

## Subject #6: Language Arts

**Project #61: Every Day Vocabulary—Part 1.** Always use correct vocabulary when teaching so students get used to it. They will identify more quickly with technology if they know the vocabulary. I collect words students don't understand during class, then test them once a grade period.

Higher-order thinking skills	Technology-specific:	Subject Area/ Learning-specific	Standard: NETS-S
<i>Integrating knowledge, evaluating choices</i>	<i>Geek speak, using applications effectively, understand tech systems</i>	<i>Spelling, grammar, composition</i>	<i>2.b, 4.c</i>

Grade level: K-8

Prior knowledge: None

Time required: A few minutes throughout the day, 15 minutes for quiz (grades 3-5)

Software required: None

Vocabulary: see list

### Lesson Description

- Students should get used to hearing the language of technology. Be sure to use appropriate words and explain their meaning every lesson.

### Computer Activity

- As you're teaching, use the correct vocabulary, even if you think it's too sophisticated for the age group. Call it an 'icon', not 'little picture that opens the program'. If this is a first time using the word, phrase it something like, "Double click the icon picture to open the program." Try to say the meaning with the word so students can understand without stopping.
- Collect words used during class that students didn't understand. Review them with the class now and then and quiz students when the list reaches ten words. Quiz should be fill-in-the-blank, graded for correct spelling (see samples on next pages)

- When you hear a student using correct vocabulary, applaud them. When someone asks what a word means, turn to the class for help.
- When a student is having trouble with a skill, ask the class for help. Fix their vocabulary as they talk. Make it clear what the right words are.

### Extensions

- Set up a wiki—on your class website or Moodle—or a Discussion on the class websites where students can post words they don't understand and other students can post definitions.
- Show students how to use Google to define words (*define:theword*)

### Troubleshooting Tips

- I only see students once a week and these words don't seem to sink in. (They will. Don't give up. Introduce exciting projects that encourage students to talk the talk. Two favorites are keyboard shortcuts and Photoshop. Class pleasers!)*

template

desktop

F-11

drill down

icon

doc

## Sample quiz for fifth grade:

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Select a word from the word bank and write it in the cell next to the definition. It must be spelled correctly for credit.

***Chevron***

***Export***

***Flash drive***

***Hard copy***

***Macro***

***MB***

***Menu bar***

***Template***

***Tool bar***

***USB***

1.	<i>Menu that drops down with choices of things to do</i>	
2.	<i>Memory stick—portable place to save files</i>	
3.	<i>Megabytes</i>	
4.	<i>Icons at top of page that do something when you click on them</i>	
5.	<i>To save in a format that other programs can read</i>	
6.	<i>A port where you put the flash drive—in the front of the CPU</i>	
7.	<i>Double arrows at end of tool bar</i>	
8.	<i>A document that is a standard look and can be personalized to your needs</i>	
9.	<i>A paper copy of a digital document</i>	
10.	<i>A few keystrokes that do many moves, like the one you made for your heading</i>	

