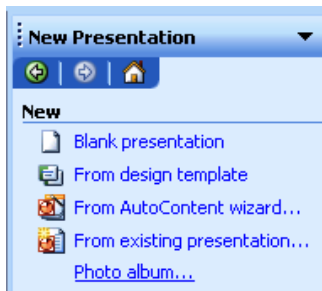


## Glossary of Terms

### Icon



### Click vs. Double-click



### Storage devices



An **icon** is a picture that represents a program, document, or other file.

#### Example

- ❖ Double-click the Microsoft® Office PowerPoint icon to start the program.

**Click** means press the left mouse button once to select something. Right click means press the right mouse button once, usually to display a menu. You double-click to select and open. To **double-click**, press the left mouse button twice in quick succession. If you have difficulty pressing the mouse button fast enough, click once and then press <enter>.

#### Example

- ❖ Double-click the Microsoft® Office PowerPoint icon to start the program.
- ❖ Click on File, New.
- ❖ Click on Photo Album.

When you create a document, you save it to a **storage device** so that you can access it again. Examples of storage devices include a hard drive, a diskette, a Zip® disk, or a flash drive.

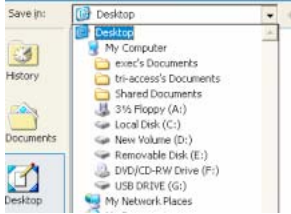
A hard drive is the primary storage device of a computer and is generally not removable. If you are using a public computer, you do not want to store your document on the hard drive, as it will be accessible by others.

A diskette is a removable storage device that you can carry with you. Typically, a diskette is plastic, flexible, and 3.5 in. square. A diskette can hold 1.44 MB of data, which is a lot of text documents, but not much storage capacity if you want to save graphics.

A Zip® disk is another type of removable storage that is approximately the same size as a diskette. However, it is made of thicker plastic, and more importantly, it holds considerably more data. Zip disks are available from 100 to 750 MB capacities.

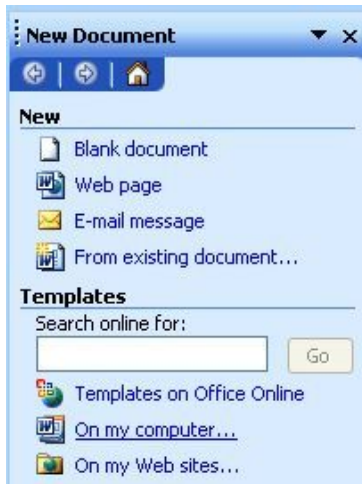
A flash drive is a small, removable storage device that connects to the computer via a USB port. Other names for a flash drive are keydrive, keychain drive, jump drive, and USB key. Flash drives are available in capacities ranging from 256 MB to 2 GB and more.

A USB (Universal Serial Bus) port is a data communications port available on almost all newer computers. You use a USB port to connect devices such as printers, digital cameras, and scanners – as well as flash drives – to your computer.



- ❖ To save a file on a drive, click on "File--Save As." Click on the down arrow to the right of the Save in: list box and locate your drive on the list.

## Templates and Wizards



A **wizard** is a computer program that uses dialog boxes to lead you through a multi-step task. Microsoft Office uses wizards to help you create documents such as greeting cards and resumes.

A **template** is a pattern you use to create your document. Rather than making the whole document up from "scratch," you follow a layout that Microsoft (or another computer software vendor) has created for you.

### Example

- ❖ Click on File, New to view templates that will help you create your resume.
- ❖ Under Templates, click on On My Computer.
- ❖ Click on the Other Documents tab.
- ❖ Click on Resume Wizard to let Word guide you through the resume creation process.
- ❖ Click on OK.

## Documents and Spreadsheets

	Pre-Startup EST	Jan-05	Feb-05	Mar-05	Apr-05
Cash on Hand (beginning of month)	0	0	0	0	0
<b>CASH RECEIPTS</b>					
Cash Sales					
Collections fm CR accounts					
Loan/ other cash inj.					
<b>TOTAL CASH RECEIPTS</b>	0	0	0	0	0
<b>Total Cash Available (before cash out)</b>	0	0	0	0	0

A **document** is a text file that may contain graphics and formatting instructions, such as font size, and margins. A document is usually associated with a particular software program, although another software program may be capable of converting it.

A **spreadsheet** is a rectangular table of information, often financial data. It contains columns and rows of alphanumeric data, and it uses formulae to perform calculations.

### Example

- ❖ Excel spreadsheets consist of cells, such as C5, where you will type the estimated amount of cash you have on hand at the start of the tax year. To change the value, click in the C5 cell.