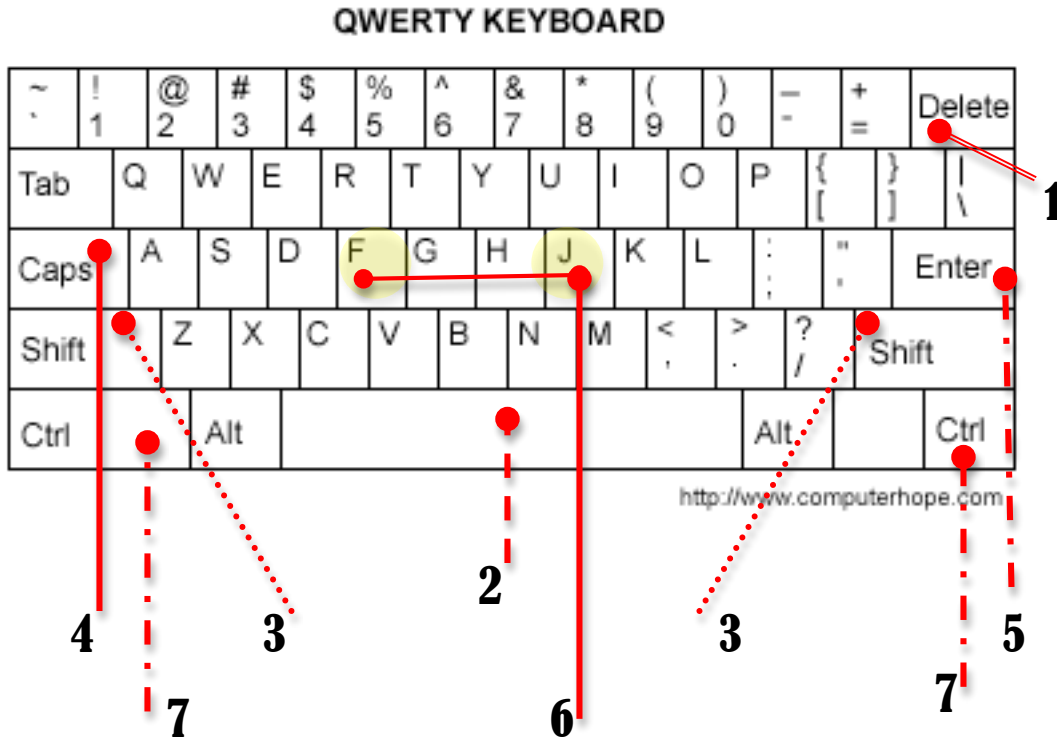


Students in grades 4-6/7 will have a test given on this material as well as the vocabulary information at the end of the document. Each will need to memorize and understand the meaning of the words on this document before the first week of March 2010.

KEYBOARDING BASICS & SHORTCUTS



1 = **DELETE**: this is the button or “key” you use to ‘erase’ characters you type – sometimes it is labeled as the **Backspace** key

2 = **SPACE**: this key makes a space between characters

3 = **SHIFT**: this key is used when combined with another key to either make a letter capital or make a character key switch to the character printed above it on the same key – it can also be used when multiple images need to be selected – There are 2 shift keys on the keyboard

SHIFT ‘	QUOTATION MARKS (“)
SHIFT 1	EXCLAMATION MARK (!)
SHIFT =	PLUS SIGN (+)
SHIFT 4	DOLLAR SIGN (\$)

4 = **CAPS**: this is called the “caps lock” key – when pressed, it either turns on or off the feature that makes all letters capitalized; it is located in front of the A key

5 = **ENTER**: this is also called the “return” key – each time the key is pressed, the cursor moves down to the next line, or if a person is entering text into fields, ENTER ‘tells’ the computer to automatically click on the selected button on the page

6 = **HOME KEYS**: the F and J buttons are where the typist’s index fingers are placed when typing

7 = **CONTROL KEYS**: the control keys are used with other keys to create shortcuts

CONTROL C	COPY SELECTED TEXT
CONTROL V	PAST COPIED TEXT
CONTROL Z	UNDO PREVIOUS ACTION(S)
CONTROL Y	REPEAT PREVIOUS ACTION
CONTROL A	SELECT ALL
CONTROL S	SAVE CURRENT DOCUMENT

NEVADA STATE TECHNOLOGY VOCABULARY WORDS

THROUGH GRADE 8

Students in grades 4-6/7 will be required to memorize and understand the meaning of the words on this list before the first week of March 2010. There will be a test given on this material as well as the material on the location and function of various computer devices, keyboard keys, and keyboard function shortcuts.