**Here's a long list I collected. Every year, I add to it:**

## **K-5 VOCABULARY**

<b>.com</b>	<i>A website extension that identifies the site as a commercial site</i>
<b>.edu</b>	<i>A website extension that identifies the site as an educational institution, usually a college or university</i>
<b>.gov</b>	<i>A website extension that identifies the site as a government agency</i>
<b>.org</b>	<i>A website extension that identifies the site as a non-profit, non-governmental organization</i>
<b>Active Window</b>	<i>The program that is currently being worked in—designated by a blue title bar</i>
<b>Alignment</b>	<i>Line up text or pictures on the right, the left or the center of a document</i>
<b>Animation</b>	<i>The way text comes on a slide in PowerPoint</i>
<b>Applet</b>	<i>a small program module that runs under the control of a larger application, typically a web browser</i>
<b>ASCII</b>	<i>The most basic form of text. An acronym for American Standard Code Information Interchange</i>
<b>Auto-filter</b>	<i>In Excel—a method of analyzing data according to specific categories</i>
<b>AVI</b>	<i>File format for video files</i>
<b>Back up</b>	<i>To save a second copy of data files, in case the first one doesn't work</i>
<b>Backdoor</b>	<i>An alternative method of getting in a computer or program, or accomplishing a result</i>
<b>Baud rate</b>	<i>Speed at which information is transferred</i>
<b>Binary</b>	<i>Basic system of numbers—ones and twos—used for programming</i>
<b>Blog</b>	<i>Web log</i>
<b>Boot up</b>	<i>To start up the computer</i>
<b>Browser</b>	<i>An internet program used for looking at various kinds of internet resources</i>
<b>Bullet outline</b>	<i>An indented list using pictures to organize information and facts</i>
<b>Byte</b>	<i>A unit of information—larger than a bit</i>
<b>C++</b>	<i>A popular programming language</i>
<b>Cache</b>	<i>A memory section of the hard drive that holds information while the CPU is working on it</i>
<b>Cc</b>	<i>Carbon copy or Confidential Copy—send a copy of an email to another person</i>
<b>Cells</b>	<i>The intersection of a row and a column in Excel—where data can be inserted</i>
<b>Chevron</b>	<i>Double arrows at end of tool bar that allow you to show buttons on two rows</i>
<b>Clip Art</b>	<i>Graphics, pictures, sometimes called click-art</i>
<b>Clipboard</b>	<i>A windows program that saves information you copy, to be pasted into a program later</i>

<b>Columns</b>	<i>The vertical arrangement of cells identified by a letter in Excel</i>
<b>Cursor</b>	<i>The arrow-like icon on the desktop that moves with the mouse, showing where the mouse is pointing</i>
<b>Data</b>	<i>Information</i>
<b>Desktop</b>	<i>The windows-generated look of the computer before programs are opened with icons, taskbar, and clouds</i>
<b>Dialog Box</b>	<i>A box that contains a message, often requesting more information or allowing you to select among options</i>
<b>Dingbats</b>	<i>Picture fonts</i>
<b>Disk</b>	<i>Either hard or floppy. Used to store data</i>
<b>Doc</b>	<i>The three-letter extension that tells a user that a document was saved in Word</i>
<b>Drag</b>	<i>To select with the left mouse button and move to a new location</i>
<b>Drill down</b>	<i>Moving from a general level to a detailed level</i>
<b>Drop down arrow</b>	<i>The black arrow next to a tool that provides selections within a tool</i>
<b>Drop down Menu</b>	<i>A menu that has multiple commands that show when you select it</i>
<b>Dub dub dub</b>	<i>www in an internet address</i>
<b>Excel</b>	<i>A spreadsheet application developed by Microsoft. To create spreadsheets, graphs, and do basic sorting</i>
<b>Explorer</b>	<i>A program in Windows that displays all files, folders and programs available on a computer</i>
<b>Export</b>	<i>To save data or pictures in a form other programs can read</i>
<b>Extension</b>	<i>The three-letter extension that tells a user that a document was saved in Word</i>
<b>F11</b>	<i>F-row key that creates a graph in Excel</i>
<b>FAQ</b>	<i>An acronym for Frequently Asked Questions</i>
<b>Favorites</b>	<i>Where often-used websites are saved on an internet browser</i>
<b>Fill</b>	<i>Background color of a picture, text box or diagram</i>
<b>Flash drive</b>	<i>Memory stick—portable place to save files</i>
<b>Floppy Drive</b>	<i>A location on the computer that holds a removable disk</i>
<b>Folder</b>	<i>A icon on the desktop that can hold multiple programs</i>
<b>Font</b>	<i>A set of letters, numbers that are of a given look and appearance.</i>
<b>Footer</b>	<i>Information that appears at the foot of every page—usually the name, page number and document title</i>
<b>Format</b>	<i>To change the look of text on a page to communicate better—bold, italics, color, font, size</i>
<b>Formula</b>	<i>always starts with "=" signs and describes what the calculations for that cell will be, i.e., add, subtract, etc.</i>
<b>GIF</b>	<i>An image format, an acronym for Graphical Interchange Format</i>

