

# Glossary

**A4** [N-COUNT-U8] An **A4** paper is 210 mm wide and 297 mm long. **formatu A4**

**add-on** [N-COUNT-U12] An **add-on** increases the functionality of a browser. **rozszerzenie, dodatek**

**address bar** [N-COUNT-U12] An **address bar** is a space in a browser to type and display the address of a webpage.  
**pasek adresu (strony internetowej)**

**advertise** [V-T-U15] To **advertise** is to create publicity for something in order to sell it. **reklamować**

**agenda** [N-COUNT-U9] An **agenda** is a schedule or a list of matters that must be taken care of. **agenda (lista spraw do załatwienia / problemów do rozwiązania)**

**analyze** [V-T-U4] To **analyze** something is to evaluate it. **analizować**

**appearance** [N-UNCOUNT-U11] The **appearance** of something refers to how it looks. **wygląd**

**audio input** [N-COUNT-U14] An **audio input** is a microphone or other device that delivers sound to a computer. **wejście audio**

**balance sheet** [N-COUNT-U4] A **balance sheet** is a report of a company's financial status. **zestawienie bilansowe**

**bandwidth** [N-UNCOUNT-U14] **Bandwidth** is a measurement of the amount of information or data that can be sent through an Internet connection. **przepustowość łącza**

**blank** [ADJ-U9] If a document is **blank**, it has no information entered into it. **niezapisany, pusty**

**blog** [N-COUNT-U15] A **blog** is short for 'web log' and is a personal website or online journal. **blog**

**blur** [V-T-U10] To **blur** an image is to decrease the sharpness and clarity of an image. **zamazać, rozmazać**

**blurry** [ADJ-U9] If a picture is **blurry**, it is not focused or crisp. **nieostry, niewyraźny**

**bold** [ADJ-U3] If text is **bold**, then it is thick so that the text stands out to the reader. **pogrubiony (zapisany lub wydrukowany pogrubioną czcionką)**

**bookmark** [N-COUNT-U12] A **bookmark** saves the address of a webpage in the browser. **zakładka (w przeglądarce internetowej)**

**bookmark** [V-T-U13] To **bookmark** a web page is to save the address or URL to return to it later. **dodać stronę do zakładek (w przeglądarce internetowej)**

**border** [N-COUNT-U6] A **border** is a line separating a cell or group of cells from other cells. **linia obramowania**

**browser** [N-COUNT-U12] A **browser** is a computer program that displays webpages. **przeglądarka (stron internetowych)**

**budget** [N-COUNT-U4] A **budget** is a plan for how resources will be allotted. **budżet**

**bullet** [N-COUNT-U3] A **bullet** is a dot or shape at the left of a line of text. It is typically used in list writing or summaries. **punktor**

**business card** [N-COUNT-U9] A **business card** is a small card containing contact information for an individual or company. **wizytówka**

**calculate** [V-T-U5] To **calculate** something is to determine its mathematical value. **obliczyć**

**calendar** [N-COUNT-U1] A **calendar** is a chart for organizing the days, weeks, and months of a year or a schedule of appointments and events. **kalendarz**

**cell** [N-COUNT-U6] A **cell** is an information box on a spreadsheet. **komórka (w tabeli)**

**center** [N-COUNT-U3] The **center** of the page is the middle of the page, with equal spacing on the right and left from the margins of the page. **środek (strony)**

**chart** [N-COUNT-U5] A **chart** is a visual representation of the data in a worksheet. **wykres**

**clear contents** [PHRASE-U5] To **clear contents** is to erase the information in a certain area of a spreadsheet. **usunąć zawartość**

**clear formats** [PHRASE-U5] To **clear formats** is to erase format settings. **usunąć formatowanie**

**clip art** [N-UNCOUNT-U7] **Clip art** is pictures or symbols that are often provided with word processing software for users to add to their documents. **klipart**

**clone** [V-T-U10] To **clone** part of an image is to copy it and place it in the image again any number of times. **powielić**

**close** [V-T-U2] To **close** a document or program is to put it away or end it. **zamknąć**

**code** [V-T-U11] To **code** is to use a programming language to create a website program. **programować**

**codec** [N-COUNT-U14] A **codec** is a device that translates data from analog to digital and back during transmission. **koder-dekoder**

**column** [N-COUNT-U3] A **column** is a vertical space on a page. **rubryka**

**column** [N-COUNT-U6] A **column** is a vertical line of cells. **kolumna**

**comprehensive layout** [N-COUNT-U7] A **comprehensive layout** is a rough version of a full design used for presentation purposes only. **robocza wersja projektu prezentowana klientowi**

