

# STAROFFICE 8 GLOSSARY



**Address Book:** A helpful online tool of some email applications that stores names, email addresses, and contact information to make it easier to communicate.

**Alias (nicknames):** Online, people often create alternate names rather than using their full legal name. Sometimes aliases are used to protect personal information or to provide anonymity.

**Align:** Commands used to line up text on the page; align left, align right, center, and justified. **Align Left tool:** A tool on the Formatting toolbar that allows you to justify text on the left side of the page. **Align Right tool:** A tool on the Formatting toolbar that allows you to justify text on the right side of the page.

**Archive:** This has the same meaning as the “real world” when things are saved for later use or access. An archive may refer to active or inactive information. Something that has been stored and saved is said to have been “archived.”

**Audio formats:** There are a number of audio formats for producing sound on computers.

- AU is short for “audio” and is a standard audio file format developed by Sun Microsystems that is a common format for sound files on UNIX machines. This format is primarily used for Java programming applications.
- AIF, AIFF (Audio Interchange Format) is the file format for Macintosh system sounds, similar to Windows’ WAV format.
- CDA (Compact Disc Digital Audio) is a format used for encoding music on all commercial compact discs (CDs).

- MP3 is a popular digital audio format for downloading audio files for portable players.
- SND is short for “sound” and is similar to the AU format and used for Macintosh system sounds.
- WAV (Waveform Sound Files) produces an exact copy of the original recording, with no compression. The result is perfect sound but with very large file sizes. It’s not a good choice for portable use because it takes up too much storage space.
- MIDI is short for “Musical Instrument Digital Interface” and is used by professional musicians to reproduce instrumental music.

**Avatar:** There are some online games that allow you to create an entire personality and be represented by animated characters, which are referred to as avatars. Avatars are also used on some websites to “talk” and communicate with site visitors. They are often “talking heads” that interact with the site user.

**Background:** The area that lies behind another image or graphic area, in a lower layer, usually refers to references in StarOffice 8 for developing graphics and slide show presentations.

**Beta:** From the greek alphabet, the letter “b” beta is used for almost anything that is in a “trial” phase and being developed yet not completed. A “beta” version of software is generally stable, or complete enough to share and to show, but is not the final version.

**Blog:** A blog is an online journal or site that provides updated journal entries, news articles, commentaries; originally known as a weblog (Web log; log as in entering or registration).

**Bold tool:** The tool on the Formatting toolbar that allows the selected text to be changed to a bold display.

**Bookmark:** A saved reference to a URL (website address); used to gain quick access to frequently used websites while using a browser.

**Boolean logic and Boolean searches:** Boolean logic is a series of algebraic sets often used in constructing searches. The Boolean terms most often used for searches are and, or, not, near.

**Broadband:** The term has come to be used for any kind of Internet connection with a download speed faster than dial-up, for example, Cable or DSL.

**Browse:** The act of clicking on links on Web pages that lead to other Web pages or websites, also known as “surfing” the Web; reading Web pages and searching for information on the Internet.

**Browser:** Special software that allows navigation to several areas of the Internet and to view a website. Firefox Mozilla and Internet Explorer are examples of browsers.

**Bulleting On/Off tool:** A tool on the Formatting toolbar that allows you to have lists automatically bulleted.

**Button:** A hardware button is the mechanical switch on the mouse that the user clicks to make selections. A software button is the on-screen equivalent of a mechanical switch and is usually an oblong or square icon, graphic, or label.

**Cache:** Memory on a computer used to temporarily store (cache) text, images, or other information. Cache can be in the form of a memory chip (hardware) in a computer or can be stored on the hard disk drive of the computer.

**Cell:** A single location in a spreadsheet file. The primary unit for spreadsheets that can be identified by a column letter and row number. Columns are identified by letters of the alphabet, and rows are identified by numbers. For example, C2 would be the third column, second row.

**Centered tool:** A tool on the Formatting toolbar that allows you justify text in the center of the page.

**Chat Room:** A place for people to converse online by typing messages to each other. Some online services monitor their chat rooms and encourage children to report offensive chatter. Some allow parents to deny access to chat rooms altogether.

**Click:** The act of pressing a mouse button down while the cursor is positioned over a “clickable” item on the monitor, such as an Internet hyperlink. Some mice have more than one button. “Click” refers to using the left mouse button and “right-clicking” refers to using the right side of the mouse.

