

# Computers – Glossary

**account** noun [count]

a detailed record that a business keeps of the money it receives and spends in a particular period of time

*The accounts showed a loss of £498 million.*

**belong to** phrasal verb

to be owned by someone

*The car belongs to the woman next door.*

**by hand** phrase

using your hands rather than a machine

**colleague** noun [count]

someone who works in the same organization or department as you

**customer** noun [count]

a person or company that buys goods or services

*Discounts are available for our regular customers.*

**download** verb

to move information to your computer from another computer system or the Internet

*You can download this software for free.*

**efficient** adjective

something that is efficient works well and produces good results by using the available time, money, supplies etc in the most effective way

**essential** adjective

completely necessary

*In a large organization, good internal communication is essential.*

**frustrating** adjective

making you feel annoyed and impatient because you are prevented from achieving something

*It's frustrating to wait all day for a repairman who doesn't show up.*

**fed up** adjective

annoyed or bored with something that you feel you have accepted for too long

*I'm fed up with this job.*

**gadget** noun [count]

a small tool or piece of equipment that does something useful or impressive

*kitchen gadgets*

**keep track** phrase

to have all the information that you need about something

*We need a system to keep track of all our expenses.*

**online** adjective

connected to or available through a computer or a computer network (=a group of connected computers), especially the Internet

**point** noun [singular]

the reason for something

*I'm sorry – I just don't see the point of doing this.*

**pointless** adjective

lacking any purpose or use

*It's pointless just waiting here, he's not coming.*

**run** verb

to control and organize something such as a business, organization, or event

*Sue's been running a mail-order business for ten years.*

**screen** noun [count]

the flat surface on a computer, television, or piece of electronic equipment where words and pictures are shown

**spreadsheet** noun [count]

a chart produced on a computer that shows numbers in a way that makes them easy to compare

*a spreadsheet analysing business in 2006*

**supplier** noun [count]

a company, organization, or country that supplies or sells a product or a service

*Colombia is our main supplier of coffee beans.*

**surf** verb

to look at various places one after another on the Internet or on television

*She spends hours every day just surfing the Net.*

**technology** noun [uncount]

advanced machines and equipment developed using advanced scientific knowledge

**technophobe** noun [count]

someone who does not like, trust, or want to use technology, especially computers

**waste** verb

to use more of something than is necessary, or to use it in a way that does not produce the best results

*A great deal of time was wasted arguing over the details of the contract.*

**weird** adjective

strange and unusual, sometimes in a way that upsets you