**content** [N-UNCOUNT-U11] The **content** of a website is what it contains. **zawartość**

**convert** [V-T-U8] To **convert** a file is to save it as a different type of document than it was originally. **skonwertować**

**cookie** [N-COUNT-U12] A **cookie** is data containing user information that is passed between the browser and server when browsing the web. **ciasteczko, plik cookie**

**copy** [V-T-U2] To **copy** a section of text is to duplicate it to the clipboard. **skopiować**

**create** [V-T-U1] To **create** something is to make it or bring it into existence. **ciasteczko, plik cookie**

**crop** [V-T-U10] To **crop** an image is to trim the edges in order to make it fit in a given space or create a better picture. **kadrować, przycinać**

**CSS** [ABBREV-U11] **CSS** (Cascading Style Sheets) is a programming language used to format the look of a webpage. **kaskadowe arkusze stylów (język programowania służący do formatowania strony internetowej)**

**cut** [V-T-U2] To **cut** a section of text is to remove it from its place in a document. **wyciąć**

**data** [N-UNCOUNT-U4] **Data** is information used for analysis. **dane**

**database** [N-COUNT-U4] A **database** is collection of information stored electronically. **baza danych**

**delete** [V-T-U2] To **delete** a field of text is to remove it from a document altogether. **usunąć**

**design** [N-COUNT-U9] A **design** is an arrangement of text, images, and photos in a deliberate manner. **projekt**

**design** [V-T-U7] To **design** an image or layout is to conceive of and produce it either as an electronic or paper document. **zaprojektować**

**disable** [V-T-U13] To **disable** an add-on or app is to make it non-functional in a web browser. **wyłączyć, dezaktywować**

**document** [N-COUNT-U1] A **document** is a word processing file. **dokument**

**download** [V-T-U13] To **download** is to receive and transfer data from a remote system to a local one and save it on a drive or disk. **pobierać, ściągać (np. pliki z internetu)**

**DTP (Desktop Publishing)** [ABBREV-U7] **DTP (Desktop Publishing)** is the production of newspapers, magazines, books, or other printed matter by means of a printer linked to a desktop computer. **DTP (publikowanie zza biurka)**

**echo cancellation** [N-UNCOUNT-U14] **Echo cancellation** is the process of removing reverberation to improve the quality of a voice in sound transmission. **eliminacja pogłosu, redukcja echa**

**edit** [V-T-U2] To **edit** a document is to make changes to it. **edytować**

**enable** [V-T-U13] To **enable** an add-on or app is to allow it to work in a web browser. **uaktywniać, aktywować**

**enter** [V-T-U13] To **enter** data is to type it into a computer. **wprowadzać (dane do komputera)**

**equal sign** [N-COUNT-U5] An **equal sign** is a mathematical symbol that indicates equality. **znak równości**

**equation** [N-COUNT-U4] An **equation** is a mathematical formula in which both parts are equal. **równanie**

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**face-to-face** [ADJ-U14] If people are **face-to-face**, they are able to see one another while speaking. **bezpośredni (np. rozmowa, dyskusja)**

**file format** [N-COUNT-U9] A **file format** is a particular way of coding information for storage in a computer file. **format pliku**

**filter out** [PHRASAL V-U5] To **filter out** data is to separate it and only display certain kinds of data. **filtrować (dane)**

**find/change** [PHRASE-U8] **Find/Change** is a function in design and word processing software that allows a user to search text for a given phrase and replace all instances of that phrase with another term. **funkcja znajdywania i zamianiania słów lub zwrotów w tekście podczas edycji**

**font** [N-COUNT-U3] A **font** is a style or shape of text. **czcionka**

**format** [N-COUNT-U3] The **format** of a document is the way it is set up. **format**

**formula bar** [N-COUNT-U5] A **formula bar** shows the equation stored in a particular cell. **pasek formuły (z zapisem odpowiedniego wzoru matematycznego)**

**formula** [N-COUNT-U5] A **formula** is an equation used to calculate mathematical values. **wzór matematyczny**

**forum** [N-COUNT-U15] A **forum** is an online message board where people can discuss topics by posting messages. **forum**

**friend** [N-COUNT-U15] A **friend** is a social media user who has been provided with more access to another user's page. **znajomy (w mediach społecznościowych)**

**function** [N-COUNT-U4] A **function** is a preset formula for processing data in a spreadsheet. **funkcja**

**functionality** [N-UNCOUNT-U11] The **functionality** of a website refers to how well it works. **funkcjonalność**

**group** [N-COUNT-U15] A **group** is a collection of social media users that joined together due to an interest in a particular subject. **grupa**