**Client:** In computer terms, this is referring to a piece of software on your computer. When your computer needs to have a certain kind of program or application “do something,” it is often called a “client” software. The most common usage is when referring to email software as an “email client.”

**Color selection tool:** A graphics editing tool that lets you select a color for an object, such as a rectangle or text.

**Column separator:** A line drawn between columns in a word processing document.

**Context sensitive:** Some menus, toolbars, or other on-screen items change according to the “context” in which they are used. For example, drawing tools will appear when you select a drawn object and disappear when a text object is selected.

**Cookie:** When visiting a site, a “crumb” of code may be fed to a file known as a “cookie” in the computer for future reference. If the site is revisited, the “cookie” file allows the website to identify the returning visitor and sometimes offer products tailored to their interests or tastes. You can set your online preferences to limit or let them know about “cookies” that a website places on their computer.

**Copy:** A command that tells the program to remember selected text or items. **Copy tool:** The tool on the Standard toolbar that allows the selected text or items to be “copied.”

**Cursor:** The moveable symbol (usually an arrow) that the user manipulates on the computer screen by using a mouse. The cursor location on the screen indicates the focus of the next action. For example, clicking the mouse when the cursor is positioned over a button activates that button.

**Cut:** A command that tells the program to remove, but remember selected text or items. **Cut tool:** The tool on the Standard toolbar that allows the selected text or items to be “cut.”

**Cyberspace:** Another name for the Internet.

**Data, Data type:** Information. A designation for classifying the contents of a field in a database. The data type specifies what kind of values each field can hold (such as date, time, number, or text).

**Database:** A program or document that holds data items.

**Desktop:** The area of the computer that displays all usable tools and shortcuts to software.

**Desktop Publishing:** Use computer programs to layout pages for publishing.

**Dialog or Dialog Box:** A window where the user tells the program what to do. You give a name and location for saving a document in the Save Dialog Box.

**Dial-up:** Dial-up is an Internet technology that uses your computer's modem and telephone line to connect to the Internet. When your computer is "dialed up" to the Internet, you cannot use that same phone line to also make telephone calls. Dial-up speed is slower than other "broadband" Internet access speeds, but is also less expensive.

**Directory:** A storage location for computer files on a disk drive. Sometimes called "folders" or "subdirectories."

**Docking:** Some windows in StarOffice™ 8 are dockable windows, for example, the Stylist and the Gallery. You can move these windows, re-size them, or dock them to an edge. On each edge, you can dock several windows on top of or alongside each other; then, by moving the border lines, you can change the relative proportions of the window.

**Domain:** The "domain" is a designation for a website. On the Internet, a domain consists of a set of network addresses. This domain is organized in levels. The top level identifies geographic or purpose commonality (for example, the category, such as "commercial" or businesses, is .com). The second level identifies a unique place within the top level domain and is, in fact, equivalent to a unique address on the Internet (an IP address). Lower levels of domain may also be used.

**Download:** Downloading is the transmission of a file from one computer system to another. From the Internet user's point of view, to download a file is to request it from another computer (or from a Web page on another computer) and to receive it. When you send an attached file with an e-mail note, this is just an attachment, not a download or an upload.

**Drop-down selection:** A (sub)menu that appears when a selection is made on the menu bar or selection list box, displaying the choices available within that menu function.

**DSL:** DSL (Digital Subscriber Line) is a technology that delivers high-speed Internet access into your home. A DSL modem on your phone line splits your phone line into two frequencies, one for data and one for voice. This lets you surf the Internet while talking on the phone using the same phone line.

**Email:** Electronic mail. Computer-to-computer messages between one or more individuals via the Internet.

**Encryption:** Encryption is the process of obscuring information to make it unreadable without special knowledge. While encryption has been used to protect communications for centuries, only organizations and individuals with a need for secrecy used encryption. Today, encryption is used widely for transactions and information sent across the Internet.

**Export (file):** The act of converting one file format to another by changing the file type when saving the file, for example, exporting an HTML file from the word processor.

**Executable(s):** Executable is something (generally a program, the file name will end with an .exe) that will need to be downloaded (or installed), opened, and “run.” When you buy software you will have to install it on your computer, and generally this is a very simple step-by-step instruction. What is happening is that the program is opening, installing, and running the “executable.” Frequently you will be asked to “restart” your computer when you “install” a new program. That’s OK! It’s an older computer term, but you should be vigilant for programs that request executables. Be especially careful if you get something in an email that you did not request, that is an “executable.”