1. **Optimization**- The process of making an alternative work as well as it can. (Hacker)
2. **Multimedia**- The use of more than one media, such as any combination of sound, graphics, animation and video. A "multimedia" computer typically has speakers for sound and a fast microprocessor that can handle graphics, animation and video. A multimedia software application usually contains images, audio, text and, in many cases, video clips and animations.
3. **Utility**- A program used to solve a specific problem or fill a particular system management need. For instance, a backup utility is a program that helps you back up your computer's hard drive.
4. **Electronic communication**- Any content used to convey a message that has been transmitted via electronic means such as e-mail, video conferencing, etc.
5. **Telecommuting**- Telecommuting is a term used to indicate the process of working outside of the office by a modem hookup to the main office system.
6. **Teleconferencing**- A telephone communication in which more than two people are simultaneously connected so they can exchange verbal comments as if they were in the same room having a face-to-face conference. A teleconference need not have visual communications in addition to audio communications, but

WINTER TEST – TECHNOLOGY TEST FOR GRADES 4-5-6-7 – MRS. MARTINEZ

modern technology now makes it possible to see conference members on monitor screens or television screens.

7. **File management**-Provides functions to delete, copy, move, rename, view files, and manage directories or folders.
8. **Data files**- A data file. Whatever you create with an application, including information you type, edit, view, or save. A document may be a business report, a picture, or a letter and is stored as a file on a disk.
9. **Qualifying modifiers**- Words or symbols used to define or limit the results of a search.
10. **Hyperlinks**- A section of text or graphic that when clicked, will take you to another area of a service or Web Page. Most Internet Service Providers support hyperlinks in browsers, Instant Messages and E-Mail. They are quite helpful for those not experienced in addresses to route to where they need to be. These are often called just links for short. Links can carry you to a different site, other text on the same site or a specific area of a specific site, directly to specific target of text or graphics.
11. **Organizational formats**-Outlines, Venn diagrams, web mapping, flow charts or any other schematic (“thinking maps”) used to organize information.
12. **Venn diagrams**-A pictorial representation using circles and squares so positioned as to represent an operation in set theory. A graph that employs circles to represent logical relations by the inclusion, exclusion, or intersection of the circles.
13. **Technology**- Human innovation in action. It involves the generation of knowledge and processes to develop systems that solve problems and extend human capabilities. (ITEA) The use of accumulated knowledge to process resources to satisfy human needs and wants. (Hacker)
14. **Resources**- The things needed to get a job done. In a technical system the seven types of resources are people, information, materials, tools and machines, energy, capital, and time.
15. **Prototype**- A working model of a new product, intended to test its operation. (Wright)
16. **Devices**- Things used or constructed for particular purposes such as machines to perform one or more relatively simple tasks. (American Heritage Dictionary)
17. **Input Devices**- Peripheral devices that enter data into the computer, such as a keyboard, scanner, mouse, or digitizer tablet.
18. **Output Devices**-Any peripherals that transfer or transmit data from the computer, such as screen, printer, or communications line.
19. **Output**- The results, good and bad, of the operation of any system. (Wright)
20. **Input**- Something put into a system or expended in its operation to achieve a result or output. (American Heritage Dictionary)
21. **Feedback**- The return of information about the result of a process. (American Heritage Dictionary)
22. **Products**- Objects, structures, or environments, produced by human or mechanical effort. (Todd)
23. **Entry-level skills**- Basic skills required entering a given occupation.