Vocabularies: Microsoft Word 2010

Note: this vocabularies are related to the software Microsoft Word 2010. It is possible, that their explanation / meaning changes a little bit in another context.

From **01_basic_word.pdf** and **02_working_1.key**:

Word	Explanation
interface	All you can see from a software / program on your PC. Two parts: "inter" and "face". inter = interact
document	A file that is saved with Microsoft Word 2010 is called like this. But it is also part of the interface
ribbon	The configurable tab bar / area on top. Contains most of the buttons for actions and settings
backstage view	The full page view menu accessed by the „File" button
quick access toolbar	A configurable menu, that you always can access, no matter which ribbon tab is active
scrollbar	Part of the interface. Indicates the scroll position of the document
zoom	Increase the zoom level of a document to display it bigger, decrease it to display it smaller
prefix	The left part of the file name. For „hello.docx", „hello" is the prefix
suffix	The right part of the file name. For „hello.docx", „docx" is the suffix. Often called the the file type (like txt, jpg)
responsive	Something is responsive, when the interface responses / reacts on the height / width of the window (e.g. the ribbon, a website). Mostly seen in the ribbon, when you change the width of the Window
footer	The area on the bottom of each page of a document. Consistent over all pages. Also part of the interface
header	The area on top of each page of a document. Consistent over all pages
tab	The ribbon is divided into different tabs. Each tab has a name and contains buttons / actions
local	A setting is local, when it only effects this document and not other documents
global	A setting is global, when it effects this and all other documents / files
icon	A small image / picture that is used to illustrate a button for an action

Word	Explanation
keyboard	The thing on your laptop / computer that you type each word with. Consists of many buttons, where each button represents one or more letter / sign
dialog	A small windows that pops up. It can contain different things like confirmation buttons, messages or settings.
paragraph marks	A paragraph ends, when you press the „enter" button on your keyboard. You can show or hide the paragraph marks
corresponding	Logical association. The name for a tab corresponds to the buttons in the tab, if the name represents a logically comprehension of the buttons. Like a description
precision	An elephant is not very precise with is movements. In opposite, with the ruler in Word, you can precisely configure the document. Very small steps

From **03_windows_users.pdf**:

Word	
switching	Like changing something. You can switch the user on a PC. While switching the user, all your programs stay open and are the same, when you return
personalisation	Like customisation or configuration. You can customise your desktop in Windows.
privacy	An area only for you. If you have an own account on Windows and it is protected with a password, this is your privacy
organisation	You can organise your desktop in Windows. If people use different user accounts in Windows, the whole computer is more organised
lock	You can lock your door or your car. In Windows, you can lock your account so that you have to enter the password to use it again
log off	Like leaving your account when you are finished. All your open programs are getting closed. Similar to switch a user
confirmation	If you enter a password for you user account on Windows, you have to confirm it. To confirm a password means, you have to enter it a second time (twice)
screensaver	Well known as "bubbles" on your screen. It starts after a few minutes of not using the computer. It can be customised

From **02_working_2.pdf**:

Word	
screenshot	A screenshot is a normal picture, that represents a part of your screen. You can take a screenshot a one particular, running program or a special area of the screen.
clipping	Select a special area, for example while taking a screenshot
reference	A relation so something else. A link in the internet, where you click on , is also a reference. A general connection
bookmark	Well known from books. To get a reference to the last page you were reading, you place a bookmark. Also used in a browser, where you can save a reference to a webpage to used it later.
hyperlink	Like a reference. A reference is a general connection, a hyperlink is a concrete. Everything you click on the internet, is called a hyperlink
cross-reference	A term from Microsoft Word to link from one place in a document to another place in the document.
image	Like a photo
comment	A comment to a particular place in the document, like a word or a paragraph. Also much used in the internet, like facebook
delete	Remove something like a word