**Field:** The primary storage unit in a database. A field holds information in a particular data type. A database consists of collections of fields.

**File (computer):** A collection of related information stored under a single name. For example, when you create a word-processing document, choose “save as” from the menu and name the file “letter to mom.” That document will remain a file on your computer.

**Filter:** Software that lets one block access to websites and content that he/she may find unsuitable. Or a function in a spreadsheet document that lets the user hide unnecessary data records.

**Font:** The typeface used to display text. **Font Color tool:** The tool on the Formatting toolbar that allows the font color to be changed. **Font Name tool:** The tool on the Formatting toolbar that allows the font to be changed. **Font Size tool:** The tool on the Formatting toolbar that allows the size of selected text to be changed.

**Footer:** A section of a document that occurs at the bottom of every page.

**Foreground:** The area that lies in front of other areas; the topmost layer.

**Form:** The part of a Web page or database that includes form elements such as drop-down lists, text fields, check boxes, and buttons.

**Formatting:** Changing how your text looks on a page. **Formatting toolbar:** The area of StarOffice that includes tools for changing the way text looks on the page.

**Formula:** A method for computing a value. A formula can output a numeric or text result.

**Forum:** See Newsgroup.

**FTP (File Transfer Protocol):** noun; The protocol or process for transferring files from a local computer (for example, your desktop) to a remote computer (for example, an Internet server).

**Function Bar:** Part of the StarOffice™ 8 interface. The Function Bar provides tools that are context-sensitive; icons on the bar may change according to the module of StarOffice™ 8 being used.

**Gallery:** Part of the StarOffice™ 8 interface, formerly known as the Beamer. The Gallery window displays images and clipart. Users can then drag-and-drop from the Gallery window into a document. The Gallery is a “dockable” window.

**GIF (Graphics Interchange Format):** A compressed graphical file format used for images on the Internet (see also JPEG). Image files must end in a .gif or .jpg suffix to appear on the Internet.

**Gradient:** A colored area that fades from one color to another. Gradients can be linear (graduated colors going directly from one to the next) or circular (graduated colors radiating out from one color to another) or designed in other patterns.

**Graphics:** The term used for computer pictures and images.

**Handle:** Small squares on selected graphic objects that show the object is selected. Handles can be moved to re-size and re-shape objects.

**Header:** A section of a document that occurs at the top of every page.

**Host (host site, host location):** The term “host” is used in several contexts, each have a slightly different meaning. The term generally means a device or program that provides services to some smaller or less capable device or program. In Internet protocol specifications, the term “host” means any computer that has full two-way access to other computers on the Internet (forms its unique IP address). For a website, a host is a computer with a Web server that serves the pages for that site. A host can also be the company (or place) that provides that service, which is known as hosting. Frequently, a host is a mainframe computer or a large server.

**HTML (HyperText Markup Language):** The primary method for marking up documents so that they display text in a formatted manner on the Web.

**Hyperlink:** Normally a button or text, a hyperlink consists of a clickable object that, when selected, will transfer the user to a different URL (or location on the Internet). Also used as a verb, for example, “I hyperlinked from this site to that site.”

**I-beam:** The “insertion beam” cursor, which looks like the capital letter “I,” or a vertical line, indicates where your keyboard activity will insert text in a document.

**Icon:** A picture/graphic that denotes a specific program, command, or file and often acts as a button. A derivative of the icon is an “emoticon,” an icon that conveys an emotion. Here’s a common one: ; - ). It’s a sideways smile, composed of a semi-colon, a dash, and the closed parenthesis.

**Infrastructure:** The hardware and cables needed to connect computers and create a network. The definition of Infrastructure will sometimes include the software that enables the hardware, software, and network to work together.

**Internet Café:** Simply put, an Internet Café is a physical place where people can go to use the Internet. Traditionally, these places have been places that serve coffee, thus the name. However, an Internet Café is any place people can get on the Internet, often for a fee, and also socialize and enjoy the atmosphere while surfing the Net.

**Internet:** The universal network that allows computers to talk to other computers in words, text, graphics, and sound, anywhere in the world.

**Instant Messaging:** A software program that allows you to send electronic messages to someone else who is online at the same time. Both of you can see the messages and responses at once.

