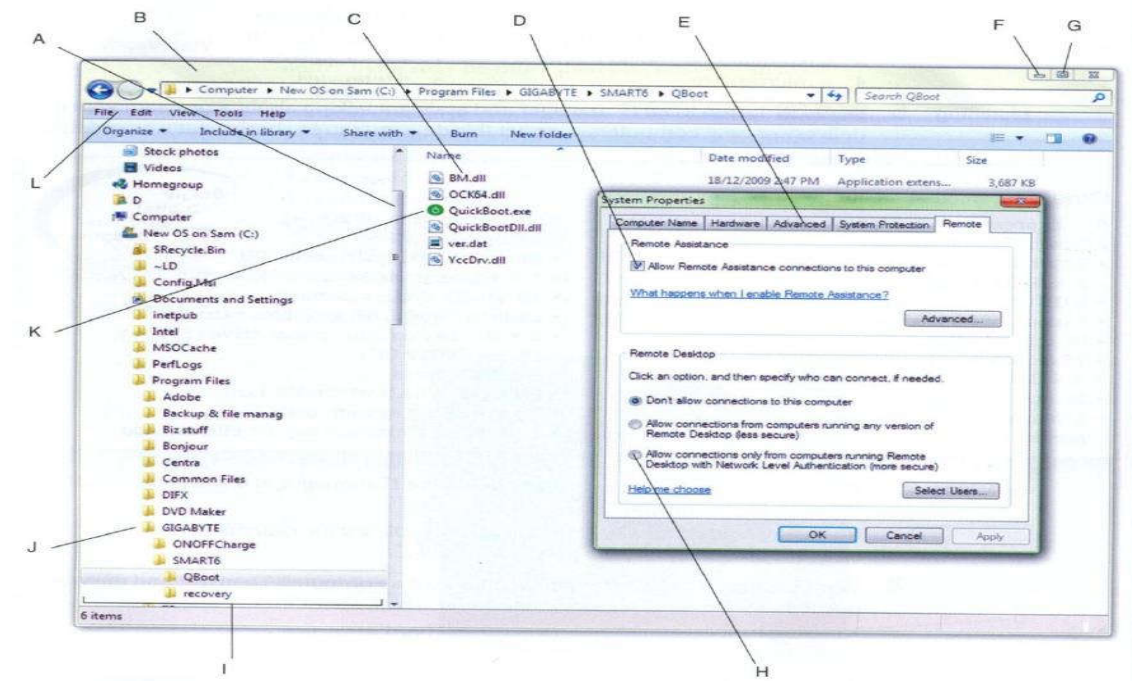# 1. GRAPHICAL USER INTERFACE (GUI)

At this point we will study the parts of the graphical user interface. These parts are:
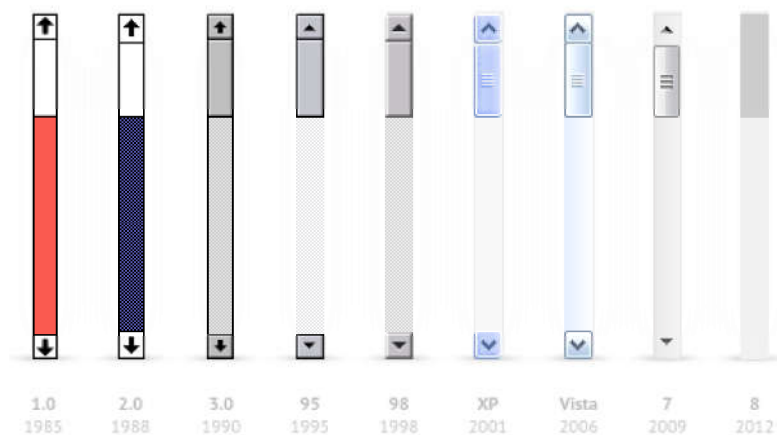

Graphical user interface.

A. Scroll bar

Function: Scroll in a predetermined direction (up, down, left, or right) on a computer display, window, or viewport so that all of the content can be viewed.

Translation: Barra de desplazamiento

Scroll bar

B. Title bar

Function: Display the title of the software, name of the current document, or other text identifying the contents of that window.