<b>Graphic organizer</b>	<i>A diagram that organizes information on a topic for the user</i>
<b>Handles</b>	<i>The black dots around a graphic, allowing you to change or delete the graphic</i>
<b>Hard copy</b>	<i>Paper copy</i>
<b>Hard Drive</b>	<i>The internal location on the computer that stores information</i>
<b>Header</b>	<i>Information that appears at the head of every page in a document—usually the author's name, the document title and the page number</i>
<b>Hits</b>	<i>The number of matches made by a search engine like Google in a search.</i>
<b>Hour glass</b>	<i>The picture showing that the computer is "thinking" before it performs your command</i>
<b>Hover</b>	<i>To "float" the cursor over a command until some information shows</i>
<b>HTML</b>	<i>The coding language used to create internet documents. An acronym for HyperText Markup Language</i>
<b>HTTP</b>	<i>The protocol for moving hypertext files across the internet. An acronym for HyperText Transport Protocol</i>
<b>Hyperlink</b>	<i>A link on a webpage to another webpage on the internet</i>
<b>I-beam</b>	<i>What the cursor is called in a word processing program</i>
<b>Icon</b>	<i>A tiny picture representing a program, usually on the desktop</i>
<b>Indent</b>	<i>To use the tab key to start writing or typing a short distance in from the margin</i>
<b>Initialize</b>	<i>To start up</i>
<b>ISP</b>	<i>A group that provides access to the internet. An acronym for Internet Service Provider</i>
<b>Java</b>	<i>A program that recreates information so it can be read by most computers</i>
<b>JPEG</b>	<i>An image format allowing for compression when stored. An acronym for Joint Photographic Experts Group</i>
<b>Jump drive</b>	<i>Memory stick—portable place to save files</i>
<b>KB</b>	<i>Kilobyte; a thousand bytes</i>
<b>Link</b>	<i>To connect one page on the internet to another</i>
<b>Macro</b>	<i>A series of actions that occur following one key stroke</i>
<b>Master-slave</b>	<i>The relationship between a dominant drive and the secondary one</i>
<b>Maximize</b>	<i>To enlarge the window of a program so that it fills the screen</i>
<b>MB</b>	<i>Megabytes</i>
<b>Menu Bar</b>	<i>The word commands at the top of a program that activate drop-down menus</i>
<b>Minimize</b>	<i>To downsize an open program onto the taskbar</i>
<b>Mouse-over</b>	<i>To "float" the cursor over a command until some information shows</i>
<b>MPEG</b>	<i>A format for viewing digital video files. An acronym for Motion Picture Experts Group</i>
<b>Multimedia</b>	<i>Several mediums for sharing information</i>
<b>Nested 'If' Statements</b>	<i>In Excel—a formula that provides multiple 'if-then' causalities</i>

