

# Information Technology Workshop wordlist

## Notes – Poznámky

[C] countable	počítatelné podst. jméno
[U] uncountable	nepočítatelné podst. jm.
[pl] plural	množné číslo
[sg] singular	jednotné číslo
<i>adj</i> adjective	přídavné jméno
<i>adv</i> adverb	příslowce
<i>noun</i>	podstatné jméno
<i>phrasal verb</i>	frázové sloveso
<i>prep</i> preposition	předložka
<i>verb</i>	sloveso
<i>op.</i> opposite	slovo opačného významu
informal	neformální

## A

**access verb** (~ sth) to be able to open a file, website, program, database, etc. mít přístup (k), otevřít (co)

**accessory noun** [C] an extra item that is added to sth and is useful or attractive but important příslušenství

**according to** before vowels / *prep* in a way that matches, follows or depends on sth dle, podle, v souladu s

**adaptor noun** [C] a device for connecting pieces of electrical equipment that were not designed to be fitted together adaptér, redukce, mezikus, spojník

**adjust verb** to change sth slightly přizpůsobit, nastavit, trochu upravit

**affect verb** (~ sb/sth) to make sb/sth change in a particular way; to influence sb/sth ovlivnit (koho/co), působit na (koho/co)

**algorithm noun** [C] a set of steps or instructions for solving a particular problem algoritmus, sled operací

**align verb** to arrange things in a straight line seřadit, srovnat

**animation noun** [C] a moving cartoon animace, kreslený film

**antenna noun** [C] a piece of equipment on a mobile phone, etc. that is used for sending and receiving communications signals anténa

**appear verb** to come into view so that you can see sb/sth objevit se

**application noun** [C] a program that is designed to do a particular job aplikace, aplikační program

**ASCII abbr** American Standard Code for Information Interchange; a code used to represent English characters as numbers so that data can be moved between computers that use different programs ASCII tabulka, Americký normovaný kód pro výměnu informací

**attachment noun** [C] a document or file that you send to sb using e-mail příloha

**audio adj** connected with the recording of sound zvukový, audio

**automatically adv** happening by itself, without needing a person to operate any controls samočinně, automaticky

## B

**background noun** [C] the picture or colour on the first screen that appears when you turn on the computer (= **the desktop**) pozadí, plocha

**back-up noun** [U,C] a copy of a computer file, etc. that can be used if the original is lost or damaged záloha, záložní soubor

► **back sth up phrasal verb** to make a copy of a computer file, program, etc. that can be used in case the main one fails or needs extra support zálohovat, vytvářet rezervní kopii

**band mode noun** [C] a control or setting on a mobile phone which can be set at 'digital' or 'dual' režim použití/nastavení pásem

**bandwidth noun** [C,U] the amount of data that can be sent or received in a fixed amount of time by a communications channel, for example wires or radio waves. The higher the bandwidth, the faster the communications channel can transmit the data. šířka pásma

**bill noun** [C] a piece of paper that shows you how much money you owe sb for goods or services účet, faktura

**binary adj** using only 0 and 1 as a system of numbers binární; **the binary system** binární, dvojkový

**blink verb** (used about a light, text etc.) to come on and go off again quickly blikat

**Broadband noun** [U] a communications medium that allows several channels of information, such as cable TV and Internet access, to pass through a single cable at the same time širokopásmové médium, síť

**browse verb** to look for or look at information on the Internet brouzdat se Internetem, prohlížet sit Internet, vyhledávat informace na Internetu

**browser (also Web browser) noun** [C] a program that lets you look at documents on the Internet prohlížeč

**button noun** [C] (on computer screens) a small box that a user clicks, using a mouse, to tell the computer to do sth. A mouse also has left and right buttons. tlačítko

## C

**carbon copy noun** [C] (abbr cc) a copy of a letter, an e-mail, etc. that is sent to sb else as well as the person it is addressed to kopie, duplikát

**categorize verb** to divide people or things into groups rozřídít, kategorizovat

**CD-rewriter noun** [C] (abbr CD-RW) a device that can be attached to a computer and that can read and write to rewritable disks (přepisovací CD) vypalovací CD mechanika

**CD-ROM abbr compact disc read-only memory**; a CD, for use on a computer, which has data recorded on it. The data cannot be changed or removed, unlike CD-RW disks, on which data can be changed. CD-ROM, lisované CD

**character noun** [C] a single letter, number or space that is typed in a computer dokument znak

**chat room noun** [C] a virtual room on the Internet where people can communicate with each other chatovací místnost, místnost