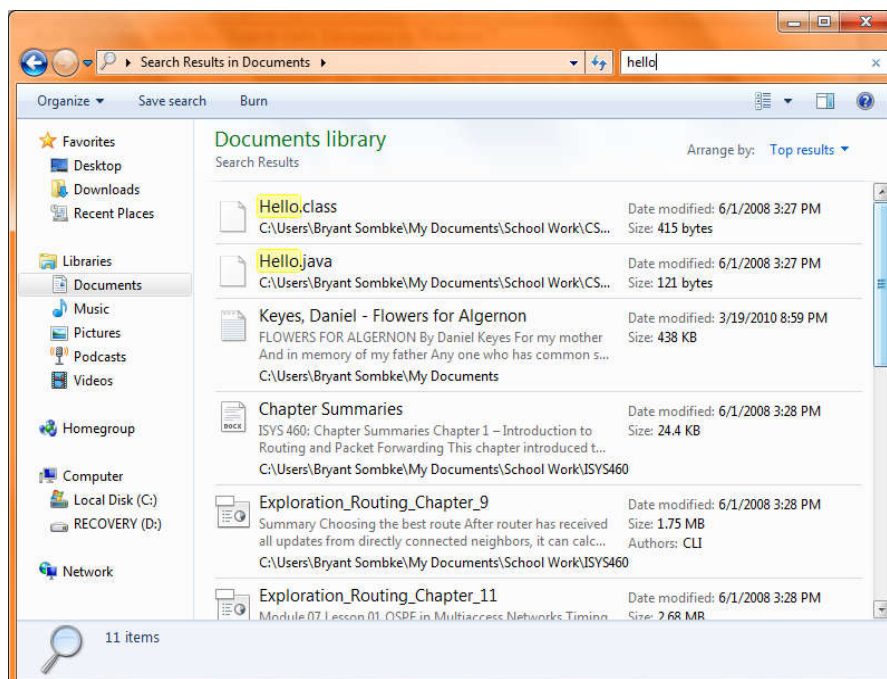**Translation:** Barra de título

Title bar

C. File

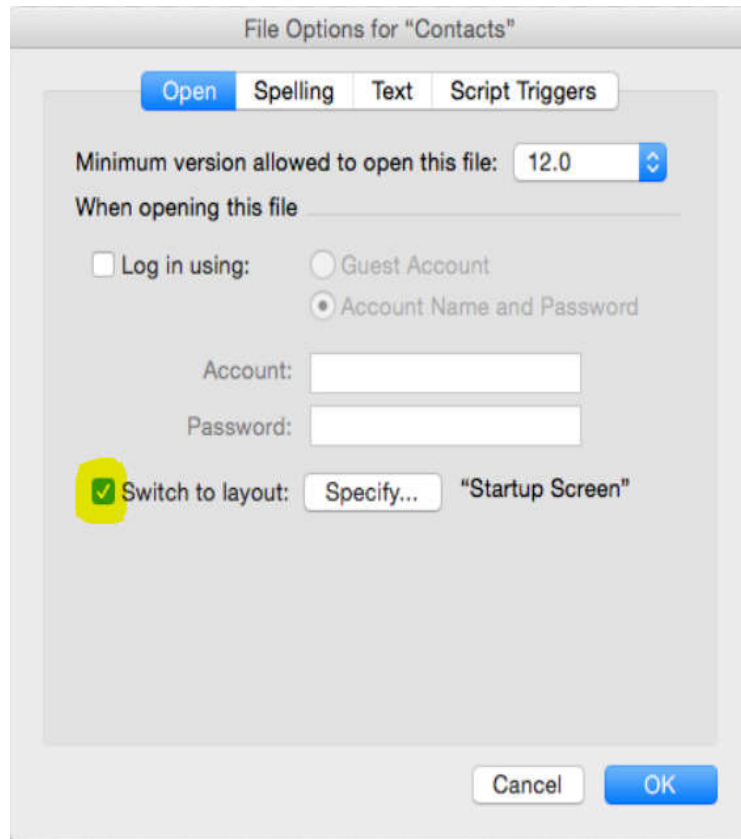**Function:** Store data.

Translation: Archivo

File

D. Check Box

Function: Permits the user to make a binary choice.
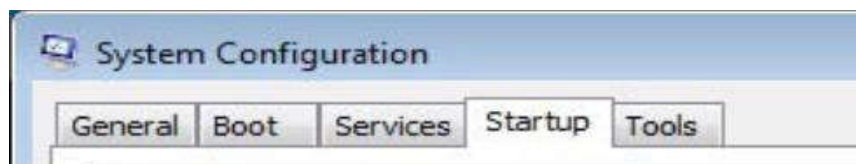
Translation: Casilla de verificación

Check Box

E. Tab

Function: Allow multiple documents or panels to be contained within a single window.

