

TECH FOR EVERYONE

Grades 3–5

Digital Literacy

Vocabulary Workbook

Every word from the book, with room to write what each one means in your own words — plus fill-in-the-blank, sentence writing, and an end-of-book review.

Name: _____

Chapter 1: Meet Your Devices

Name: _____ Date: _____

These are the words for this chapter. Read each one out loud. Keep this page open while you work — it is your dictionary.

device	A tool like a tablet, laptop, phone, or computer that helps you do things and go online.
touchscreen	A screen you touch with your fingers to tap, swipe, and zoom.
hardware	The parts of a device you can see and touch, like the screen, keyboard, and mouse.
cloud	A place on the internet — like Google Drive or iCloud — where your files are saved so you can open them on any device.
log in	To prove it's really you, using a password, a PIN, or a fingerprint or face scan.
accessibility	Settings that change a device to fit you — like bigger text, reading out loud, or captions on videos.

Chapter 1: Write the Words

Copy each word once so your hand learns it. Then write the meaning **without copying the word list** — say it the way you would say it to a friend.

device

Write the word, then write what it means in your own words.

touchscreen

Write the word, then write what it means in your own words.

hardware

Write the word, then write what it means in your own words.

cloud

Write the word, then write what it means in your own words.

log in

Write the word, then write what it means in your own words.

accessibility

Write the word, then write what it means in your own words.

Chapter 1: Practice

Part A — Fill in the blank.

Use a word from the bank. Each word is used once.

☐ device	☐ touchscreen	☐ hardware
☐ cloud	☐ log in	☐ accessibility

1. A tablet, a laptop, and a phone are all kinds of _____.

2. You touch a _____ with your fingers to tap, swipe, and zoom.

3. The screen, the keyboard, and the camera are all _____.

4. Turning on bigger text or captions uses _____ settings.

Part B — Use it in a sentence.

Write a sentence that shows you know what the word means. A sentence like “I like the browser” does not count.

device

accessibility

Part C — Be honest.

Circle the word above you understand **best**. Underline the one you still need practice with.

Chapter 2: Finding Your Way Around a Device

Name: _____ Date: _____

These are the words for this chapter. Read each one out loud. Keep this page open while you work — it is your dictionary.

operating system	The main software that runs a device and lets you use apps, files, and settings. Examples are Windows, Mac, and iPad.
file	One thing you save, like a picture, a story, or a drawing.
folder	A container that holds files to keep them neat, like a folder in your backpack.
save	To keep your work so the device remembers it and you can open it again later.
settings	The place where you change how a device works — sound, text size, Wi-Fi, and more.
update	A free fix from the maker of your device that adds new things and closes security holes.

Chapter 2: Write the Words

Copy each word once so your hand learns it. Then write the meaning **without copying the word list** — say it the way you would say it to a friend.

operating system

Write the word, then write what it means in your own words.

file

Write the word, then write what it means in your own words.

folder

Write the word, then write what it means in your own words.

save

Write the word, then write what it means in your own words.

settings

Write the word, then write what it means in your own words.

update

Write the word, then write what it means in your own words.

Chapter 2: Practice

Part A — Fill in the blank.

Use a word from the bank. Each word is used once.

☐ operating system	☐ file	☐ folder
☐ save	☐ settings	☐ update

1. Windows, macOS, and iPadOS are each an _____.

2. A _____ holds files together so they are easy to find.

3. If you do not _____ your work, the device will not remember it.

4. An _____ fixes problems and closes security holes.

Part B — Use it in a sentence.

Write a sentence that shows you know what the word means. A sentence like “I like the browser” does not count.

operating system

update

Part C — Be honest.

Circle the word above you understand **best**. Underline the one you still need practice with.

Chapter 3: Exploring the Internet

Name: _____ Date: _____

These are the words for this chapter. Read each one out loud. Keep this page open while you work — it is your dictionary.

browser	An app you use to visit websites, like Chrome, Safari, or Edge.
Wi-Fi	A way to connect to the internet without wires, from a box called a router at home or school.
URL	The address of a web page, like www.example.org , typed in the address bar.
search engine	A website like Google that looks across the internet and lists pages matching your words.
ad	A result someone paid to put in front of you. It is not the same thing as an answer.
reliable	Information you can trust, because you can tell who made it and why.

Chapter 3: Write the Words

Copy each word once so your hand learns it. Then write the meaning **without copying the word list** — say it the way you would say it to a friend.

browser

Write the word, then write what it means in your own words.

Wi-Fi

Write the word, then write what it means in your own words.

URL

Write the word, then write what it means in your own words.

search engine

Write the word, then write what it means in your own words.

ad

Write the word, then write what it means in your own words.

reliable

Write the word, then write what it means in your own words.

Chapter 3: Practice

Part A — Fill in the blank.

Use a word from the bank. Each word is used once.

☐ browser	☐ Wi-Fi	☐ URL
☐ search engine	☐ ad	☐ reliable

1. Chrome, Safari, and Edge are each a _____.
2. _____ connects your device to the internet without any wires.
3. The _____ of a page is its address, like www.example.org.
4. The top result is sometimes an _____ that somebody paid for.

Part B — Use it in a sentence.

Write a sentence that shows you know what the word means. A sentence like “I like the browser” does not count.

browser

reliable

Part C — Be honest.

Circle the word above you understand **best**. Underline the one you still need practice with.

