

4 Administration

Word	Definition	Translation
attached (adj)	fastened or connected (to sth else)	adjunto (adj)
bracket (n)	one of the pair of signs put around words to show extra information	paréntesis (n)
Caps Lock (phr)	the button that you press on a computer when you want to use only capital letters	bloqueo mayúsculas (n)
check (something) out (phr v)	to make sure that (sth) is actually true, correct or acceptable; to investigate	comprobar (v)
column (n)	a line of numbers or words written under each other that goes down a page	columna (n)
crash (n)	an occasion when a computer or computer system suddenly stops working	caída (n)
deploy (v)	to organise or move (soldiers, equipment, etc.) so that they are in the right place and ready to be used	desplegar (v)
divide (v)	to calculate how many times (one number) contains a smaller number	dividir (v)
field (n)	in a computer document, an amount of space made available for a particular type of information	campo (n)
form (n)	an official document with spaces where you write information, especially about yourself	formulario (n)
go smoothly (v phr)	if a planned event, piece of work, etc. goes smoothly, there are no problems to spoil it	transcurrir sin problemas (v+compl)

Word	Definition	Translation
graphic design (n phr)	the art of combining pictures, words and decoration in the production of books, magazines, etc.	diseño gráfico (n)
graphics tablet (n)	a device that allows you to draw on its surface, using a stylus rather than a mouse, with the results appearing on your computer screen	tableta gráfica (n)
headset (n)	a set of headphones, often with a microphone attached	auriculares (n pl)
input device (n phr)	a device that puts information into a computer, e.g. a keyboard	dispositivo de entrada (n phr)
jam (n)	a situation in which a machine does not work because something is stopping a part from moving	atasco (n)
lock (someone) out of (something) (phr v)	if sb is locked out of a computer, system, etc. they cannot access it	no poder acceder (v)
log (n)	an official record of events	registro (n)
minus (prep)	used to show that one number or quantity is being subtracted from another	menos (adv)
multifunction printer (n phr)	a multifunction printer is designed to have several different uses, e.g. printing, faxing, scanning, etc.	impresora multifunción (n)
multiply (v)	to do a calculation in which you add (a number) to itself a particular number of times	multiplicar (v)
NAS (n)	(Network Attached Storage) a system that allows files to be stored and retrieved across a computer network	NAS (servidor de acceso a la red) (n)

Word	Definition	Translation
object (n)	a combination of written information on a computer and instructions that act on the information, for example in the form of a document or a picture	objeto (n)
output device (n phr)	a device that gets information out of a computer and displays it in some way, e.g. a printer	dispositivo de salida (n phr)
permission (n)	when sb is officially allowed to do sth	permiso (n)
plus (prep)	used to show that one number or quantity is being added to another	más (adv)
precaution (n)	sth you do in order to prevent sth dangerous or unpleasant from happening	precaución (n)
primary key (n phr)	in a table, sth that uniquely identifies each record	clave primaria (n)
query the database (phr)	to ask a question about the data stored in a computer system, in order to retrieve some information	consultar la base de datos(v+compl)
read-only access (n phr)	if data has read-only access, you are only allowed to read it, not to change it	acceso solo de lectura (n phr)
reset (v)	to change (a clock, password, machine, etc.) so that it shows a different time, number, etc. or is ready to be used again	restablecer (v)
retrieve a record (phr)	to get back a piece of information that has been stored in the memory of a computer	recuperar un registro(v+compl)
row (n)	a line of numbers or words written next to each other that goes across a page	renglón (n)
run smoothly (v phr)	if a planned event, piece of work, etc. runs smoothly, there are no problems to spoil it	desarrollar(se) sin problemas(v+compl)
stylus (n)	a thing shaped like a pen, used for writing on a special computer screen	lápiz óptico (n)

Word	Definition	Translation
subtract (v)	to take (a number or an amount) from a larger number or amount	restar (v)
sum (n)	the total produced when you add two or more numbers or amounts together	suma (n)
table (n)	a list of numbers, facts or information arranged in rows across and down a page	tabla (n)
times (prep)	multiplied by	por (prep)
touch pad (n phr)	an area on a computer that you touch in order to tell the computer what to do or to get information	almohadilla táctil (n)
touch screen (n phr)	a type of computer screen that you touch in order to tell the computer what to do or to get information	pantalla táctil (n)
unique (adj)	being the only one of its kind	único (adj)
up and running again (phr)	working correctly again after a period of not working	funcionar de nuevo (v+compl)
walk (somebody) through (something) (phr v)	to explain (sth) to (sb)	explicar (v)
worksheet (n)	a single page or tab within a spreadsheet document	hoja de ejercicios (n phr)