**click verb click (sth/on sth)** to press one of the buttons on a mouse to start an action on screen: **to click (on) a button/a hyperlink** kliknout, klepnout (na něco)

**client noun** [C] 1 a computer that is linked to a server and so can connect to a network to ask for files such as e-mail messages, Web pages and programs, and can also access stored data klient 2 a person who uses the services or advice of a professional person or an organization klient/ka, zákazník/zákaznice

**clip art noun** [U] electronic images which you can download from the Internet or copy from CD-ROMs hotové (připravené) obrázky, klipart

**clipboard noun** [C] a file or memory area where computer data is kept for a short time while the user cuts or copies sth from an open document schránka

**code noun** [U] a set of written computer instructions kód, program, předpis

**coding system noun** [C] a way of representing data kódovací systém

**combine verb** to join or mix two or more things together spojovat, kombinovat, slučovat

**command noun** [C] an instruction that tells a computer what to do příkaz

**commerce noun** [C] the business of buying and selling things obchod, obchodování

**communication noun** [U] the act of sharing or exchanging information, ideas or feelings komunikace, přenos

**compatible adj** able to be used together kompatibilní, slučitelný

**component noun** [C] one of several parts of which a machine, etc. is made díl, komponenta

**compose verb** to produce a piece of writing, etc. vytvořit, napsat

**computer programmer noun** [C] a person whose job is to write programs for a computer programátor/ka

**confident** *adj* feeling or showing that you are sure about your own abilities, opinions, etc. sebejistý

**confusing** *adj* difficult to understand; not clear nejasný, matoucí

**connection** *noun* [C,U] a point, especially in an electrical system, where two parts connect; the state of being connected together spojení, propojení, kontakt

**consistent** *adj* not changing; always having the same opinions, standards, etc. konsistentní, důsledný, zásadový

**consumer** *noun* [C] a person who buys things or uses services spotřebitel/ka, zákazník/zákaznice

**convenient** *adj* suitable or practical for a particular purpose; not causing difficulty vhodný, vyhovující

**copyright law** *noun* [C,U] a law which gives sb the legal right to print, copy, etc. a piece of original work autorské právo

**counter** *noun* [C] an electronic device or computer program for counting sth počítadlo

**CPU** *abbr* **central processing unit**; the part of a computer that controls all the other parts of the system, such as memory, speed and power supply procesor, centrální procesorová jednotka

**crash** *verb* (used about a computer) to suddenly stop working zhroutit se, spadnout, havarovat

**cross-platform** *adj* (used about programs or hardware) that can be used in different **operating systems** určený pro více operačních systémů, multiplatforma

**cursor** *noun* [C] the small flashing mark on a computer screen that shows where the next **character** (= letter or number) on the screen will be displayed kurzor

**custom** *noun* [C,U] a way of behaving which a particular group or society has had for a long time zvyk

**cut** *verb* to remove sth or part of sth on a computer screen vyjmout

**cyberspace** *noun* [U] the **virtual** place where electronic messages, pictures, etc. exist while they are being sent between computers kybernetický prostor, pomyslný svět počítačových sítí, cyberspace

## D

**data** *noun* [U] information that is stored by a computer data, údaje

**database** *noun* [C] a collection of data organized in a way that allows you to **access**, **retrieve** and use it databáze, soubor dat

**database administrator** *noun* [C] a person whose job is to design and manage a database administrátor/správce databáze

**deal with sth** *phrasal verb* to carry out a task or take care of sth zabývat se něčím

**decrease** *verb* to make sth smaller or less snížit, zmenšit

**default** *noun* [U, C] what usually happens or appears on a computer screen if you do not make any other choice or change: *You can change the default settings* ► standardní, implicitní, výchozí ► **default** *verb* nastavit do výchozího, implicitního stavu

**delete** *verb* to remove sth that has been stored on a computer vymazat, odstranit

**design** *noun* [C,U] (the process or skill of making) a drawing or plan that shows how sth new will be made, how it will work, etc. navrhnout, vytvořit

**desktop** *noun* [C] the first screen that appears when you turn on your computer and which displays icons that represent files, folders, documents, etc. pracovní plocha, desktop

**desktop publishing** (*abbr* DTP) *noun* [U] using a personal computer to produce books, magazines, etc. publikační činnost na počítači, DTP

**detachable** *adj* that can be taken off rozkládací, výměnný

**develop** *verb* to make sth grow slowly, increase or change into sth else vyvinout, rozvinout

**device** *noun* [C] a tool or a piece of equipment made for a particular purpose zařízení

**dialog box** *noun* [C] a box that appears on a computer screen asking you to choose what you want to do next by typing or clicking buttons dialogové okno/rámeček

