BASIC COMPUTER CONCEPTS

CONCEPT	DEFINITION
Ethernet cable	Cables used to connect devices on local area networks such as PCs, routers and switches.
Wi-Fi network	A high speed, wireless connection used to access a network or the Internet.
Logging in	A procedure used at AutonomyWorks that details how to access the Workflow Tool.
Functionality	Tasks that can be completed using the tools in a software program.
Tools	Components found in the software interface that allow tasks to be performed.
Interface	The organization of components on the screen.
Files	A collection of information stored in a digital format on the computer.
Folders	A folder is a container for storing groups of files in a single location on the computer. Folders help you organize the information you save on a computer.
Menus	A list of tasks you can do using software, typically found at the top of the screen in software programs.
Save	A way to copy information in a file to a more permanent form of storage on the computer.
Save As	Saving information in an alternate format, such as saving a file with a different name.
File path	Defines where a specific piece of information can be found on a computer and gives direction for finding it. File paths represent the relationship between folders and files on the computer.
File name	A unique name given to a computer file to identify it.
File name extension	A group of letters occurring at the end of a file name that identify the file type.