

Glossary

A4 [ADJ-U8] If paper is **A4**, it 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. [punkt](#)

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. [stworzyć](#)

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](#)

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

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-U9] 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 \(np. pliki z internetu\)](#)

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](#)

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

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fax cover [N-UNCOUNT-U9] A **fax cover** is the first sheet of paper containing information about what is being sent by a fax transmission and to whom. [strona tytułowa faksu](#)

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 and only display certain kinds of data. [filtrować \(dane\)](#)

find/change [N-UNCOUNT-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 \(przy nowym akapicie\)](#)

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. [zbiór 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 [ADJ-U8] If paper is **letter** size it 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 [V-T-U13] To **load** data is to transfer it 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 stratna](#)

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](#)

print [N-COUNT-U7] A **print** is a paper copy of a design or of text. [wydruk](#)

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](#)

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

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- redo** [V-T-U2] To **redo** an action is to repeat the last change 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 \(zmianu rozmiaru obrazu\)](#)
- 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. [wystrzanie](#)
- shrink to fit** [V-T-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** 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](#)