**handle** [N-COUNT-U15] A **handle** is a name chosen to represent a person on social networks. **pseudonim, nick (na portalach społecznościowych)**

**hang** [V-I-U13] To **hang** is to cease responding, as when a web page freezes. **(o stronie internetowej) zawiesić się**

**history** [N-UNCOUNT-U12] **History** refers to a feature of a browser that records webpages recently visited. **historia (zapis przeglądanych stron)**

**home page** [N-COUNT-U12] A **home page** is the first webpage that displays on a website. It also refers to the webpage that first comes up when a browser is opened. **strona główna**

**indent** [V-T-U3] To **indent** is to create a space from the left hand side of the page that indicates the beginning of a new paragraph. **zrobić wcięcie (przy nowym akapicie)**

**in print** [PHRASE-U7] When something is available **in print**, it means it is available in published form. **w wersji drukowanej**

**insert** [V-T-U5] To **insert** a cell is to add a new cell within a row or column of cells. **wstawić**

**italic** [ADJ-U3] If text is **italic**, it is slanted to the right. **pisany kursywą**

**item style** [N-COUNT-U8] An **item style** is a named set of pre-assigned formatting options for items in a layout. **zbior instrukcji dotyczących formatowania**

**kerning** [N-COUNT-U8] **Kerning** is the spacing between letters or characters in text. **kerning (regulowanie odległości pomiędzy znakami)**

**layer** [N-COUNT-U9] A **layer** is a separate canvas that is laid over other canvases to create an image. **warstwa**

**leading** [N-COUNT-U8] **Leading** is the amount of blank space found between lines of print. **interlinia**

**letter** [N-COUNT-U8] A **letter** size paper is 8.5 inches wide and 11 inches long. **o określonych wymiarach (8,5 x 11 cali)**

**link** [N-COUNT-U13] A **link** is text or an image on a web page that connects the user to another page when clicked. **link, odnośnik, łącze (na stronie internetowej)**

**link** [V-T-U15] To **link** to a website is to send users to that website when they click on a button or hyperlink.

**przekierować na inną stronę (poprzez kliknięcie w link)**

**load** [N-COUNT-U13] **Load** refers to the amount of data transferred from a website onto a local computer without saving it on a drive or disk. **wczytać (dane)**

**lock** [V-T-U6] To **lock** a cell in a spreadsheet is to prevent it from being changed. **zablokować (komórkę w programie komputerowym wykonującym obliczenia)**

**log in** [PHRASAL V-U13] To **log in** is to enter information on a web page in order to be recognized. **zalogować się**

**log out** [PHRASAL V-U13] To **log out** is to end a computer session. **wylogować się**

**lossless compression** [N-UNCOUNT-U9] **Lossless compression** is a type of data compression that guarantees that original data can be reconstructed exactly. **kompresja bezstratna**

**lossy compression** [N-UNCOUNT-U9] **Lossy compression** is a type of data compression that loses some data during the process of compression. **kompresja strata**

**margin** [N-COUNT-U3] The **margin** is the space at the top, bottom, left, and right edges of a page. **margines**

**master page** [N-COUNT-U8] A **master page** is a page in layout software that allows the user to format continuing elements that will appear on each page of the document. **strona wzorcowa**

**memo** [N-COUNT-U1] A **memo** is a short letter or written communication. **zawiadomienie**

**merge** [V-T-U6] To **merge** cells is to combine information stored in separate cells into a single cell. **scalić**

**multipoint** [ADJ-U14] If a connection is **multipoint**, it allows communication between multiple people in different physical locations. **połączenie wielopunktowe**

**navigation** [N-UNCOUNT-U11] **Navigation** is the act of using or moving to different parts of a website. **nawigacja**

**online** [ADV-U7] When something is **online**, it is on the Internet. **w internecie, w sieci**

**on-screen** [ADV-U7] Something that is **on-screen** appears on a computer screen. **na ekranie**

**open** [V-T-U2] To **open** a file or program is to access its contents or start it. **otworzyć (dokument); uruchomić (program)**

**output device** [N-COUNT-U14] An **output device** is equipment that connects to a computer and transmits information to the user as text, images, or sound. **urządzenie wyjściowe**

**page layout** [N-UNCOUNT-U7] **Page layout** is the arrangement of contents and design elements on a page. **układ strony**