Switching between them.

Translation: Pestaña

Tab

F y G. Minimise/ize - Maximise/ize buttons

Function:
Max → expand the window to cover the whole screen.
Min → disappear into the taskbar at the bottom of the screen.

Translation: Botones de minimizar y maximizar.

Maximise/ize button

H. Radio button

Function: Choose only one of a predefined set of mutually exclusive options.

Translation: Botón de opción o de radio
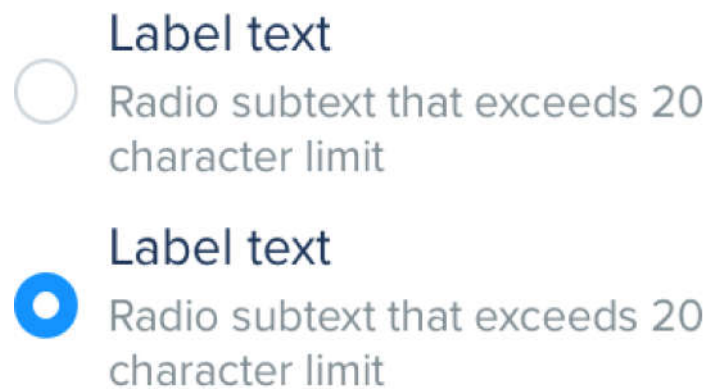
Radio button

I. Left-hand pane
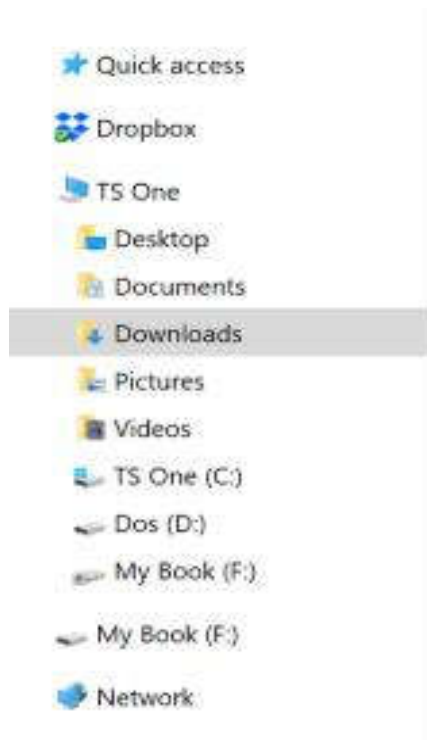
Function: Contains shortcuts to each main folder.

Translation: Menú lateral de navegación

Left-hand pane

J. Folder

Function: Store and organize files and data in the computer.

Translation: Carpeta
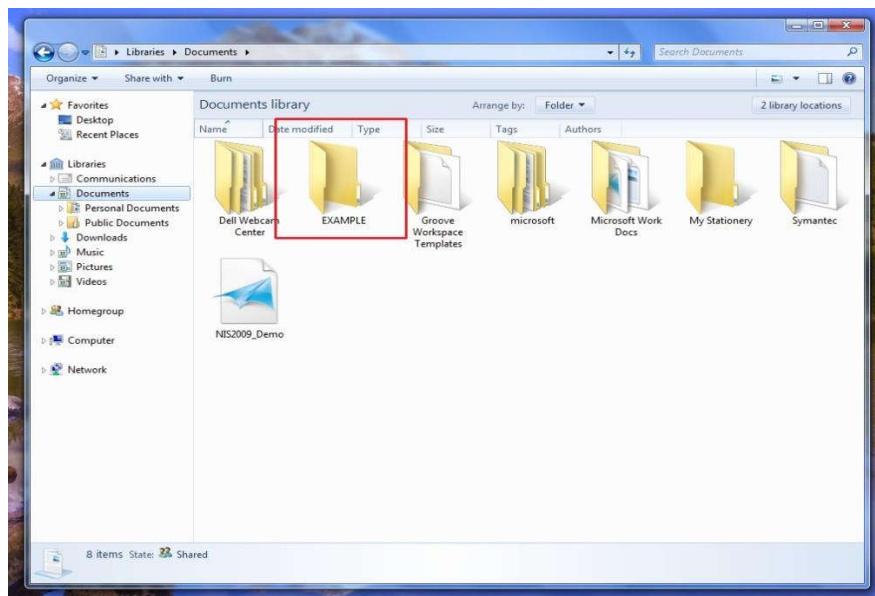
Folder

K. Icon

Function: Help the user navigate a computer system.