Chapter 4: Communicating and Creating

Name: _____ Date: _____

These are the words for this chapter. Read each one out loud. Keep this page open while you work — it is your dictionary.

email	A way to send written messages online, used for school and grown-up messages.
video call	Talking with someone using video and sound over the internet, with apps like Zoom, Google Meet, or FaceTime.
slideshow	A set of slides with words and pictures used to show ideas to other people, made with tools like Google Slides or PowerPoint.
subject line	The short line that tells the reader what an email is about before they open it.
mute	A button that turns your microphone off so nobody hears your background noise.
document	A file of writing you can edit, like a report or a story.

Chapter 4: Write the Words

Copy each word once so your hand learns it. Then write the meaning **without copying the word list** — say it the way you would say it to a friend.

email

Write the word, then write what it means in your own words.

video call

Write the word, then write what it means in your own words.

slideshow

Write the word, then write what it means in your own words.

subject line

Write the word, then write what it means in your own words.

mute

Write the word, then write what it means in your own words.

document

Write the word, then write what it means in your own words.

Chapter 4: Practice

Part A — Fill in the blank.

Use a word from the bank. Each word is used once.

☐ email	☐ video call	☐ slideshow
☐ subject line	☐ mute	☐ document

1. An _____ is a written message you send for school or important news.

2. The _____ tells the reader what your message is about.

3. Press _____ so nobody hears your background noise on a call.

4. A good _____ uses few words and clear pictures.

Part B — Use it in a sentence.

Write a sentence that shows you know what the word means. A sentence like “I like the browser” does not count.

email

document

Part C — Be honest.

Circle the word above you understand **best**. Underline the one you still need practice with.

Chapter 5: Staying Safe and Smart Online

Name: _____ Date: _____

These are the words for this chapter. Read each one out loud. Keep this page open while you work — it is your dictionary.

password	A secret word or phrase that keeps your account safe, so only you can get in.
phishing	A trick message that pretends to be someone you trust to get your password or private information.
digital footprint	The trail you leave online from the things you post and do — it can last a long time.
private information	Facts about you that should not be shared — your address, your phone number, your birthday.
report	To tell an adult or use a button to flag something wrong that you saw online.
upstander	Someone who speaks up or gets help when they see someone being treated badly, instead of just watching.

Chapter 5: Write the Words

Copy each word once so your hand learns it. Then write the meaning **without copying the word list** — say it the way you would say it to a friend.

password

Write the word, then write what it means in your own words.

phishing

Write the word, then write what it means in your own words.

digital footprint

Write the word, then write what it means in your own words.

private information

Write the word, then write what it means in your own words.

report

Write the word, then write what it means in your own words.

upstander

Write the word, then write what it means in your own words.

Chapter 5: Practice

Part A — Fill in the blank.

Use a word from the bank. Each word is used once.

- | | | |
|--|-----------------------------------|--|
| ☐ password | ☐ phishing | ☐ digital footprint |
| ☐ private information | ☐ report | ☐ upstander |

1. A long, secret _____ keeps your account safe.

2. A trick message that pretends to be someone you trust is _____.

3. Everything you post leaves a _____ that can last a long time.

4. Your address, your phone number, and your birthday are all _____.

Part B — Use it in a sentence.

Write a sentence that shows you know what the word means. A sentence like “I like the browser” does not count.

password

upstander

Part C — Be honest.

Circle the word above you understand **best**. Underline the one you still need practice with.

Review: Definition Detective

Name: _____ Date: _____

Read each meaning and write the word it belongs to. Every word in the bank is used exactly once.

☐ accessibility	☐ browser	☐ device
☐ digital footprint	☐ email	☐ folder
☐ operating system	☐ phishing	☐ slideshow
☐ URL		

1. A tool like a tablet, laptop, phone, or computer that helps you do things and go online.

2. Settings that change a device to fit you — like bigger text, reading out loud, or captions on videos.

3. A container that holds files to keep them neat, like a folder in your backpack.

4. The main software that runs a device and lets you use apps, files, and settings. Examples are Windows, Mac, and iPad.

5. An app you use to visit websites, like Chrome, Safari, or Edge.

6. The address of a web page, like www.example.org, typed in the address bar.

7. A way to send written messages online, used for school and grown-up messages.

8. A set of slides with words and pictures used to show ideas to other people, made with tools like Google Slides or PowerPoint.

9. A trick message that pretends to be someone you trust to get your password or private information.

10. The trail you leave online from the things you post and do — it can last a long time.

Review: My Words

My top five words

Pick the five words from this whole book that you are most sure of. Write each one and why you picked it.

Teach a word

Pick one word and explain it to a first grader. No hard words allowed — if they would not understand it, you cannot use it.

My word:

How I would explain it:

Answer Key (for teachers)

Chapter 1: Meet Your Devices — Fill in the blank

1. **device** 2. **touchscreen** 3. **hardware** 4. **accessibility**

Chapter 2: Finding Your Way Around a Device — Fill in the blank

1. **operating system** 2. **folder** 3. **save** 4. **update**

Chapter 3: Exploring the Internet — Fill in the blank

1. **browser** 2. **Wi-Fi** 3. **URL** 4. **ad**

Chapter 4: Communicating and Creating — Fill in the blank

1. **email** 2. **subject line** 3. **mute** 4. **slideshow**

Chapter 5: Staying Safe and Smart Online — Fill in the blank

1. **password** 2. **phishing** 3. **digital footprint** 4. **private information**

Review: Definition Detective

1. **device** 2. **accessibility** 3. **folder** 4. **operating system** 5. **browser** 6. **URL** 7. **email** 8. **slideshow** 9. **phishing** 10. **digital footprint**

Part B and Part C

Answers vary. A Part B sentence earns credit when it shows the meaning, not just the word — “I typed the address into the browser” counts; “I like the browser” does not.