**paper size** [N-UNCOUNT-U8] **Paper size** is a designation of a type of paper determined by the measurement of the height and width of a sheet of paper. **rozmiar papieru**

**paste** [V-T-U2] To **paste** a section of text is to place it into a document. **wkleić**

**PDF** [ABBREV-U8] A **PDF** is a file format comprised of text and/or images that is easily sent and printed. **pdf (format pliku służący do łatwego wysyłania i drukowania treści tekstowo-graficznych)**

**photo** [N-COUNT-U9] A **photo** is a representation of a scene or a person recorded by a camera. **zdjęcie, fotografia**

**pixel** [N-COUNT-U9] A **pixel** is a unit of illumination on a screen which is one of many from which an image is made. **piksel**

**printing area** [N-COUNT-U6] A **printing area** is a selection of cells to be printed. **obszar drukowania**

**profile** [N-COUNT-U15] A **profile** is a page or set of information about a user provided to a social networking site by the user. **profil (użytkownika na stronie internetowej, zwykle w mediach społecznościowych)**

**publish** [V-T-U7] To **publish** a design is to prepare and issue it either over the Internet or on paper. **publikować**

**raster graphic** [N-COUNT-U9] A **raster graphic** is an image made up of a rectangular configuration of pixels. **grafika rastrowa**

**recompose** [V-T-U10] To **recompose** an image is to rearrange certain parts of an image while leaving other parts unaffected. **przekomponować, zmienić kompozycję obrazu**

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**red eye** [N-UNCOUNT-U10] **Red eye** is a photographic effect in which the pupils of photographic subjects appear red. **efekt czerwonych oczu**

**redo** [V-T-U2] To **redo** an action is to repeat the last change made to a document. **przywrócić (np. wycofaną wcześniej operację)**

**refresh** [V-T-U13] To **refresh** a web page is to update it by reloading the data. **odświeżyć**

**report** [N-COUNT-U1] A **report** is a description or account of a meeting, information, or findings. **raport**

**resize** [V-T-U10] To **resize** an image is to make it larger or smaller. **zmienić rozmiar**

**résumé** [N-COUNT-U1] A **résumé** is a summary of work experience, skills, and education. **życiorys, CV**

**retouch** [V-T-U10] To **retouch** an image is to alter it in order to change its appearance. **retuszować**

**row** [N-COUNT-U6] A **row** is a horizontal line of cells. **wiersz (poziomy układ znaków graficznych)**

**sales invoice** [N-COUNT-U4] A **sales invoice** is a document recording the details of a sales transaction. **faktura sprzedaży**

**save** [V-T-U2] To **save** a file is to store the current version of it for future retrieval. **zapisać**

**Save As** [PHRASE-U2] To **Save As** is to choose a unique file name for the current version of a document. **zapisać jako**

**scaling** [N-UNCOUNT-U9] **Scaling** is a method of calculating the amount of enlargement or reduction necessary to fit a photo into a designated area of a layout or design. **skalowanie (zmiany rozmiaru obrazu)**

**search bar** [N-COUNT-U12] A **search bar** is a space to type in word(s) in order to search through webpages. **pole wyszukiwania**

**select** [V-T-U2] To **select** a function or field of text is to choose or mark it. **wybrać**

**set** [V-T-U6] To **set** a printing area is to select cells to be printed. **ustawić, zaznaczyć (obszar drukowania)**

**shading** [N-UNCOUNT-U6] **Shading** is coloring some cells to help distinguish them from others. **wypełnienie kolorem**

**sharpness** [N-UNCOUNT-U10] The **sharpness** of an image refers to the state of accentuating its lines, edges, and other details in an image by increasing the contrast at specific points in that image. **ostrość**

**sharpening** [N-UNCOUNT-U9] **Sharpening** is the act or process of reducing blurriness in an image. **wyostrzanie**

**shrink to fit** [PHRASE-U6] To **shrink to fit** is to change font size to display all of the information in a cell. **zmienić rozmiar czcionki, aby tekst zmieścił się w komórce**

**social media** [N-PL-U15] **Social media** are online communities where users converse and share content. **media społecznościowe**

**social networking** [N-UNCOUNT-U15] **Social networking** is the practice of increasing contacts or communicating with friends using online platforms. **nawiązywanie kontaktów poprzez media społecznościowe**

**sort** [V-T-U5] To **sort** information is to organize it based on certain properties, such as alphabetical order. **sortować**

**spacing** [N-UNCOUNT-U3] **Spacing** is the amount of space between lines of text on a page. **interlinia**

**spell check** [N-UNCOUNT-U3] **Spell check** is a tool that allows writers to make sure that there are no spelling or grammatical errors in a document. **sprawdzanie pisowni**

