

Section 1: Hardware

1.1 Hardware

1. battery
2. cable
3. desktop computer
4. digital camera
5. docking station
6. fax machine
7. laptop computer (or notebook)
8. mobile phone
9. mouse
10. PDA (Personal Digital Assistant)
11. plug
12. printer
13. projector
14. scanner
15. socket



1.2 Some useful verbs

A. Match the verbs with the nouns.

- | | |
|---------------------|----------------------------------|
| 1. recharge | a. digital photos |
| 2. click on | b. faxes |
| 3. dial | c. a number on your mobile phone |
| 4. give | d. a presentation |
| 5. move | e. something with the mouse |
| 6. print out | f. the battery |
| 7. send and receive | g. the mouse |
| 8. take some | h. twenty pages |

B. Choose the best verb.

9. To turn on the computer, _____ the "Start" button.
a. touch b. press c. switch
10. The printer has _____ of ink.
a. finished b. ended c. run out
11. Unfortunately, my scanner isn't _____ at the moment.
a. working b. going c. doing
12. Please _____ the CD ROM.
a. insert b. introduce c. inject
13. The projector isn't working because it isn't _____.
a. plugged b. plugged in c. plugged into
14. The batteries in my digital camera are nearly dead. They need _____.
a. to change b. exchanging c. changing
15. I have to _____ a computer screen for eight hours a day.
a. see b. look at c. watch
16. Switch off your computer, and _____ it from the wall socket.
a. de-plug b. unplug c. non-plug
17. I turned off the photocopier and _____ the plug.
a. pulled out b. extracted c. took away
18. _____ any key to continue.
a. Kick b. Smash c. Hit