**digital** *adj* using an electronic system that uses the numbers 1 and 0 to store **data**: *a digital camera* digitální

**dimension** *noun* [C] a measurement in space, for example the height, width or length of sth dimenze rozměr

**directory** *noun* [C] a list of the files or programs stored on a computer's hard drive adresář

**Display** *noun* [sing] a particular feature of **Windows**® that lets you change the way your computer screen looks by choosing your own background, screen saver, etc. zobrazení, displej

**display screen** *noun* [C] the window where words, pictures, etc. are shown on a mobile phone displej

**distance learning** *noun* [U] the act of studying a subject or preparing for an exam from your home, away from a school or university distanční/dálkové studium

**DNS** *abbr* **Domain Name Service**; an Internet service that reads an e-mail address and translates it into a number (**the IP address**) that matches the e-mail address služba doménových jmen, služba DNS

**domain name** *noun* [C] an **IP** (= **Internet Protocol**) address, written using text. It must have at least two parts, for example 'hotmail.com'. doménové jméno

**double-click** *verb* (**double-click sth/on sth**) to press one of the buttons on a mouse twice quickly in order to start an action on screen: *double-click (on) a button/hyperlink* dvojklik, dvojití kliknutí myší

**download** *verb* to copy data, such as a file, Web page or computer program from the Internet onto your computer stáhnout

**draft** *noun* [C] a piece of writing, etc. which will probably be changed and improved before the final version koncept

**drive** *noun* [C] the part of the computer that reads and stores information on disks disková jednotka

**drop-down menu** *noun* [C] a list of possible choices that appears on a computer screen when you click on a title at the top roletová nabídka

**dual** *adj* having or using two parts or aspects duální, dvojný, dvojitý

## E

**e-commerce** *noun* [U] the buying and selling of goods and services on the Internet internetové obchodování, obchodování po Internetu

**edit** *verb* to prepare a piece of text to be published, making sure that it is correct, the right length, etc. editovat, upravit

**else** *adv* (used after words formed with any-, no-, some-, and after question words) another, different person, thing or place jiný

**e-mail** (also **email**) *noun* [C,U]

1 [U] a way of sending electronic messages or data from one computer to another elektronická pošta 2 [C,U] a message or messages sent by e-mail elektronický dopis, email ► **e-mail** *verb* poslat elektronickou poštou/emailem

**emoticon** *noun* [C] a group of keyboard symbols that represent the expression on sb's face, used in e-mail, etc. to show the feelings of the person sending the message, for example :-) represents a smiling face emotikon (smajlík je druh emotikonu)

**empty** *adj* with nothing inside prázdný

**EPS** *abbr* Encapsulated Post Script; EPS is part of the Adobe® Systems file format that you can use with most desktop publishing and image editing programs speciální formát výměny souborů vyvinutý firmou ADOBE

**erase** *verb* to remove all or part of an image in an image editing program vymazat

**exclude** *verb* to leave out or not include sb/sth in sth vyřadit, vyloučit

**existing** *adj* that is already there or being used; present přítomný, existující

**export** *verb* to format data so that it can be used by another application exportovat

**e-zine** *noun* [C] an interactive magazine on the Internet elektronický časopis

## F

**faceplate** *noun* [C] the front part of a mobile phone čelní část mobilu

**FAQ** *abbr* (used in writing) frequently asked question(s) časté dotazy, často kladené otázky

**feature** *noun* [C] something important, interesting or typical of a place or thing znak, charakteristika, vlastnost

**fee** *noun* [C] the money you pay for a service or for professional advice poplatek

**field** *noun* [C] a text box where you type in words or data pole, prostor, oblast

**file** *noun* [C] a collection of information, such as a Word document or a picture, which is stored in a computer, under a particular name soubor

**file extension** *noun* [C] the last part of a file name, which shows you the format of the file, for example .avi for video, .doc for MS Word files, etc. přípona souboru

**fit** *verb* to be the right size or shape for sb/sth pasovat, hodit se

**flame** *noun* [C] (slang) a hurtful or insulting message that is sent to sb on the Internet agresivní, štvavá emailová zpráva ► **flame** *verb* agresivně, urážlivě reagovat prostřednictvím emailu

**Flash™** *noun* [U] an interactive animation technology developed by Macromedia Inc flash (interaktivní animační technologie) flash, flashová interaktivní animace