**ISP (Internet Service Provider):** A company or agency that provides access to the Internet.

**Italic tool:** The tool on the Formatting toolbar that allows the selected text to be changed to an *italic* display.

**Java:** Java is a technology that allows small programs to be embedded in Web pages. For instance, a Web page using Java could contain a live display of subway trains, an interactive weather map, or a video game. Java runs on other systems, including appliances throughout your home, in automobiles, and cell phones. Java technology was developed and is supported by Sun Microsystems.

**JPEG:** A graphical file format (pronounced “jay-peg”) that compresses full color photographs for the Internet. (See also GIF.)

**Junk Email:** Unsolicited commercial e-mail, also known as “SPAM.” Usually junk email doesn’t contain the recipient’s address on the “To” line. Instead, the addressee is a made-up name, such as “friend@public.com.” Or the address on the “To” line is identical to the one on the “From” line.

**Justify tool:** A tool on the Formatting toolbar that allows you to justify, or line up, text fully on the page.

**Keyword:** A word or term entered into Internet search engines to help locate information regarding a topic related to that word.

**Layer:** The term used to refer to transparent layers for each document or page. Objects, for example, text and graphics, may each reside in their own layer. Layers rest directly on top of each other, with foreground items on top and background items on the bottom.

**LAN (Local-Area Network):** A collection of computers networked together within a single room or building, for example, a classroom, computer lab, or school site.

**Landscape:** An orientation for a printed or displayed page in which the height is shorter than the width. Landscape orientation is most commonly used with presentations, but is also used in creating pieces in desktop publishing.

**Launch:** To “launch” a program means to start that program, to cause the program to “open” and to be running, or available for use. The expression “launch” came from the action of “launching” a program in memory, so it would be available to the user.

**Layout:** Arranging elements on a page.

**Link:** Connection between one website and another. Links show as highlighted words on a website; these connect to other parts of the same website or to other websites.

**Listserve:** An online mailing list that allows individuals or organizations to send email to groups of people at one time.

**Log on:** The act of connecting to a server from a workstation to access software and working files.

**Lurk/Lurking:** A common term for a computer user who is simply looking at sites, or monitoring conversations in a chat room or newsgroup. Lurking is not always bad, but there are people who are “lurking” because they are hoping to find ways into your network or computer, and there are people who are lurking because they want to observe what is happening before they participate, or before they take action because they believe that inappropriate things are taking place on a site.

**Menu:** A range of selections/choices for a particular function of a program.

**Minimize:** To reduce a full-screen window to a button on the task bar. This is done by clicking on the button in the title bar with the small line in it. Minimizing also refers to reducing a window but maintaining its usability.

**Modem:** An internal or external device that connects the computer to a phone line and to a company that can link one to the Internet. It is the piece of equipment that “translates” code back and forth from the computer to the telephone line or cable or other connection.

**MP3:** See Audio Formats.

**Multimedia:** A system that displays any combination of graphics, text, voice, and video, particularly an interactive system.

**Network:** A collection of computer hardware that is set up to provide communication between devices and to share resources, for example, printers or Internet connections.

**Newsgroup:** Places to leave an electronic message or share news that anyone can read and respond to. Topics vary, and there are thousands of newsgroups on the Web. Also known as forums.

**Numbering On/Off tool:** A tool on the Formatting toolbar that allows you to have lists of items automatically numbered.

**Online/Offline:** You are “online” when your computer is connected to the Internet; you are “offline” when you disconnect from the Internet. It is good practice to “disconnect” after you have finished surfing or emailing; unplug your connection to your modem (generally this means removing the “wire” connection to your computer, the RJ11 or 14, which snaps into your computer like a telephone line to your phone). This ensures that your computer is not “available” to anyone who might be clever enough to be lurking or trying to access your computer.

**Online Service:** An ISP with added information, entertainment, and shopping features.

**Open:** To bring a saved document on the screen for editing or reading.

**Page Layout:** Arranging elements on a page.

**Palette:** A collection of tools or objects used in software, such as a “color palette,” that stores available colors, or a “tool palette,” which stores the text tools available in an application.

**Password:** A word or phrase that permits access to a resource (server, file, program) and is hidden from view when typed to prevent unauthorized use of the resource.

**Paste:** A command that tells the program to insert text or items that had been previously cut or copied.

**Paste tool:** The tool on the Standard toolbar that allows the selected text or items to be “pasted.”

**Patch (or Patches):** A patch (sometimes called a “fix”) is a quick repair for a piece of programming. During a software product’s beta test distribution or try-out period and later after the product is formally released, problems (called bugs) will almost invariably be found. A patch is the immediate solution that is provided to users; it can sometimes be downloaded from the software maker’s website. The patch is not necessarily the best solution for the problem and the product developers often find a better solution to provide when they package the product for its next release.

