Skillswise

Useful words for IT and office work

This is a list of words often used in IT and office work. You may need to read and write these words. If you don't know the meaning of a word, look it up in a dictionary or ask a colleague.

abbreviation	edit	minimise
acronym	file	numerical
administration	filing	paragraph
alphabetical	font	PDF
attachment	formatting	preview
bulleted list	formula	proofread
cell	function	punctuation
column	glossary	screenshot
compatibility	gif	signature
contraction	homophone	spreadsheet
cursor	hyphens	subheading
desktop	icon	taskbar
diagram	internet	URL
directory	maximise	value

NOTE: Some words in IT have different meanings in other contexts. For example: **attachment**, **window.**

Tips for remembering spellings

Strategy | **Example**
Look for rules and patterns: | maxim**ise** / minim**ise**
Separate the sections: | com / pa / ti / bi /li /ty

Practise using words in context
Choose a word and find a way to remember the spelling. Write three sentences using the word in context.