**flip cover** *noun* [C] a cover for a mobile phone that you can open or close by turning it over odklápěcí kryt

**floppy disk** *noun* [C] a flat disk inside a plastic cover, that is used to store information (data) in a form that a computer can read, and that can be removed from the computer disketa

**folder** *noun* [C] a place where a number of computer files or documents can be stored together adresář, složka

**font** *noun* [C] the particular style of a set of letters that are used in printing, etc., such as Times New Roman font, typ písma

**format** *verb* to change or arrange text in a particular way on a page or screen formátovat, upravit, uspořádat

**frame** *noun* [C] 1 (in videoconferencing) a single image in a video clip okénko, políčko, snímek 2 (in HTML) a box which divides a browser into different sections. Each frame is a different Web page. rámeček 3 (in DTP applications) a box containing text or picture sloupek, pole

**freeware** *noun* [U] software which you can download free from the Internet, without having to pay for it programy poskytované zdarma

**FTP** *abbr* File Transfer Protocol; a set of rules that lets you move files from one place to another over a network. An FTP server is the computer that uploads and downloads files. pravidla, předpis pro přenos souborů po síti

**function** *noun* [C] the purpose or special activity of sth/sb funkce, úloha, úkol

## G

**generate** *verb* to create or produce sth generovat, tvořit, vyvíjet

**GIF** *abbr* Graphics Interchange Format; a file format that is good for pictures or images that only use a few colours formát pro výměnu jednoduchých grafických dat

**gigabyte** *noun* [C] (*abbr* GB) a unit of measurement used to measure the size of the hard disk. 1 gigabyte = 1,024 megabytes. gigabyte, gigabajt

**gigahertz** *noun* [C] (*abbr* GHz) a unit for measuring the speed of a CPU. One GHz represents one billion cycles per second. gigahertz

**graphics** *noun* [pl] pictures or images that are used especially in the design of magazines, Web pages, etc. grafika

**guarantee** *noun* [C] a firm promise that sth will be done or that sth will happen záruka

## H

**hard disk** *noun* [C] a disk inside a computer that stores all the data and programs in the computer pevný disk

**hardware** *noun* [U] the machinery and electronic parts of a computer system that you can touch, such as the keyboard, the CPU, etc. pevná část/pevné části počítače

**high level language** *noun* [C] a programming language which is closer to human language than low-level computer languages, such as machine language vyšší programovací jazyk

**highlight** *verb* to mark part of a text with a special coloured pen, or to mark an area on a computer screen to emphasize it or make it easier to see zvýraznit

**home page** *noun* [C] the first of a number of pages of information on the Internet that belongs to a person or an organization. A home page contains connections (links) to other pages of information. domovská/výchozí/počáteční stránka

**HTML** *abbr* Hyper Text Mark up Language; a system (a Web authoring language) used to create documents for the World Wide Web hypertextový značkový programovací jazyk

**HTTP** *abbr* Hyper Text Transfer Protocol; the protocol (= rules) used to send and receive data on the World Wide Web pravidla pro přenos hypertextových informací

**hyperlink** *noun* [C] a connection to a Web page or part of a Web page internetový odkaz, hyperlink

## I

**icon** *noun* [C] a small symbol on a computer screen which represents a program, or a file ikona, zástupce

**illegal** *adj* against the law nelegální, protiprávní

**image** *noun* [C] a copy or picture of sth seen on a computer obraz

**image editing tool** *noun* [C] an instrument that is used for editing an image nástroj k úpravě obrazu

**import** *verb* to use data produced by another application importovat, přenést

**income** *noun* [C,U] the money that you receive regularly as payment for your work příjem, plat

**incoming** *adj* arriving somewhere, or being received přichodící, přicházející

**increase** *verb* to make sth bigger or greater zvýšit

**information technology** (*abbr* IT) *noun* [U] the study or use of electronic equipment, especially computers, for collecting, storing and sending out information informační technologie

**input** *noun* [U] the act of putting information into a computer vstup, input

**insert** *verb* to put sth into sth or between two things vložit

**instant** *adj* happening immediately okamžitý

**instead of** *adv, prep* in the place of sb/sth místo čeho

**integrate** *verb* to join things together so that they become one thing or work together integrovat, sloučit

**interact** *verb* (used about a computer system and its user) to communicate directly with each other *vzájemně působit* ► **interaction** *noun* [U,C] součinnost

**interactive** *adj* involving direct communication between a computer and the person using it *interaktivní, vzájemně působící*

**Internet** *noun* [sing] (**the Internet**) a worldwide network that connects millions of computers *Internet, celosvětová informační síť*

