

Accessories	Built in programs in Windows 95 that you can use for day-to-day tasks, like the calculator or clock.
Active program button	A button on the taskbar that looks like it is pressed down or is lighter coloured, indicating that the program or document is active.
Active window	A window or program that is currently selected. It has a coloured title bar and the cursor can be seen in this window.
Application	The operating information used by the computer to allow you to perform a particular kind of work, such as word-processing, database management, or learning English. Also called program or software.
Back-up	To make an extra copy of a file on a diskette or the shared hard drive of another computer in a network.
Browse	To search the drives and folders on your computer and others in the network to find resources (files, programs, printers, etc.).
Cascade windows	To arrange multiple windows on the desktop in an overlapping pattern that allows you to see the title bars.
Check box	A square box in a dialog box that allows you to turn an option on or off by clicking it.
Click	To push and release the left mouse button. Used to select an object.
Clipboard	Temporary storage space that contains information that has been cut or copied.
Close button	A button with an X in it, located on the right side of the title bar. Clicking it will close the window.
Context menu	A menu that appears when you right-click an item on the desktop. Also known as a shortcut, pop-up, or quick menu.
Control Panel	A Windows application that allows you to change the settings for your computer.
Copy	To place a selected item (e.g., text or image) on the clipboard to be duplicated in another location.
Cursor	The blinking vertical line in a document window, which indicates where text will appear when you type. Also called insertion point or text cursor.
Cut	To place a selected item (e.g., text or image) on the clipboard to be moved to another location.
Default	The automatic settings.
Desktop	The main area of Windows where you can open and manage files and programs.
Dialog box	A window that appears during some procedures requesting more information before a command can be processed.
Disk Defragmenter	A Windows program that checks the hard drive to see if files are fragmented, and then optimizes it if necessary.
Diskette	A removable disk used for storing files. Also called a floppy disk.

Double-click	To press and release the left mouse button twice quickly. Used to open a folder or start a program.
Drag	To move an item by placing the mouse pointer on the item, holding down the left mouse button, moving the mouse to a new location, and releasing the mouse button.
Drive	Device that reads and saves files. Floppy drives read and save files on floppy disks. Hard drives read and save files on the hard disk.
Drop-down list box	A list box that has only one visible entry, which displays the current setting. When you click its down arrow, the box opens to reveal a list of settings from which you can choose.
Edit	To change the contents of a file without recreating it.
Ellipsis (...)	The symbol that appears after a menu command indicating that a dialog box will appear when you select that command.
File	A collection of information stored into one logical group on a disk. A file can be a document, an application, or a data file.
Floppy disk	See diskette.
Folder	An area on a disk in which you can save files or subfolders.
Format	To prepare a disk to have files written on it. Formatting a disk erases all information from it.
Hard drive	A non-removable high capacity disk used for storing files.
Help	A program, accessible on the Start menu, that gives information on various features of Windows 95.
Highlight	To select an item by clicking and thereby shading it, indicating that it has been selected.
I-beam	See cursor.
Icon	A picture that represents an object (a program, file, or command).
Inactive program button	A button on the taskbar that does not look pressed down, indicating that the program is inactive.
Inactive window	A window that is open, but is not currently selected. It has a grey title bar.
Insertion point	See cursor.
List box	A box in a dialog box that contains a list of items. Scroll to see the entire list and click to choose an item.
Log-in	To type your personal identification in a dialog box in order to open a program.
Maximize button	A button with a square inside, located on the right side of the title bar. Clicking the maximize button allows the window to fill the whole screen.
Menu	A list of commands that you use to accomplish certain tasks.
Menu bar	The bar immediately under the title bar that contains a set of menus. Each menu can be clicked to drop down a menu that has further options.

Minimize button	A button with a horizontal bar, located on the right side of the title bar. Clicking the minimize button reduces a window to a button on the taskbar.
Mouse pointer	The arrow-shaped pointer on the screen that follows the movement of the mouse as you move the mouse. You use the mouse pointer to select items, choose commands, start programs, and edit text in applications. The shape of the mouse pointer changes depending on the program and the task being executed.
Mouse	Device that allows you to move the mouse pointer on the screen.
My Briefcase	A feature of Windows 95 that allows you to transfer files from one computer to another, ensuring that they are up-to-date no matter where you work on them.
My Computer	A feature used to view the contents of your computer.
Network Neighbourhood	A feature that allows access to files stored on other computers in a networked lab.
Notification area	The area to the right of the taskbar that displays icons telling the status of various components of the computer.
Open a window	To start a program, by double-clicking on a program icon.
Operating system	Software that controls how a computer does its operations, for example, storing files and communicating with printers.
Paste	To insert an item, which has been cut or copied to the clipboard, into a new location.
Point	To move the mouse pointer so that it points at an object.
Pop-up menu	See context menu.
Program	See application.
Program button	When a program or window is minimized, it is reduced to a program button on the taskbar.
Quick menu	See context menu.
Radio button	A circle in a dialog box that allows you to select an option if it is clicked.
Read-only file	A file that can be opened but cannot be modified or deleted.
Recycle Bin	Contains deleted items until you permanently remove or restore them.
Refresh	To update information in a window that has changed.
Restore button	A button located on the right side of the title bar that has two overlapping squares in it. It appears only when a screen is maximized. Clicking it returns a window to its previous size.
Right-click	To press and release the right mouse button.
ScanDisk	A Windows utility program that checks the hard drive for data errors in files and folders, and the physical surface of the disk for problems.

Scrap	A file that is created when text from a program is highlighted and dragged to the desktop. It acts like a shortcut.
Screen saver	A moving pattern that fills your screen after your computer has not been used for a specified amount of time.
Scroll arrows	Arrows located at both ends of the vertical and horizontal scroll bars. Clicking an arrow scrolls the screen one line at a time in the direction of the arrow.
Scroll bars	Bars at the side and bottom of the screen that allow the user to move around in a window to display additional contents of the window or document.
Scroll box	A box located in both the vertical and horizontal scroll bars that indicates your relative position in a window. Clicking the bar above or below, or to the left or right of the scroll box, scrolls the window one screen at a time, allowing the user to see parts of the document not displayed on the screen.
Select	To click and highlight an item in order to perform some action on it.
Shortcut	A link that you can place in any location (usually on the desktop) that gives you instant access to a particular file, folder, or program on your hard disk or on a network.
Shortcut menu	See context menu.
Size	To change the size of an item by dragging its border.
Slider	The pointer in a dialog box that you can move (drag) in order to adjust the degree to which an option is in effect. See “Adjusting the Volume” in LINC Three.
Software	See application.
Spin box	A box in a dialog box that allows you to select a number by scrolling or typing.
Start Menu	A menu of options that appears when the Start button is clicked. It allows you to start a program, open a document, change settings, find programs, get help, or shut down your computer.
Status bar	A bar at the bottom of the window in a program (e.g., Word) that provides information about the selected item in the window.
Student mode	Also known as default mode. The level of computer resources in the LINC lab that is automatically accessible when the computer is turned on.
Taskbar	The bar at the bottom of the desktop that lists all currently running programs and open folders.
Teacher mode	The level of computer resources in the LINC lab accessible to instructors.
Text box	A box in a dialog box in which you type text.
Text cursor	See cursor.

Tile windows	To arrange multiple windows on the desktop in a tile pattern.
Title bar	The bar across the top of the window that shows the name of the program.
Toolbar	A bar that contains buttons that allow you to activate often-used commands directly.
Virus protection program	A software program that scans the computer for computer viruses.
Windows Explorer	A feature used to manage files, folders, and shortcuts.
Zip drive	A removable high capacity disk used for storing files.