**split** [V-T-U6] To **split** a cell is to separate its information into more than one cell. **rozdzielić (komórki)**

**spreadsheet** [N-COUNT-U4] A **spreadsheet** is a computer program that organizes information in rows and columns. **program komputerowy wykonujący obliczenia**

**stamp** [V-T-U10] To **stamp** an image is to place a cloned portion of a picture in another location in the same picture. **wkleić (skopiowany element obrazu)**

**straighten** [V-T-U10] To **straighten** an image is to adjust it horizontally so that its edges become parallel to the edges of a document. **wyprostować, wyrównać**

**tab** [N-COUNT-U12] A **tab** is part of the graphical user interface of a website. It is modeled after tabs on filing folders and helps the user find webpages on a website. **zakładka**

**table** [N-COUNT-U5] A **table** is a set of cells that contain related information. **tabela**

**template** [N-COUNT-U1] A **template** is a document or file in a computer that is already formatted in a certain style and with fields prepared for users to enter data into. **szablon**

**thumbnail** [N-COUNT-U9] A **thumbnail** is a small preview image of an image or layout. **miniaturka**

**timecard** [N-COUNT-U4] A **timecard** is a system for recording hours worked by employees. **karta używana w niektórych firmach do ewidencji czasu pracy**

**track** [V-T-U4] To **track** something is to follow its development or progress. **śledzić**

**trend** [V-I-U15] To **trend** is to become a popular topic of discussion on a social networking site. **być wymienianym w mediach społecznościowych**

**trim** [V-T-U10] To **trim** a picture is to remove portions of it. **przyciąć (np. obraz fotograficzny)**

**typography** [N-COUNT-U8] **Typography** is the style and appearance of characters and text. **typografia**

**underline** [V-T-U3] To **underline** text is to make a line under words. **podkreślić**

**undo** [V-T-U2] To **undo** an action is to reverse the last change made in a document. **cofnąć (czynność wykonaną w programie komputerowym)**

**URL** [ABBREV-U12] A **URL** (Uniform Resource Locator) is an address that specifies a certain webpage on the web. **ujednolicony format adresowania zasobów w internecie**

**usability** [N-UNCOUNT-U11] If a website has good **usability**, it is beneficial to the user. **użyteczność**

**value** [N-COUNT-U5] A **value** is the content of a cell. **tu: wartość zmiennej w programie komputerowym**

**vector graphic** [N-COUNT-U9] A **vector graphic** is an image composed of points, lines, curves, or shapes and which is determined by mathematical equations. **grafika wektorowa**

**video bridge** [N-COUNT-U14] A **video bridge** is a computerized connection system for video conferences. **urządzenie umożliwiające wideokonferencje wielopunktowe**

**video conference** [N-COUNT-U14] A **video conference** is a meeting between multiple parties in different physical locations, using telecommunications technologies. **wideokonferencja**

**video conference system** [N-COUNT-U14] A **video conference system** is a set of technologies that allows people in multiple locations to interact through audio and video. **system wideokonferencyjny**

**video input** [N-COUNT-U14] A **video input** is a camera or other device that delivers visual information to a computer. **wejście video**

**visibility** [N-UNCOUNT-U11] **Visibility** is how quickly or easily computer users can locate a website. **widoczność (strony internetowej)**

**web design** [N-UNCOUNT-U11] **Web design** involves planning how a website looks and how it is created. **projektowanie stron internetowych**

**web development** [N-UNCOUNT-U11] **Web development** is the process of building a website and does not include design aspects. **tworzenie stron internetowych**

**webpage** [N-COUNT-U12] A **webpage** is a digital document found on the web. **strona internetowa**

**website** [N-COUNT-U12] A **website** is a collection of webpages. **strony sieci internetowej**

**word processing** [N-UNCOUNT-U1] **Word processing** is the creating, editing, and printing of documents on a computer. **edytowanie tekstu**

**workbook** [N-COUNT-U4] A **workbook** is a file created by a spreadsheet program. **plik utworzony przez program kalkulacyjny**

**wrap** [V-T-U6] To **wrap** text is to place information on multiple lines to make it visible in a single cell. **zawinąć (tekst)**

**WYSIWYG** [ABBREV-U7] If a document is **WYSIWYG** (What You See Is What You Get), it is represented on a computer screen exactly as it will appear on paper. **obraz na ekranie komputera identyczny lub bardzo zbliżony do obrazu na wydruku**