**Internet Protocol Address** (also **IP address**) *noun* [C] a number used to identify a computer or device on a network *jedinečná adresa počítače připojeného na Internet pomocí internetového protokolu*

**invasion** *noun* [C] the action of entering a place where you are not wanted and disturbing sb: *Such actions are an invasion of privacy.* *invaze, narušení, příchod, vpád*

**ISDN** *abbr* **Integrated Services Digital Network**; an international communications standard for sending data over digital telephone lines *sdužené služby digitálních sítí, ISDN*

## J

**JavaScript** *noun* [U] a simple programming language that allows **Web authors** to design interactive **Web pages** *JavaScript, jednoduchý počítačový jazyk*

**JPEG** *abbr* **Joint Photographic Expert Group**; a file type for storing photographs and images *formát/typ souboru pro výměnu/uchovávání fotografií a obrázků*

**junk mail** *noun* [U] advertisements, etc. sent by post to people who have not asked for them *nevyžádaná/reklamní pošta*

## K

**keyboard** *noun* [C] the set of buttons (**keys**) that you press to operate a computer *klávesnice (počítače)*

**keypad** *noun* [C] a very small keyboard or set of buttons used for operating a small electronic device such as a mobile phone *klávesnice (na mobilním telefonu, kalkulače)*

**keyword** *noun* [C] a word or phrase that you type in when using a **search engine** to look for information on the Internet *klíčové slovo*

## L

**LAN** *abbr* **local area network**; a network of computers within a single building or group of nearby buildings *lokální síť*

**link** *verb* to make a connection between two or more people or things *spojit, propojit*

**locate** *verb* to find the exact position of sb/sth *určit polohu*

**location** *noun* [C] a place where sth happens or exists *poloha, umístění*

**logical operator** *noun* [C] a word (such as *and, or, not*) that is used in programming languages, when using **search engines**, etc. to give a computer more exact instructions about what it should look for or do *logický operátor*

## M

**machine language** *noun* [C] a low-level computer language that is only made up of 1s and 0s. It is the only language that a computer understands. *strojový kód*

**mail server** *noun* [C] a computer and/or software that runs an e-mail system *poštovní server*

**main** *adj* most important *hlavní*

**manual** *adj* done or controlled by hand rather than automatically *ruční, manuální*

**maximize** *verb* to make one window on a computer screen bigger in size, so that it covers the whole screen *maximalizovat, zvětšit*

**means** *noun* [C] a method of doing sth *způsob, metoda*

**megabyte** *noun* [C] (*abbr* **MB**) a unit for measuring computer memory. 1 megabyte = 1,048,576 bytes. 1 byte = 1 single typed letter, number or space (**character**). *megabajt, megabyte*

**megahertz** / / *noun* [C] (*pl* **megahertz**) (*abbr* **MHz**) a unit for measuring the speed of a **CPU**. One **MHz** represents one million cycles per second. *megahertz*

**menu bar** *noun* [C] a row of words or commands (**File, Edit**, etc.) that are shown at the top of a computer screen *nabídková lišta, základní nabídka*

**minimize** *verb* to make a window on a computer into an **icon** *minimalizovat, zmenšit na lištu*

**mobile phone** (also **mobile**) *noun* [C] a small telephone without any wires that works by radio and that you can carry around with you *mobilní telefon*

**modem** *noun* [C] a device that connects a computer to the Internet. It changes computer data into sound which can be sent over telephone lines. *modem*

**monitor** *noun* [C] a separate part of a **PC** with a large screen that shows information from the computer *obrazovka, monitor*

**mouse** *noun* [C] a small device that you move across a surface with your hand to control the movement of the **cursor** *myš*

**multilingual** *adj* for or including people of many different languages and races *mnohojazyčný*

**multimedia** *adj* using sound, pictures and video in addition to text on a screen *multimediální*

**multiple** *adj* involving more than one person or thing; having many parts *mnohonásobný, vícenásobný*

## N

**narrow** *verb* to make sth smaller or less wide *zúžit*

**navigate** *verb* to use a map, etc. to move around a place or find your way somewhere *vést, řídit, navigovat*

**navigation** *noun* [U] the ability to find your way easily around somewhere/something *navigace, navádění*

**navigation bar** *noun* [C] the list of words or images at the top, bottom or side of a **home page** that shows you where to find everything on a **website** *navigační lišta*

**network** *noun* [C] a number of computers and other devices that are connected together so that equipment and information can be shared *počítačová síť*

