

GENERAL I.T. VOCABULARY - GEIRFA GYFFREDINOL T.G.

14-point	-	un deg pedwar-pwynt
2-point	-	dau bwynt
4-page	-	pedair tudalen
address	-	cyfeiriad
answer	-	ateb
A-Z custom sort	-	trefnu teilwredig A-Z
background	-	cefndir
borders & shading	-	borderi ac arlliwriad
bottom	-	gwaelod
box fill	-	llenwi blwch
chapter	-	pennod
clone chart	-	clonio siart
collapsible ribbons	-	rhubanau plygadwy
column	-	colofn
concentrate! (command) singular	-	canolbwyntia
plural	-	canolbwyntiwch
conditional formatting	-	fformatio amodol
data base (s)	-	cronfa (cronfeydd) ddata
desk top publishing	-	cyhoeddi bwrdd gwaith
digital literacy	-	llythrennedd digidol
discount	-	disgownt
document	-	dogfen
filtering	-	ffiltro
folder	-	ffolder
graph (s)	-	graff (-iau)
header & footer	-	pennyn a throedyn

hyperlink (s)	-	hyperddolen (ni)
in progress	-	ar y gweill
individual cell reference (s)	-	cyfeirnod (au) cell unigol
information	-	gwybodaeth
instruction (s)	-	cyfarwyddyd (cyfarwyddiadau)
invoice	-	anfoneb
layer	-	haen
line	-	llinell
list	-	rhestr
margin (s)	-	ymyl(on)
master page	-	prif dudalen / llywddalen
maximum font	-	ffont fwyaf
next line	-	llinell nesaf
option (s)	-	opsiwn (opsiynau)
percentage (s)	-	canran(au)
publication	-	cyhoeddiad
range cells	-	sythu celloedd
remainder	-	gweddill
re-name	-	ailenwi
revise spreadsheets	-	adolygu taenlenni
save! (command) singular	-	arbeda
plural	-	arbedwch
sheet	-	taflen
silence	-	distawrwydd
step by step	-	cam wrth gam
table	-	tabl
text box (es)	-	blwch/blychau testun

that's fine	-	mae hwnna'n iawn
to brush/brushing	-	brwsio
to clone	-	clonio
to count	-	rhifo
to drag up/down/across/left/right	=	llusgo lan/i lawr/ar draws/i'r chwith/i'r dde
to export text	-	allforio testun
to fill	-	llenwi
to fit (in)	-	ffitio (i mewn)
to flip an image	-	fflipio delwedd
to flow	-	llifo
to freeze the pane	-	rhewi'r cwarel
to grab	-	cipio
to import text	-	mewnforio testun
to increase	-	cynyddu
to refresh your memory	-	atgoffa
to set (up)	-	cydosod
top	-	top, ar ben
white space	-	bwlch gwyn

WORD-PROCESSING - PROESU GEIRIAU

aligned	-	aliniedig
application	-	rhaglen
capital letter (s)	-	priflythyren (priflythrennau)
colon	-	colon
consistency	-	cysondeb
consistent	-	cyson
content (i.e. of document)	-	cynnwys
correct context	-	cyd-destun cywir
dash	-	llinell doriad
document	-	dogfen
error (s)	-	gwall(au)
exclamation mark	-	ebychnod
grammar	-	gramadeg
homophone (s)	-	homoffon(au)
hyphen	-	cysylltnod
icon	-	eicon
importance	-	pwysigrwydd
incorrect	-	anghywir
justified	-	wedi'i hunioni
layout	-	gosodiad
left	-	chwith
lower case	-	llythyren is
meaning	-	ystyr
proof-reading signs/symbols	-	prawfddarllen / darllen proflenni arwyddion/symbolau

proof-reading	-	darllen proflenni
punctuation	-	atalnodi
question-mark	-	gofynnod
ragged	-	bratiog
right	-	dde
semi-colon	-	hanner-colon
sentence (s)	-	brawddeg(au)
sentence-structure	-	strwythur brawddeg
show and hide	-	dangos a chuddio
space (s) [between letters/words]	-	bwlch / bylchau
spell-checking	-	gwirio sillafu
to make sense	-	bod yn glir
to type	-	teipio
tool	-	erfyn
upper case	-	llythyren uwch

MAIL MERGE - POSTGYFUNO

"More Items"	-	"Rhagor o Eitemau"
address	-	cyfeiriad
advertising companies	-	cwmnïau hysbysebu
back arrow	-	saeth yn ôl
city	-	dinas
contact (s)	-	cyswllt (cysylltiau)
current document	-	dogfen gyfredol
current record	-	cofnod cyfredol
data-field	-	maes data
data-file	-	ffeil ddata
date of birth	-	dyddiad geni
directory	-	cyfeiriadur
double-click	-	clicio ddwywaith
entry	-	cofnod
envelope	-	amlen
existing	-	presennol
find (<i>as in the instruction</i>)	-	dewch o hyd i
first name	-	enw cyntaf
forward arrow	-	saeth ymlaen
identified name	-	enw canfyddedig
mailing list	-	rhestr postio
mailing tab	-	tab postio
merge-field	-	cyfuno meysydd
next	-	nesaf

post code	-	cod post
preview	-	cip ymlaen llaw, rhagolwg
recipient list	-	rhestr o dderbynwyr
result (s)	-	canlyniad(au)
space-bar	-	bylchwr
steps (in process)	-	camau
surname	-	cyfenw
title	-	teitl
to be careful	-	bod yn ofalus / gofalu
to browse	-	pori
to cancel	-	canslo
to choose	-	dewis
to close	-	cau
to complete	-	cwblhau
to edit	-	golygu
to enter	-	cofnodi
to include	-	cynnwys
to insert	-	mewnosod
to merge	-	cyfuno
to pick up information	-	codi gwybodaeth
to track	-	dilyn / olrhain
to use	-	defnyddio

DATABASES - CRONFEYDD DATA

"Access"	-	"Mynediad"
anomaly	-	anghysonder
automatically	-	yn awtomatig
caption	-	pennawd
categories of information	-	categorïau gwybodaeth
column heading	-	pennyn colofn
currency	-	arian cyfred
data sheet	-	dalen ddata
database table	-	tabl cronfa ddata
default settings	-	rhagosiadau
description	-	disgrifiad
design icon	-	eicon dylunio
electronic filing cabinet	-	cwprdd ffeilio electronig
field name	-	enw cmaes
first (-ly)	-	cyntaf (yn gyntaf)
form	-	ffurflen
general	-	cyffredinol
in proportion to	-	mewn cyfrannedd i
input mark	-	nod mewnbwn
look-up	-	chwilio am / edrych am
maximum number of characters	-	uchafswm nifer y llythrennau
national insurance number	-	rhif yswiriant gwladol
primary key	-	prif allwedd
query (-ies)	-	ymholiad(au)

record	-	cofnod
relational	-	perthynol
report (s)	-	adroddiad(au)
required	-	gofynnol
short text	-	testun byr
student ID number	-	rhif adnabod myfyriwr
to import information	-	mewnforio gwybodaeth
to isolate	-	arwahanu
to name	-	enwi
to show	-	arddangos
to update	-	diweddarau
unique identifier	-	dynodwr unigryw
validation rule	-	rheol ddilysu
view icon	-	eicon gweld