<b>Netiquette</b>	<i>Proper manners on the internet</i>
<b>Numbered outline</b>	<i>An indented list using numbers/ letters to organize information</i>
<b>Operating System</b>	<i>Windows, DOS, Unix—what makes the computer run</i>
<b>Page break</b>	<i>A command that moves data to a new page</i>
<b>Pagination</b>	<i>The flow of text from one page to the next</i>
<b>Path</b>	<i>The complete address on a computer for a file</i>
<b>PC</b>	<i>A computer that is based on Windows technology</i>
<b>Peripheral</b>	<i>A piece of equipment used with a computer and under the control of the CPU</i>
<b>Pixel</b>	<i>The smallest unit of color used to make a graphic. Determines the clarity and quality of a picture</i>
<b>Protocol</b>	<i>A series of rules allowing information to be transferred by modems, telephone lines, or methods</i>
<b>Query</b>	<i>A question</i>
<b>Queue</b>	<i>To line up, as when a printer "lines up" documents for printing</i>
<b>RAM</b>	<i>Memory on the computer that decides how much information you can use at one time. An acronym for Random Access Memory</i>
<b>Rebus</b>	<i>A story that is told with words and pictures</i>
<b>Recycle Bin</b>	<i>Where all deleted files are stored on the computer desktop</i>
<b>Refine search</b>	<i>Enter additional term(s) to narrow a search, such as "" and +</i>
<b>Right-align</b>	<i>To line up along the right margin</i>
<b>ROM</b>	<i>Data that can be viewed but not edited. An acronym for Read-only Memory</i>
<b>Rows</b>	<i>A horizontal arrangement of cells designated by a letter, in Excel</i>
<b>RTF</b>	<i>A basic format to save documents that will make the document accessible across various platforms; an acronym for Rich Text Format</i>
<b>Scheme</b>	<i>An orderly combination of colors, fonts that deliver a professional appearance to a desktop publishing document</i>
<b>Scrollbar</b>	<i>The movable bar to the right of a document, window or webpage that allows you to move through a document to see parts that are not visible on the screen</i>
<b>Search bar</b>	<i>Cell where you can type a word or words to search the internet for</i>
<b>Search engine</b>	<i>A program that operates on the internet to find information</i>
<b>Shortcut</b>	<i>An icon allowing you to open a program, indicated by a small arrow in the lower left corner</i>
<b>SMTP</b>	<i>The protocol used to transfer email between servers on the internet, an acronym for Simple Mail Transfer Protocol</i>
<b>Spell-check</b>	<i>To check spelling in a document</i>
<b>Spool</b>	<i>To transfer data for a peripheral device into temporary storage</i>
<b>Synonym</b>	<i>Words with similar meanings</i>
<b>Systray</b>	<i>The right-hand portion of the taskbar where the clock resides</i>

<b>Tab</b>	<i>Used to indent a line</i>
<b>Taskbar</b>	<i>The gray bar at the bottom of the desktop showing what programs are open</i>
<b>Task pane</b>	<i>a quick means to execute commands. Displays when you start a Microsoft Office program</i>
<b>Template</b>	<i>A layout used to create documents</i>
<b>Terabyte</b>	<i>One thousand megabytes</i>
<b>Textbox</b>	<i>A box that can be inserted into Word, Publisher, to write a message</i>
<b>Thesaurus</b>	<i>A method of finding synonyms for words in a document</i>
<b>Thumbnail</b>	<i>A small picture that represents the full-size image</i>
<b>Tile</b>	<i>To display multiple programs on the desktop so you can see them all</i>
<b>Toggle</b>	<i>To move between two items, maybe on the taskbar</i>
<b>Toolbar</b>	<i>A collection of icons that make choices available, especially in picture editing</i>
<b>Track ball</b>	<i>Part of the mouse that rolls on the mouse pad</i>
<b>Transition</b>	<i>The way one slide goes into another</i>
<b>USB</b>	<i>A port where you put the flash drive—in the front of the CPU</i>
<b>URL</b>	<i>A standard address on the world wide web. An acronym for Uniform Resources Locator</i>
<b>Virus</b>	<i>A program designed to damage files, usually delivered via the internet to unsuspecting users</i>
<b>Washout</b>	<i>A watermark</i>
<b>Watermark</b>	<i>To wash out a clipart—make it light in color</i>
<b>Wizard</b>	<i>A series of dialog boxes that guides you step by step through a procedure</i>
<b>Workbook</b>	<i>a Microsoft Excel document</i>
<b>Worksheet</b>	<i>A sheet of work in Excel</i>
<b>Wrap</b>	<i>The way text "goes around" a picture—either around it or through it</i>
<b>WWW</b>	<i>The internet—world wide web</i>
<b>WYSIWYG</b>	<i>A way of displaying a document; an acronym for What you see is what you get</i>