



Vocabulary List

Gmail Labels Using the Keyboard

Term	Definition	Skills ✓
Filter	A rule that can be applied to email conversations that meet user defined search criteria such as a group or person the conversation is to or from, that contain a given word or phrase, which have a certain size, or more.	
Hamburger menu or button	A button with usually three stacked short lines or dots. When activated, a hamburger menu button normally opens a new submenu.	
Label	Labels are used to categorize the different email conversations you send or receive.	
List view	The default view of unopened messages in a vertical list such as the Inbox, All Mail, Sent Mail, etc. The list view in Gmail can be customized to show 10, 15, 20, 25, 50, or 100 items at a time.	
Nested label	A label which resides beneath another label, i.e., a sublabel.	
RGB color values	A series of three numbers that define the levels of red, green, and blue color values combined to make a blended, final color.	
Toolbar	Toolbars in Gmail contain various buttons for quick action, such as Select, Refresh, and more. When conversations in labels such as All Mail or Sent Mail are being viewed, an additional search refinement toolbar is present near the top of the screen.	