



DATA PROCESSING VOCABULARY

Examples Of Words And Expressions Used In The Data Processing World

at	email address	database
inbox	mailbox	keyboard
to click	to paste	email account
to copy	trash	to cut
cursor	hard disk	floppy disk
screen	to delete	to delete a file
to email	to send an email	to be online
to be offline	to forward	window
file	system files	Internet service provider
login	printer	to print
to computerize	to insert	to install
net surfer	internet	to start a program
CD drive	disk drive	link
software program	hardware	file menu
modem	monitor	password
search engine	browser	to scan
computer	laptop	to open
to close	page	homepage
web page	clipboard	program
to program	to exit	shortcut
to write a message	directory	to answer a message
network	webmaster	to save
to save as	scanner	to get online
to log on a website	to select	server
website	mouse	mouse pad
to download	key	central processing unit

Data Processing Dialog

Examples Of Words And Expressions Used In A Data Processing Dialog

In a business firm, the restructuring of the information system very often amounts to a cultural revolution.

With the server, information is easily updated.

The internet is accessible to any individual capable of clicking on a mouse or keying in a few words.

A small or medium-sized firm that cannot afford its own email system can access one on the internet. Hackers may create confusion in a firm's information system.

The world today is within the reach of the keyboard of the simplest microcomputer.



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Groupware refers to a new generation of software packages connected in networks and allowing group work.

Reliable suppliers include technical assistance and training in the service they offer.

Please fax your answer as soon as possible.

Thanks to home banking, we can check our bank account from home anytime.

The growth of telecommunication offers new prospects for work at home now called teleworking.

This week we have registered more than 5,000 hits on our internet site.

Our database is permanently updated.