

Spreadsheets

1. **ascending**

Ascending means starting at the bottom and going up, for example, 0, 1, 2, 3... or A, B, C, D...

2. **axis labels**

A label for a graph's horizontal or vertical axis that explains what the value relates to.

3. **data**

Values, typically letters or numbers.

4. **dialogue box**

A window that displays some information or an error message for the user and waits for a response.

5. **double-click**

To quickly click a button twice on a mouse or other computer input device.

6. **duplicates**

To make an exact copy of something.

7. **format**

The appearance of a document, including the fonts, colours, size and rotation.

8. **formula**

A combination of symbols that indicates the chemical composition of a substance.

9. **mouse cursor**

An arrow or other small picture to show which bit of the screen a user is interacting with.

10. **visual representation**

A picture, image or graph designed to show information.

11. **web browser**

An application that displays web pages.

Presenting information on computers

1. **application**

A software program that allows a user to perform a specific task.

2. **audience**

The group of people a product or service is aimed at.

3. **final product**

The finished piece of work that is complete, tested and ready to distribute.

4. **slideshow**

A display of information, usually containing text and images.

5. **software**

The programs, applications and data in a computer system. Any parts of a computer system that aren't physical.

6. **white space**

Empty space in a document stops it being too cluttered.