windows, Apple, Android, Linux –UNIX. It is the software that controls the computers operation

PDF Readers: Nitro Reader3 or Adobe Reader. Nitro Reader3 and Adobe Reader are for Viewing .PDF Documents.

Passwords: Software like; PasswordVault, Dashlane 2 of the best for keeping passwords safe.

QuickTime: QuickTime is also for playing certain types of video files, usually Apple products.

Recycle Bin: Trash, Place where you put file temporally deleted.

Reboot: Restart your computer.

Soft Reboot: Means of restarting your computer when there is a serious error and your start menu is unavailable. You press the small button on a tower computer and the computer will restart. Not available on al laptop.

Software: Application, App, Program Programs like Word, Internet Explorer or live Mail.

Virus: *Anti-Virus software; AVG Free; AVAST;* Virus = Germ, Infection. Anti-Virus = Virus fighter.

VLC, Adobe Flash player: Video Playing software. Flash Software for Video playing and VLC Media player is also for playing most video files.

Hardware:

CPU: brands Intel, AMD; The Brain of a Computer.

Desktop: Multiple Brands, Apple Mac, sits on table or floor, large box. Often wrongly referred to as CPU.

Device: Any hardware item used for computing.

DVD/RW Drive: For Desktop, Laptops and external; A means to burn DVD/CD and Blue Ray disks

DVD Disks: Many brands, The Medium to burn Information-Movies - Music etc. on

Flash Drive: Thumb Drive, USB Flash Drives, Various forms of USB attachable drives.

File Name.zip: Compressed file(s), Groups files together and compresses the size for easy distribution.

File Name.iso: Compressed file group, Groups file together and compresses the size for easy creation of CD/DVD's

HUB: USB, Universal Serial Port, Usually for USB devices Most common connecting port on today's computers.

HDD: Hard Drive, 2.5" & 3.5", Internal, External, 2.5" inside Laptops - 3.5" in Desktops USB external in both sizes. Also portable drives in both formats.

Laptop: MacBook, With a Brand, Portable Computer 10" to 21" screen.

Mobile Phones: Windows, iPhone, Android, Branded and Non Branded. Terms for type of mobile Phones-Smart Phones.

Monitor: AppleMac, ASUS, the screen on which you view your Windows Desktop, or opening screen of your device.

Motherboard: Mainboard, comes in many different brands. The mainboard makes the backbone of a computer.

Passwords: Software like; PasswordVault, Dashlane 2 of the best for keeping passwords safe.

Tablet: iPad, Android, iOS, Common in 7" and 10" devices.

RAM: The Short Term Memory of a Computer.

Router: Hardware device It moves packets of information from one network to another. One computer to another.

Recycle Bin: Trash, Place where you put file temporally deleted.

SSD: Solid State Drive, 2.5", Internal, External, 2.5" inside Laptops and Desktops Exceedingly fast.

Video Card: The visuals you see on your screen are generated by a video card.