1.3 The workstation

CD drive / DVD drive

CRT monitor

flat panel monitor

floppy disk drive

key

keyboard

mouse

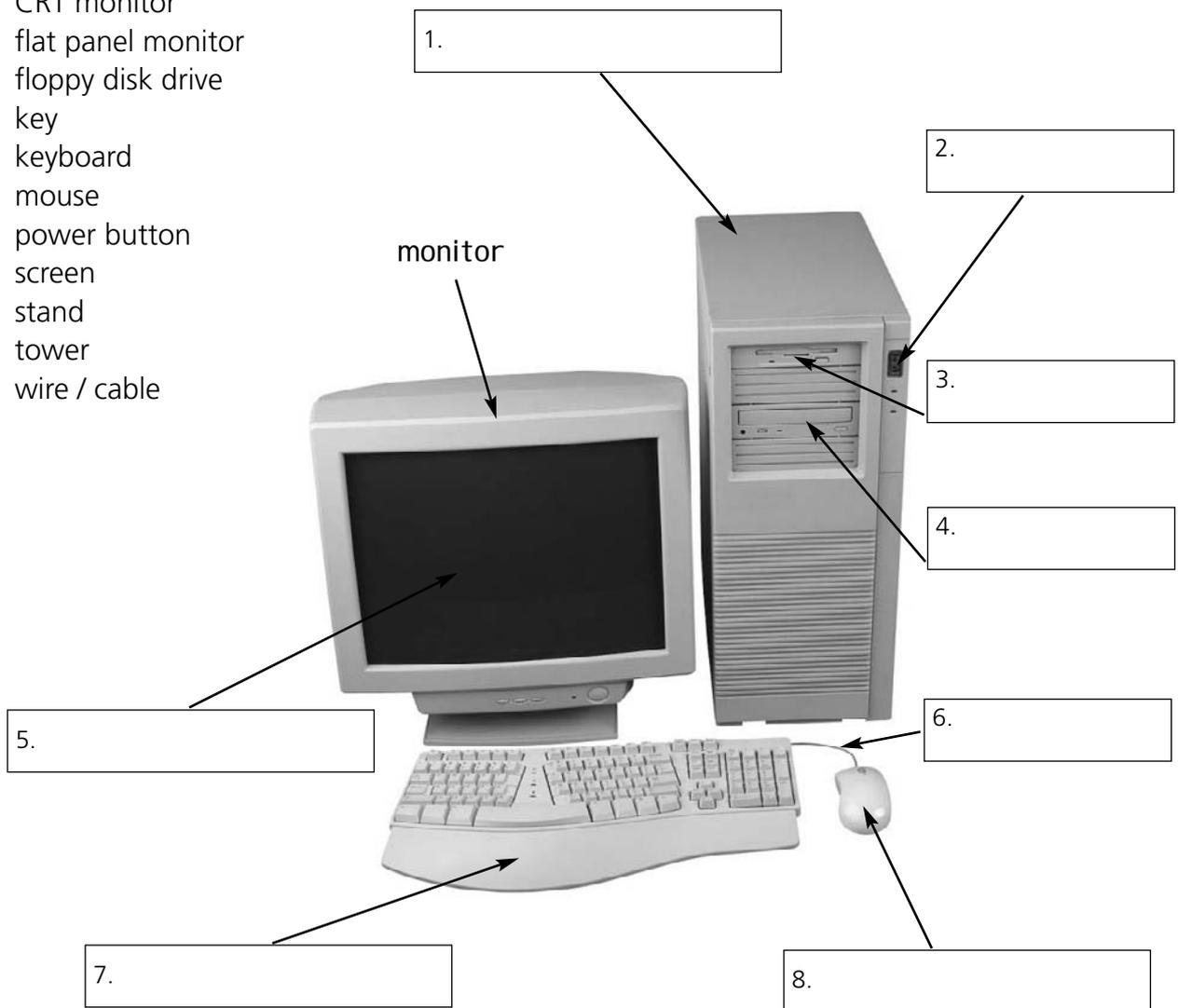
power button

screen

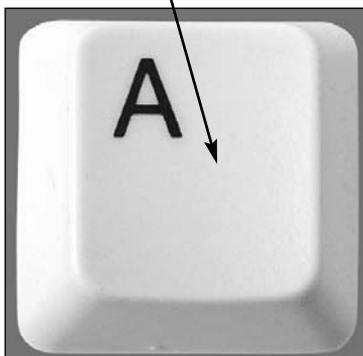
stand

tower

wire / cable



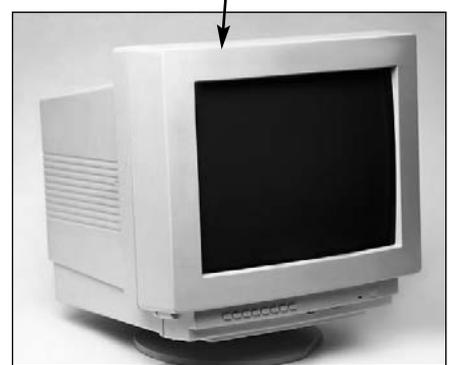
9.



10.



11.



12.

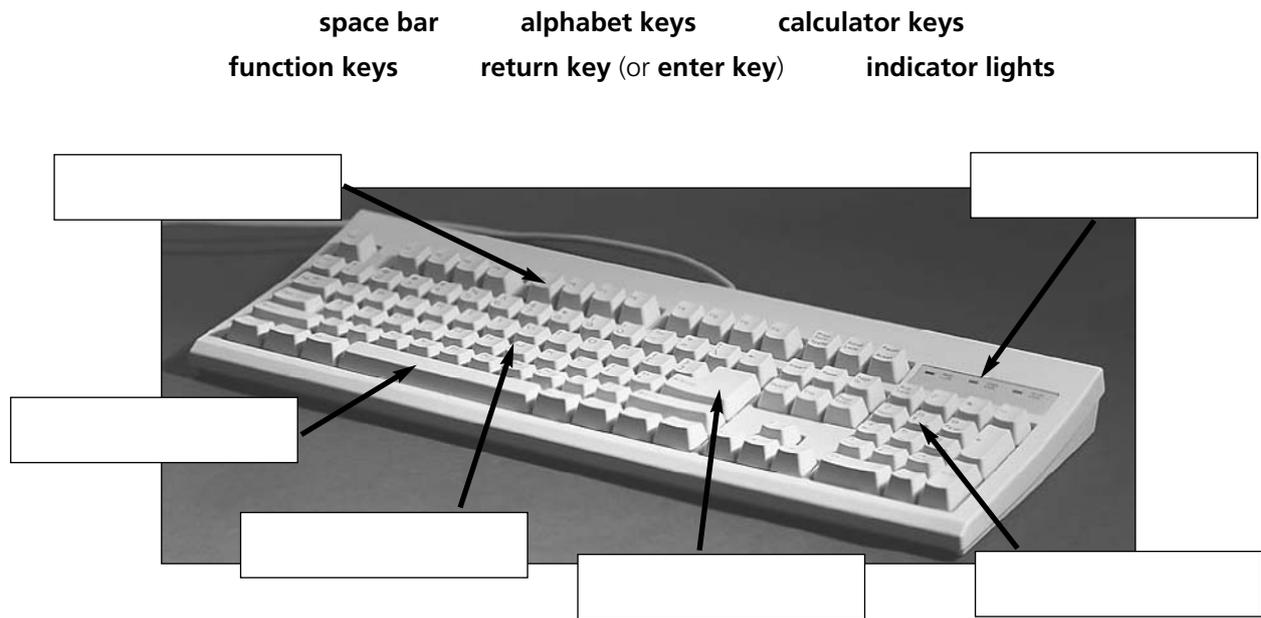
Rearrange the letters to make things which can be part of a workstation.