**notebook** *noun* [C] (also **laptop**) a small personal computer that you can carry *přenosný počítač (obv. malý)*

## O

**offline** *adj, adv* not connected to the Internet *nepřipojený k Internetu*

**online** *adj, adv* connected to the Internet *připojený k Internetu*

**online community** *noun* [C] a group of people who all have sth in common and who meet and communicate regularly on the Internet *internetová komunita*

**operate** *verb* to manage or use sth; to do business *obsluhovat, ovládat; provádět činnost, působit*

**optional** *adj* that you can choose to do or not do *volitelný, doplňkový*

**organize** *verb* to put sth in order; to tidy sth *srovnat, uspořádat*

**original** *adj* new and interesting; different from its type *originální, svérázný*

**originate** *verb* to happen or appear for the first time in a particular place or situation *pocházet, vznikat, vzniknout*

**outgoing** *adj* going away from a particular place, or being sent *odchozí, výstupní*

**output** *noun* [U,C] the information that a computer produces *výstup*

**P**

- paint** *verb* to electronically fill an area with colour using an **image editing tool** vybarvit
- password** *noun* [C] a secret word or series of numbers that you type into a **text box** in order to use a program or a computer heslo
- paste** *verb* to copy or move text or graphics into a document from somewhere else vložit
- PC** *abbr* **personal computer**; the general term used for a computer, which usually consists of a monitor, a tower, a keyboard and a mouse osobní počítač
- peer-to-peer** *adj* from one individual computer user to another, without using a central **server** rovnocenný
- performance** *noun* [U] how well or badly a computer, machine, etc. works or does sth výkon
- peripheral** *noun* [C] any piece of **hardware** (= machinery, etc. that forms part of or connects to a computer) apart from the **CPU (central processing unit)** and the working memory (**RAM**) periférie, periferní zařízení
- personal information** *noun* [U] details about yourself; where you live, your phone number, etc. osobní informace/data
- personalize** *verb* to design or change sth so that it is suitable for the needs of one particular person přizpůsobit, zosobnit
- PICT** *abbr* a file format for **graphics**, designed for **Apple Macintosh** computers grafický formát používaný firmou Apple
- plug-in** *noun* [C] a program, a file or **hardware component** that adds a specific feature to a computer system zásuvný/doplňkový modul
- pointer** *noun* [C] a small arrow on a computer screen that you move by moving the mouse ukazatel
- pop-up ad** *noun* [C] an advertisement that suddenly appears when you are surfing the Internet vyskakovací reklama
- Post Office Protocol** *noun* [U] a system of Post Office rules about the correct way to behave řád poštovního úřadu
- printer** *noun* [C] a machine that is connected to a computer and that prints on paper tiskárna
- privacy** *noun* [U] the state of not being seen or disturbed by other people soukromí
- privacy policy** *noun* [C] a plan of action agreed by a company, which promises that any personal information you give to that company will not be passed on to anyone else zásady ochrany soukromých dat
- procedure** *noun* [C, U] a way of doing sth procedura, postup

- process** *verb* (used about a computer) to read data and use it to perform a series of tasks (**operations**) postup, chod
- program** *verb* to give a set of instructions to a computer to make it perform a particular task program
- protocol** *noun* [C] a system of rules for transmitting data between two devices, for example **Post Office Protocol** protokol, řád, řídicí postup

**R**

- RAM** *abbr* **random access memory**; computer memory in which data can be changed or removed and then looked at in any order. When you switch the computer off, you lose all the data in the **RAM**. operační paměť
- random** *adj* done, chosen, etc. without sb thinking or deciding in advance what is going to happen náhodný
- real time** *noun* [U] the fact that there is only a very short time between a computer system receiving information and dealing with it, so that things almost happen live reálný čas
- recipient** *noun* [C] a person who receives sth příjemce
- Recycle Bin** *noun* [sing] the folder in **Microsoft Windows®** where files or programs that have been deleted or removed are stored koš
- register** *verb* to put your name on an official list to ask for or join sth zaregistrovat se
- related** *adj* (~ to) connected with sb/sth související (s čím), týkající se (čeho)
- relevant** *adj* connected with what is happening or being talked about příslušný, náležitý
- reliable** *adj* that you can trust spolehlivý, věrohodný
- removable disk** *noun* [C] a disk that stores data and that can be taken out of the computer and carried about with you výměnný disk
- restore** *verb* to put sth back into the position or condition it was in before obnovit
- retailer** *noun* [C] a person or company who sells goods to the public koncový prodejce
- retrieve** *verb* (used about a computer) to find information that has been stored znovu vyhledat, vyvolat, obnovit
- ring tone** *noun* [C] the sound or music that you program your mobile phone to play in order to tell you that sb is phoning you vyzváněcí tón/melodie
- rotate** *verb* to make sth turn in a circle around a central point otáčet
- run** *verb* to use a computer program spustit, používat

