log out (=log off)	If you are no longer working on the computer, you should **log off**. Another user can then log in with his or her login data.
antivirus program	Antivirus programs detect computer viruses and Trojans and make them harmless. The antivirus provider updates the program on a regular basis so that the latest viruses are found.
application programs	Office program (e.g. Word, Excel...), games, e-mail program, browser (e.g. Firefox, Chrome, Edge...), ...
backup, data backup	backup: a backup copy of data is stored on an additional medium. Backups can be stored on removable media, such as external hard drives, flash drives or online storage. **Backups** can be used to restore data in the event of damage (→ restore). Data loss is avoided.
operating system	• manages access to the computer's hardware or resources (memory, input and output devices, such as keyboard, mouse, screen, etc.) and • controls the execution of programs An operating system is what makes the use of a computer possible in the first place.
operating systems	Microsoft Windows, Linux, Android, Apple iOS (for smartphones), Mac OS
screen magnifier	It enlarges an area of the screen. This makes it easier for visually impaired people to read a text.
on-screen keyboard	Can be operated with a mouse or finger on the touch screen. An on-screen keyboard is always used on smartphones.
booting	After switching on, the computer starts the operating system. The computer start is called booting or boot process.
CPU	processor (**c**entral **p**rocessing **u**nit). The more processor cores a CPU has, the faster it usually computes: e.g. a quad-core processor is faster than a single-core processor.
data transmission rate	The unit of measurement of the data transfer rate is Kbit/s or Mbit/s. A typical download speed is, e.g. 40 Mbit/s.
demo version	It is a limited version of a program to get to know the program.
download	Retrieving data from the Internet. The data is downloaded to the user's own computer, smartphone or tablet, e.g. a music file or a program.
printer	laser printer, inkjet printer

ergonomics	Workers should be protected from physical harm caused by their work: regular breaks, proper lighting and good posture is essential.
hard disk	Currently, hard disks have 500 GB to several TB.
firewall	It protects computers from unwanted access via the network.
freeware	Software that can be used free of charge
Ghz (gigahertz)	Processor speed is measured in Ghz (one billion clocks per second). Currently, computer processors have a speed of up to 4.2 Ghz.
Green IT	**Green IT** refers to efforts to make the production, use and disposal of equipment as environmentally friendly as possible. In order to **save energy**, the screen is switched off in hibernation.
hardware	e.g. computer, mouse, keyboard
HDMI, display port	These are input and output interfaces. Sound and image can be transmitted via HDMI or display port.
ICT	Abbreviation for **i**nformation and **c**ommunication **t**echnology
IM	Instant Messaging (e.g. WhatsApp)
Internet	It spans the entire world and is the largest computer network.
ISP	An **I**nternet **S**ervice **P**rovider (ISP) provides the customer with access to the Internet for a fee. Access to the Internet is usually a broadband connection with a data transfer rate from 8 MBit/s to 100 MBit/s and more.
high-contrast display	A high-contrast display improves readability for the visually impaired.
LAN	A LAN (**L**ocal **A**rea **N**etwork) is a local network of computers. LANs can be found in companies or schools, for example.
speaker	The volume can be changed via the loudspeaker symbol in the task bar.
malware	Malware is an umbrella term for various unwanted and harmful programs.
ergonomics	Workers should be protected from physical harm caused by their work: regular breaks, proper lighting and good posture is essential.
screen	Computer screens differ in size, resolution and picture quality.
network drive	A folder on a server that is shared with users. It often appears as a drive in the file explorer. A network drive is very suitable for collaboration, for example in schools or companies.

online data storage	Storage medium. The data on an online data storage device can be accessed online from anywhere. Files and folders can be shared with other users to be viewed or edited. An Internet connection is necessary.
OpenSource	OpenSource software is free. The source code can be viewed and modified by anyone. examples: Linux, LibreOffice, Gimp, Firefox
password	A good password should • consist of lower- and upper-case letters • have numbers and special characters • have a minimum length of 8 characters • not be in a dictionary
restore	restoring data from a backup.
RAM	Main memory or working memory. It is an abbreviation for **R**andom **A**ccess **M**emory, working memory, volatile memory (data is deleted when switched off). Currently, computers have between 4 and 16 GB of RAM. A large working memory can increase the speed of the computer.
scanner	It is used to digitise documents, such as images and text.
interface	Interfaces connect computers to devices: USB, HDMI, DVI, display port, network connection, VGA. example: a flash drive is plugged into the interface.
screen reader software	A screen reader reads out the content of a screen page. This enables visually impaired and blind people to work with the PC even without seeing the screen.
software	Software = programs! Software can be installed locally on a computer, in a company network on a server, or is available online (e.g. Office 365).
memory size	bit, byte, kilobyte (KB), megabyte (MB), gigabyte (GB), terabyte (TB)
Speech recognition software	Voice recognition software enables commands and texts to be entered with spoken instructions. Windows: **Cortana**, Apple: **Siri**, Amazon: **Alexa**
spyware	Spyware examines the computer and the user's behaviour and sends the data to the manufacturer or other sources, either to sell or to place targeted advertisements.
SSD (Solid-State-Drive)	Is an electronic storage medium similar to a hard disk. An SSD contains no moving parts and is therefore more robust than a hard disk. **SSDs deliver data much faster than hard drives.**

system control	The settings of the computer can be adjusted in the system control. For example, programs can be removed (uninstalled) here.
keyboard	The keyboard is an input device. The keyboard language can be set in the task bar, right-hand area. In German-speaking areas, the symbol **DEU** is found here. Clicking on **DEU** opens a menu in which the language settings can be opened in the system control.
touchpad	Replaces the mouse on notebooks.
Trojan	A Trojan is a malware that often pretends to be a useful software. Users are prompted to download a program (often social engineering). Trojans are used by criminals to gain access to computer systems. Trojans can delete data, steal data, etc.
transmission speed	In contrast to the usual memory specifications in bytes, the transmission speed is specified in bits per second (**bit/s**). The download speed on the Internet is 40 Mbit/s upwards.
upload	Data is copied from a computer to the Internet, e.g. a photo is uploaded to Facebook.
viruses	Viruses are harmful programs (malware). They can spread copies of themselves. Existing programs and documents can be changed or destroyed.
VoIP	Internet telephony (**V**oice **o**ver **I**nternet **P**rotocol), e.g. with Skype or WhatsApp. The conversation is transmitted via the Internet.
WAN	(**W**ide **A**rea **N**etwork) is a network of computers that reaches across countries or continents.
Wi-Fi (=WLAN)	**W**ireless **Lan** (WLAN) is a wireless, local radio network. **open Wi-Fi**: Many people have access to the Internet in a certain area (public places, airport…). A password is not necessary.