- tucmepor _____ computer _____
13. triopen _____
14. nasecnr _____
15. kesd _____
16. hacir _____
17. nopelethe _____

Choose the best word.

18. The mouse moves on a _____.
a. mouse mat b. mouse carpet c. mouse table
19. TV and computer screens are usually measured in _____.
a. feet b. miles c. inches
20. Before you start work, _____ the height of your chair
a. adjust b. change c. rearrange
21. To get sound from your computer, plug in a pair of _____.
a. loudhailers b. loudspeakers c. loud voices
22. The computer is connected to the telephone line via a _____.
a. module b. modem c. mod
23. You can increase the functions or performance of a computer with an _____.
a. extension card b. exploding card c. expansion card
24. Mobile phones and PDAs can communicate with computers via _____.
a. Bluebeard[®] b. Blueberry[®] c. Bluetooth[®]
25. There's a spare _____ in the workstation...
a. electric hole b. power point c. electrical opening
26. ...so you can plug in your mobile phone _____.
a. charger b. power c. electrification
27. SD cards can be read in a computer's _____.
a. storage reader b. memory reader c. card reader

1.4 The keyboard



shift key **alt key** **control key** **escape key**
delete key **tab key** **caps lock key** **backspace key**

1. To go back one space, hit the _____.
2. To change to capital letters, press the _____.
3. To change the capital letters permanently, hit the _____.
4. To insert a tabulation, press the _____.
5. To activate the "Ctrl" functions, press the _____.
6. To activate the "alt" functions, hit the _____.
7. To stop the computer doing something, you can press the _____.
8. Select the text you want to remove, and hit the _____.

You can
 say "key" or
 "button"

standard keyboard **ergonomic keyboard**
key in (or type in) **enter** **data input**