**S**

- save** *verb* to make a computer store and keep data uložit
- Save as type** *noun* [U] the instruction or command that tells a computer how (= in what **file format**) you want it to store a particular file uložit jako...
- Save in** *noun* [U] the instruction or command that tells a computer where (= on which **drive**, in which **folder**, etc.) you want it to store or keep a file uložit do ...
- scanner** *noun* [C] a piece of computer hardware that can read images on paper and change the information into data that a computer can use skener
- screen saver** *noun* [C] a program that runs a moving image on a computer screen when the keyboard and the mouse are not being used spořič obrazovky
- scroll bar** *noun* [C] a tool on a computer screen that you use to move the text up and down or left and right posuvná lišta
- scroll key** *noun* [C] one of the buttons (**keys**) on a mobile phone which you press in order to move up or down inside the display screen posuvné tlačítko
- search** *verb* to examine sth carefully because you are looking for sth vyhledat ► **search** *noun* [C] vyhledávání
- search engine** *noun* [C] a program (such as **Google™** or **Alta Vista™**) that lets you search the **World Wide Web** for information vyhledávací stroj
- secure** *adj* safe; well protected or locked bezpečný
- security** *noun* [U] the state of being safe and protected from danger, thieves, etc. bezpečnost
- server** *noun* [C] a central computer that lets people access information on a network and that stores data and programs centrally. There are many types of servers, such as **POP3 servers**, **network servers** and **Web servers**. server, řídicí počítač sítě
- setting** *noun* [C] one of the positions of the controls of a computer that control the way sth looks or works and that can be changed by the user: *paragraph settings* nastavení
- share** *verb* to divide sth between two or more people sdílet
- shareware** *noun* [U] **software** which you can **download** from the Internet without having to pay for it until you have tried it for a time and decided that you want to continue to use it volně šířitelné programy

**shortcut** *noun* an icon that opens a program. A **shortcut key** is a keyboard operation that starts a command (for example pressing **Ctrl** and **S** together to save a document). An **underscore** (e.g. Save) shows a shortcut key in the **menu bar**. Shortcuts vary between computers and programs. zástupce, klávesová zkratka

**simulation** *noun* [C,U] the creating of certain conditions that exist in real life using computers, etc., usually for study or training purposes simulace, napodobení

**small talk** *noun* [U] polite conversation, for example at a social event, about unimportant things společenská konverzace

**SMS** *abbr* **Short Message Service** (or **Simple Message Service**); a service for sending text messages on mobile phones systém krátkých textových zpráv

**software** *noun* [U] the programs used by a computer software, programové vybavení

**source** *noun* [C] a place, person or thing where sth comes or starts from or where you can get sth zdroj, původ

**spam** *noun* [U] advertising material, etc. that is sent by e-mail to people who have not asked for it nevyžádaný e-mail

**special effects** *noun* [pl] effects that can be created by computer graphics speciální efekty

**specific** *adj* clear and exact

charakteristický, specifický, upřesňující  
**specification** *noun* [C] a detailed description of how sth is, or should be, designed or made specifikace, popis

**stand for sth** *phrasal verb* to be an abbreviation or symbol of sth zastupovat co

**stand-alone** *adj* able to be operated on its own without being connected to a larger system nezávislý, samostatný

**standard** *adj* normal or average standartní, běžný

**store** *verb* to keep information or data in a computer's memory uchovávat

**structure** *verb* to plan or build sth in an organized way sestavit, konstruovat  
**stylish** *adj* fashionable and attractive stylový, moderní

**subject** *noun* [C] the topic or heading of an e-mail; the person or thing that is being talked about předmět, subjekt

**support** *noun* [C] help and encouragement that you give to a person or thing podpora

**surf** *verb* to look for or look at information on the Internet surfovat, procházet se, prohlížet si

**swap** *verb* to give sth to sb else in exchange for sth prohodit, odložit, vyměnit

**system** *noun* [C] a particular way of doing sth metoda, sestava, systém, zřízení

## T

**techno-nerd** *noun* [C] a person who spends all his/her time on the Internet or working with new technology technoid, člověk posedlý prací na počítači či prací s technikou

**template** *noun* [C] a plan of sth that is used as a model for producing other similar examples šablona

**text box** *noun* [C] a box that appears on a computer screen where a user can type in text or information textové okno, textové pole

**text editor** *noun* [C] a program, such as *Notepad*, that allows you to write and edit text files textový editor

**text message** *noun* [C] a written message that is sent from one mobile phone to another textová zpráva, SMS

**text wrap** *noun* [U] the act or process of arranging words around a picture or inside a shape in DTP programs způsob umístění textu (vzhledem k obrázku atd.)

