



Key Terms Windows Vista Basics

- **Address bar:** Identifies the path for the currently open folder (VISTA 10).
- **Close button:** Used to close a window, which would include any file you have open in a program (VISTA 12).
- **Computer folder:** Where you access hard disk drives, removable drives and media, CD and DVD drives, network locations, and other removable media such as cameras and scanners (VISTA 19).
- **Control Panel:** The command center for configuring Windows settings (VISTA 18).
- **Desktop:** The main work area in Windows (VISTA 4).
- **Dialog box:** Interactive message window, appears when more information is required before the command can be performed (VISTA 15).
- **Disk Cleanup:** A utility that deletes temporary files created when you surf the Web, edit files, or perform other actions, such as opening e-mail attachments from the message window instead of first saving the attachment to your hard disk (VISTA 23).
- **Documents folder:** Stores the files you use for your projects, such as documents, presentations, and spreadsheets (VISTA 19).
- **Explorer windows:** Used to navigate to items on your computer (VISTA 7).
- **Folder:** Directories that contain files or other folders (VISTA 4).
- **Gadgets:** Mini-programs that have specific functionality, such as displaying the time, weather, news feeds, or slide shows (VISTA 5).
- **Help and Support:** You can access Windows Help by clicking Help and Support on the Start menu (VISTA 22).
- **Icon:** A small picture that represents a file (VISTA 5).
- **Maximize button:** Enlarges a window to the full size of the screen (VISTA 12).
- **Menu:** Contains commands for initiating certain actions or tasks (VISTA 15).
- **Minimize button:** Reduces a window to an icon on the taskbar (VISTA 12).
- **Navigation pane:** Includes Favorite Links, which are links to folders containing the items you use the most, including recent searches (VISTA 11).
- **Operating system:** Software that controls the basic operations of your computer (VISTA 3).
- **Personal folder:** Stores your most frequently used folders and is by default named with the name you used to create your computer account (VISTA 20).
- **Pointer:** Appears as an arrow on the screen, indicates the position of the pointing device (VISTA 4).
- **Pointing device:** Allows you to interact and communicate with your computer such as with a mouse,

trackball, or touchpad (VISTA 4).

- **Public folder:** Stores the files you want to share with other users on the same computer or who are connected through a network (VISTA 19).
- **Recycle Bin:** When you delete a file from a window, its name is removed from the window's content and the file is physically moved to the Recycle Bin, the wastebasket icon on the desktop (VISTA 21).
- **Restore Down button:** Returns the window to the size it was before the Maximize button was clicked (VISTA 12).
- **Scroll arrows:** Scroll arrows are located at the ends of the scrollbar (VISTA 14).
- **Scroll bar:** Appears on the edge of a window any time there is more content than can appear in the window at its current size (VISTA 14).
- **Scroll box:** A slider that indicates your position within the window (VISTA 14).
- **Taskbar:** Displays icons of the programs you have open or that run in the background (VISTA 5).
- **Title bar:** The bar at the top of the window (VISTA 12).
- **Toolbar:** Each window has a toolbar that contains functions specific to the window (VISTA 8).
- **Window:** Files and folders, directories that contain files or other folders, are displayed in a small work area known as a window (VISTA 4).
- **Windows Aero:** A graphic interface feature that gives a translucent quality to windows, dialog boxes, and other items (VISTA 3).
- **Windows Security Center:** Monitors critical security components on your computer, such as the firewall, antivirus protection, spyware protection, and other features such as Windows updates and User Account Control (VISTA 24).
- **Windows Sidebar:** A transparent panel that is attached to one side of the screen and contains gadgets (VISTA 5).