



## Lesson 2: The Windows Operating System

### Definitions of Key Words

1. **Active window:** The window currently in use. The title bar of the active window is always darker (or displayed in a different color) to distinguish it from other open windows that may be visible in a tiled or cascaded screen.
2. **Address Bar:** The space in some application windows that displays the name of the open folder or object.
3. **Clicking:** Pressing and releasing the left (primary) mouse button.
4. **Command buttons:** Rectangular buttons in a dialog box that execute an instruction. An ellipsis following a command button name (i.e. Browse...) indicates that another dialog box will appear if this command is chosen.
5. **Commands:** Instructions to perform an operation or execute a program. In Windows, commands can be issued by making menu selections, clicking on a toolbar button, or clicking on a command button in a dialog box.
6. **Default:** In any given set of choices, the choice that is preselected, the selection that is in effect when you open a program, or the settings established during the installation process.
7. **Dialog box:** An information-exchange window in which the user selects options, sets defaults, chooses items from lists, or otherwise provides information Windows needs before it can execute a command.
8. **Double-click:** To point to an object and then quickly press and release the primary mouse button twice.

9. **Dragging:** Placing the mouse pointer on an object and then pressing and holding down the primary mouse button while moving the object on the desktop.
10. **Linking:** Feature that allows data to be transferred among programs and
11. updated automatically.
12. **Log off:** To exit the account you are using, but keep the computer on for you or another user to log on at a later time.
13. **Log on:** To access a computer system by identifying yourself and, if prompted, entering a password.
14. **Mouse buttons:** Special buttons placed on the mouse that, when pressed, perform various tasks, such as starting applications and moving elements around the screen.
15. **Option buttons:** Allow you to choose one option from a group of options; also called radio buttons.
16. **Radio buttons:** Allow you to choose one option from a group of options; also called option buttons.
17. **Right-clicking:** To quickly press and release the shortcut menu button (usually the right button).
18. **Select (highlight):** To point to an object and then press and release the primary mouse button.
19. **Shortcut keys:** A combination of two or more keystrokes that, when pressed, carries out a specific action or function.
20. **Shortcut menu:** A list of the command options most commonly performed from the current window display.
21. **Shortcut menu button:** The secondary mouse button, usually the right button.
22. **Standard desktop:** The screen you see immediately after logging on to Windows XP.
23. **Standard toolbar:** The bar usually near the top of a window that contains buttons that instantly execute commands or access various functions.

24. **Start button:** A button on the taskbar that, when clicked, opens the Start menu.
25. **Status bar:** A message or information area, usually located at the bottom of a window, that displays specific details about the currently selected object or the task being performed.
26. **Submenu:** A menu within another menu. A submenu is indicated when there is a right-pointing arrow next to a menu option.