**thesaurus** *noun* [C] a book that is like a dictionary, but in which words are arranged in groups that have similar meanings lexikon, oborově uspořádaný slovník

**3-D** *adj* having length, width and height trojrozměrný, 3-D

**TIFF** *abbr* **Tagged Image File Format**; a file format for storing photographs and images formát pro ukládání fotografií a obrázků ve vysoké kvalitě

**tool** *noun* [C] a thing that helps you to do your job or to achieve sth nástroj, prostředek

**toolbar** *noun* [C] a row of symbols (**icons**), usually below the **menu bar**, that represent the different commands or tools that a user needs to use a program panel nástrojů

**tower** *noun* [C] a metal box that contains the **CPU**, **hard disk drive** and power supply for a **PC** počítačová skříň v provedení věž

**transaction** *noun* [C] a piece of business that is done between people transakce, obchodní případ

**transfer** *verb* to move sth from one place to another přenést, přemístit, přepravit

**translate** *verb* to change sth written from one language into another přeložit

**transmission** *noun* [U] the action of sending sth out from one person, machine or thing to another přenos, převod, vysílání

**trial membership** *noun* [C] the state of being a member of a group, club, organization, etc. for a short period of time as a test, so that you can decide if you would like to continue permanently zkušební členství, členství na zkoušku

## U

**underscore** *verb* to underline sth podtrhnout ► **underscore** *noun* [C] podtržení, podtržitko

**unsolicited** *adj* not asked for nevyžádaný

**untitled** *adj* having no title or name.

A **graphics program** will usually store a file as 'untitled' if no other name is given. neoznačený, bez názvu

**upload** *verb* to copy a computer file from one computer system to another, usually on the Internet odesílat data (po Internetu)

**URL** *abbr* **Uniform/Universal Resource Locator**; the address of a **World Wide Web** page. URLs connect files across the **Web**. internetová adresa

**utility** *noun* [C] a program or part of a program that does a particular task or service obslužný program

## V

**videoconferencing** *noun* [U] a system that allows people in different parts of the world to have a meeting by watching and listening to each other using video screens videokonference  
**view** *verb* to look at or be able to see sth prohlížet, dívat se

**virtual** *adj* made to appear to exist virtuální, fiktivní

**virtual reality** *noun* [U] images created by a computer that appear to surround the person looking at them and seem almost real virtuální realita

**virus** *noun* [C] a computer program that attaches itself to another program in order to destroy files or damage the **hard disk** of the computer počítačový virus

**voicemail** *noun* [U] an electronic system which can store telephone messages, so that sb can listen to them later hlasová schránka

## W

**Web-authoring** *noun* [U] the process of creating **Web pages** by writing **HTML code** (= an authoring language) publikování na internetu (proces vytváření a zveřejňování webových stránek)

**Web-based** *adj* connected to, or made available via, the Internet and the **World Wide Web** internetový, webový

**Web camera** (also **Webcam**; **webcam**)  
*noun* [C] a video camera connected to a computer that is connected to the Internet, so that its images can be seen by Internet users    webová kamera

**Web design** *noun* [U] the job or activity of drawing or planning **Web pages**  
navrhování WWW stránek

**Web page** *noun* [C] a collection of text, pictures, sound etc. that you see in a window on your screen when you visit a **website**. A **website** consists of several **Web pages**.    webová stránka

**website** *noun* [C] a place connected to the Internet, where a company, an organization, etc. puts information that can be found on the **World Wide Web**  
webové místo

**word processor** *noun* [U] **Wireless Fidelity**; a wireless technology for computers    bezdrátová síť

**wire cable** *noun* [C] a type of cable used to connect computers    napájecí/ přívodní/síťová šňůra/kabel

**word processor** *noun* [C] a program or computer that lets you carry out word-processing functions    textový editor

**(the) World Wide Web** (also **the Web**)  
*noun* [sing] (*abbr* WWW) a worldwide collection of electronic documents  
**formatted in HTML** web, WWW,  
dokumenty na internetu ve formátu HTML