**PDF:** Adobe® Portable Document Format (PDF) is the open de facto standard for electronic document distribution worldwide. Adobe PDF is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it. Adobe® Acrobat® Reader® is free software that lets you view and print Adobe PDF files.

**Personal Portal:** A website considered as an entry point to other websites or services; portals are often customized to provide weather and other information for your area, as well as access to email, calendars, and access to a search engine.

**Pop-up menu:** A type of menu accessed by clicking the key on the right-hand side of your mouse. Pop-up menus are contextually sensitive, reflecting available choices related to the object you right-mouse-clicked on.

**Portrait:** An orientation for a printed or displayed page in which the height is longer than the width. Portrait orientation is the more standard use of 8.5 x 11 notebook paper.

**Privacy Policy:** A statement on a website describing what information about the site visitor is collected by the site and how it is used. Ideally, the policy is posted prominently and offers options about the use of personal information. These options are called opt-in and opt-out. An opt-in choice means the website won't use this personal information unless the site visitor indicates that it's okay. An opt-out choice means the website can use the information unless directed not to do so.

**Protocol:** Rules. For example, the protocol for the Internet establishes what servers must do to become part of the Internet.

**Pull-down menu:** A type of form element used for selecting one or more items from a list of items.

**Query:** The act of "asking" a database for information based on a range of responses you specify.

**Range:** The boundaries, from beginning to end, of a section (cells) of a spreadsheet.

**Rectangle tool:** A graphics tool used for creating rectangular regions. Click on the tool, then click and drag it into the document region to draw a rectangle.

**Refresh:** The act of "repainting" the computer screen. On the Internet, a website may be loaded from the computer's cache file rather than from the website; this helps pages load faster. If the website has recently changed, the image/text displayed will be incorrect. Most browsers have a "refresh" button; when clicked, it causes the browser to read the Web page from the Internet rather than from the cache.

**Report:** A hard copy or online version of a file(s) made to convey certain information.

**Resize:** To restore a window to full size by clicking on its task bar button.

**Root folder:** In a computer file system, the root folder (or directory) is the folder that includes all other folders.

**Save:** An action taken on a document to keep the changes made to that document. This writes the information to the hard drive.

**Screen name:** The name you call yourself when you communicate online. You may want to abbreviate your name or make up a name. Your ISP may allow you to use several screen names.

**Scroll bar:** The narrow, vertical bar at the right of a screen/window that controls which part of a document is visible. Some programs also have a horizontal bar across the bottom that controls wide documents. The bar contains a “bubble” (moveable button) whose position in the scroll bar corresponds to the currently visible portion of the document. Dragging the bubble with the mouse allows the user to scroll through the entire document. Arrow buttons at the ends of the scroll bars allow limited movement (one line vertically) in either direction by clicking on them with the mouse.

**Search engine:** A website that keeps a current cross-referenced, searchable list of the pages available on the Internet. Currently, there are no search engines that have complete listings to all sites. The best engines reference less than 40 percent of websites. Using a search engine is like accessing the main card file in a library, only easier.

**Search String:** A string refers to a sequence of characters, words, or other elements that are connected to each other in some way. A search string usually refers to a string of words or a phrase that is used to search and locate or retrieve a specific piece of information contained in a database or a set of documents.

**Selection:** The object that is currently chosen to be acted upon. A graphic item is identified by square (green) “resize” handles located at each corner of the object. A textual item will appear in reverse, for example, white text with a black background).

**Selection handles:** Little boxes that appear around an item that has been selected.

**Serif:** The part of a letter in a font that sticks out from the edges of the bars that make up the letter. Times font, for example, is a font with serifs. Arial, probably the font you see here, is a sans-serif font.

**Server:** A type of computer that uses, and is accessed through, a network or Internet protocol.

**Slide:** A page in a StarOffice 8 Draw or Impress document.

**Slide sort view:** A view in presentation software that permits you to move slides around or change their order by clicking and dragging thumbnail versions of the slides.

**Sort:** To arrange a data list by some value, typically alphabetically or numerically.

**SPAM:** Spam is unsolicited email on the Internet. From the sender’s point of view, spam is a form of bulk mail, often sent to a list obtained from a spambot or to a list obtained by companies that specialize in creating email distribution lists. To the receiver, it usually seems like junk email.