Serve as a shortcut to access other programmes or data.

Translation: Icono

Icons

2. HARDWARE & IT JOBS

At this point we will study the devices that make part of a computer.

1. Monitor

Function: Displays information processed by the computer's video card.

Translation: Monitor

Monitor

2. Case

Function: Contains the components inside of a computer.

Translation: Torre/Carcasa/Caja

3. Motherboard

Function: Provides connectivity between the hardware components.

Translation: Placa base
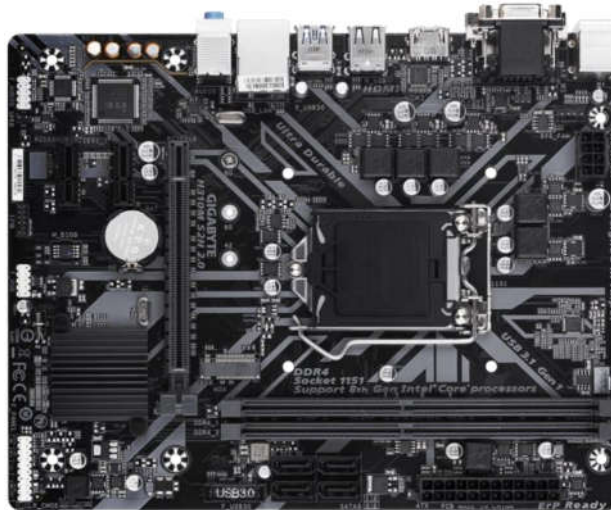
Motherboard

4. CPU (or Processor)

Function: The brains of the computer where most calculations take place.

Translation : Unidad central de proceso, CPU o procesador.

CPU

5. RAM memory

Function: Stores data for short-term use.

Translation: Memoria RAM

RAM

6. Power supply unit

Function: Provides the motherboard with power.

Translation: Fuente de alimentación

Power supply unit

7. Optical disc drive

Function: Reads data from or writes data to an optical disc

Translation: Unidad de CD o DVD

Optical disc drive

8. Hard disc drive (HDD)

Function: Stores data for long-term use.

Translation: Disco duro

HHD

9. Keyboard

Function: Used to enter characters and functions into the computer system.

Translation: Teclado

Keyboard

10. Mouse

Function: Moves the cursor.

Translation: Ratón

Mouse

3. SOFTWARE

Software can be classified depending on its functionality. There are three types of software:
- System
- Programming
- Application

1. System software

Function: Helps the user, hardware, and application software to interact and function together.

Translation: Software de sistema

Operating system	Software that manages computer hardware, software resources. *Windows 10, Ubuntu, Mac OS*
Device drivers	Operate or control a particular type of device. *Printers, video adapters, sound cards, mice, keyboards*
Utilities	Analyze, configure, optimize or maintain a computer *Data recovery, disk checkers, disk defragmenters, backup software*

2. Programming

Function: Create, debug, maintain, or otherwise support other programs and applications.

Translation: Software de programación

IDE	Software for building applications that combines common developer tools into a single graphical user interface *Eclipse, NetBeans, Microsoft Visual Studio*
Source code editor	Text editor program designed specifically for editing source code of computer programs. *Notepad++, Gedit*
Compiler	Translates computer code written in one programming language into another language
Interpreter	Executes instructions written in a programming or scripting language
Debugger	Finding and resolving defects or problems within a computer program that prevent correct operation.

3. Application Software

Function: Help people perform an activity.

Translation: Software de aplicación. Aplicación

Word processing	**Create word sheets and documents.** *Word, WordPad, Notepad*
Spreadsheet	**Compute quantitative data.** *Excel, Numbers*
Database	**Store data and sort information.** *Oracle, MS Access*
Application suites	**Collection of related programs sold as a package.** *OpenOffice, Microsoft Office*
Multimedia	**Tools used for a mixture of audio, video and image.** *VLC player*
Communication	**Connect systems and allow text, audio & video comm.** *Skype, Discord*
Internet Browsers	**Access & view websites.** *Chrome, Opera & Firefox*
Email	**Send & receive emails.** *Outlook, firebird*