**Spreadsheets:** A type of file that contains rows, columns, and sheets of data that can be related to each other.

**StarOffice™ 8 Calc:** The spreadsheet software program available in StarOffice™.

**StarOffice™ 8 Impress:** The presentation (slide show) software program available in StarOffice™.

**StarOffice:** A software suite of applications including word processing, spreadsheet, presentation, graphics, and database capabilities. The StarOffice™ 8 Office Suite runs in the Solaris™ Operating Environment, Linux, and Microsoft Windows platforms.

**StarOffice™ 8.0 Writer:** The word processing software program in StarOffice™.

**Streaming audio:** Streaming sound is sound that is played as it arrives. The alternative is a sound recording (such as a WAV file) that doesn't start playing until the entire file has arrived. Support for streaming sound may require a plug-in player or come with the browser.

**Streaming media:** Streaming media is sound (audio) and pictures (video) that are transmitted on the Internet in a streaming or continuous fashion, using data packets. The most effective reception of streaming media requires some form of broadband technology such as cable modem or DSL.

**Streaming video:** Streaming video is a sequence of "moving images" that are sent in compressed form over the Internet and displayed by the viewer as they arrive. Streaming media is streaming video with sound. With streaming video or streaming media, a Web user does not have to wait to download a large file before seeing the video or hearing the sound. Instead, the media is sent in a continuous stream and is played as it arrives. The user needs a player, which is a special program that uncompresses and sends video data to the display and audio data to speakers. A player can be either an integral part of a browser or downloaded from the software maker's website.

**Stylist:** Part of the StarOffice™ 8 interface. The dockable window of the Stylist can be open while you work on the document.

**Table:** An element used in word processing, spreadsheets, and Web publishing to hold information in rows and columns for visual display and organization.

**Tool bar:** A menu bar that allows users to select any of the various tools available in a program.

**Tool palette:** A collection of useful tools in an opened application, for example, drawing tools in an opened drawing program or text formatting tools in an opened word processing program.

**Transition:** The change between one slide and the next in a slide show. Transitions can be made using various effects and animations.

**Underline tool:** The tool on the Formatting toolbar that allows the selected text to be changed to an underlined display.

**Uploading files:** Copying a file from a local machine (such as your desktop workstation) to a server (such as an Internet website). The opposite of "downloading" files.

**URL (Universal Resource Locator):** An address used to identify all files, such as Web pages, on the Internet. All browsers have a URL window in which the URL for the currently visited site can be displayed. All government URLs end in .gov. Nonprofit organizations and trade associations end in .org. Commercial companies usually end in .com, although additional suffixes or domains may be used as the number of businesses on the Internet grows.

**Video formats (MPEG, QuickTime):** MPEG and QuickTime are two common video, audio, and animation play-back file formats on the Web.

**VoIP:** Voice over IP—that is, voice delivered using the Internet Protocol—is a term used in IP telephony for a set of facilities for managing the delivery of voice information using the Internet Protocol (IP). In general, this means sending voice information in digital form in discrete packets rather than in the traditional circuit-committed protocols of the public switched telephone network (PSTN). A major advantage of VoIP and Internet telephony is that it avoids the tolls charged by ordinary telephone service.

**Virus:** A file maliciously planted in a computer that can damage files and disrupt the computer system.

**WAN (Wide-Area Network):** A WAN, which ties LANs together, can span many offices, rooms, buildings, or locations.

**WEB:** Slang for WWW (see below).

**Web-enabled application:** An application that operates completely through a Web browser without running on an individual client PC.

**Webmaster:** A person, or department, who has the authority (and control) for a specific website. The webmaster is likely the person who will monitor the information on that website, determining which things will be placed where and ensure that the site's hyperlinks and pages are working properly.

**Website:** An Internet destination where one can look at and retrieve data. All the websites in the world, linked together, make up the World Wide Web or the “Web.”

**Wizard:** A term used in software that “walks” a user through a setup process, for example, a wizard may help a user create a professional form letter or a slide show presentation.

**Word processor:** A computer program that allows formatting and editing of text.

**Worksheets:** The pages in a spreadsheet.

**Wrap:** Surrounding a graphic item with text in a word-processed document or the settings for wrapping in a graphic item.

**WWW (World Wide Web):** The portion of the Internet that is publicly viewable in Web browsers. Most documents on the World Wide Web (also called the “Web”) are written in HTML, although such pages can be written in other computer languages.