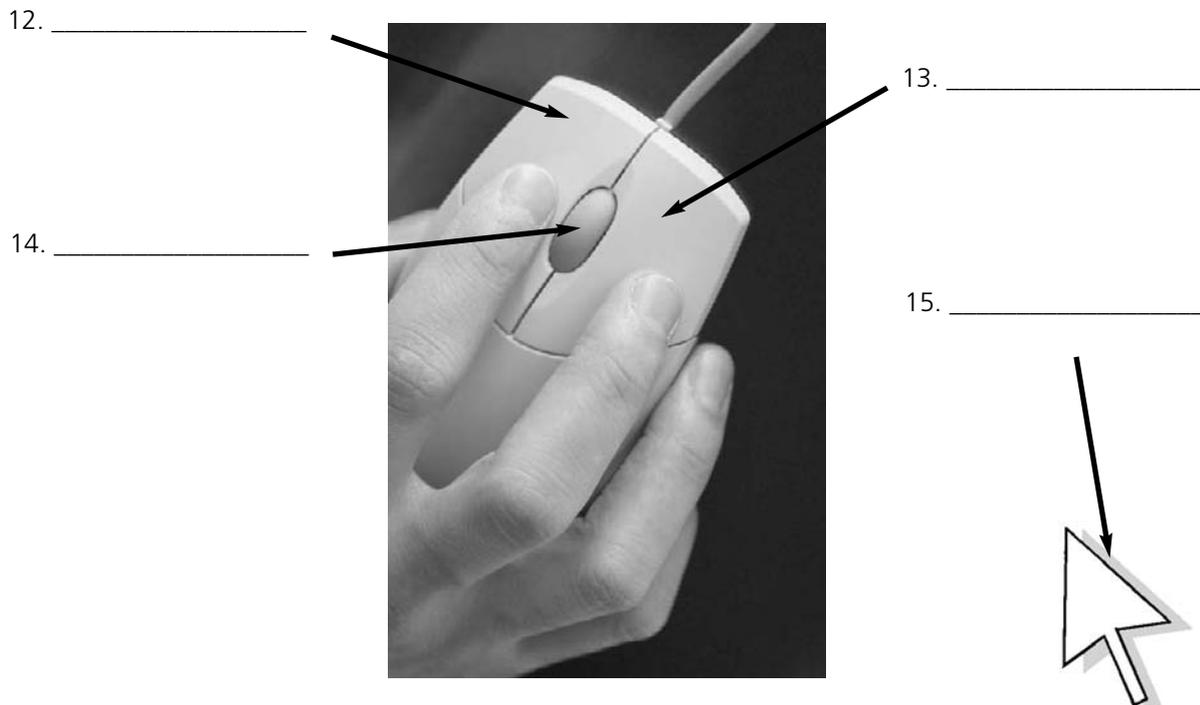


9. Please _____ your password.
10. It took me two hours to _____ all that text.
11. A keyboard is a _____ device.
12. Do you have a _____?
 No. I have a special _____. It's better for my arms and back.

1.5 The mouse

pointer	on	optical	roll
scroll up	scroll down	touchpad	left button
right button	joystick	single	double
scroll wheel	hold down	repetitive strain injury	

1. _____ to see pages above.
2. _____ to see pages below.
3. To select text, _____ the left button, and move the mouse pointer.
4. If you use a mouse for many hours every day, you can get _____ in your fingers.
5. With a laptop computer, plug in a mouse, or use the _____ in front of the keyboard.
6. To play some games, you need to use a _____ instead of a mouse.
7. To move up and down a page, you can _____ the mouse wheel.
8. This mouse doesn't have a ball. It's an _____ mouse.
9. One click of a mouse button is called a _____ click.
10. Two clicks of a mouse button are called a _____ click.
11. Click _____ the folder to open it.



A wheel mouse

1.6 Scanning

adjust
brightness
flatbed
low
text

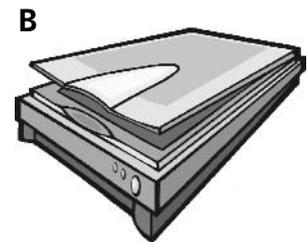
all-in-one
connected
handheld
OCR software
dpi

at
contrast
high
original

preview (or prescan)
file format
image editing
click

How to scan an image

1. Make sure the scanner is _____ to the computer.
2. Lift the lid and put the _____ on the scanner glass.
3. For high image quality, scan _____ 300 _____ or higher.
4. The scanning software will automatically do a _____.
5. If the image is too dark or too light, you can _____ the _____ and _____.
6. _____ "scan".
7. If you scanned _____, it can be "read" by _____.
8. If you want to save the image, choose a _____. JPEG is a good choice for photos.
9. The scanned image can be manipulated using _____ software.
10. An _____ printer/scanner can print, scan and copy.
11. Picture A is a _____ scanner.
12. Picture B is a _____ scanner.
13. Picture C is a _____ resolution photograph.
14. Picture D is a _____ resolution photograph.



dpi stands for dots per inch (1 inch = 2.4cm)
OCR stands for Optical Character Recognition
JPEG is pronounced "jay-peg"

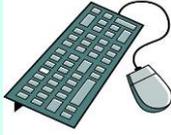
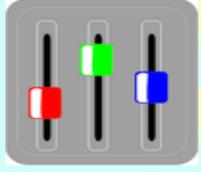
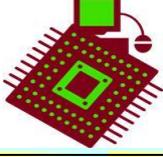
1.7 Some useful adjectives

Choose the best adjective.

1. Oh dear. I pressed the _____ button.
a. incorrect b. wrong c. false
2. I can't use my mobile phone. The battery's _____.
a. over b. flat c. exhausted
3. The battery isn't completely flat, but its very _____.
a. down b. short c. low
4. My video camera is very _____.
a. easy to use b. uncomplicated c. obvious
5. My new computer has a very _____ processor.
a. quick b. high speed c. fast
6. The X19 notebook computer features a very _____ design.
a. compact b. little c. small
7. Keeping files on paper is _____ solution.
a. an old-tech b. a past-tech c. a low-tech
8. Keeping files on a computer database is a _____ solution.
a. new-tech b. now-tech c. high-tech
9. My new PDA is the _____ model.
a. latest b. newest c. most modern
10. In our office, we've set up a _____ network.
a. wire-free b. no wires c. wireless
11. A call from New York to Toyko is _____ distance.
a. far b. long c. faraway
12. I don't think this printer is _____ with my computer.
a. compatible b. connectable c. suitable
13. My laptop is only 3 centimetres _____.
a. thick b. tall c. wide
14. The screen on my laptop isn't very _____.
a. light b. white c. bright
15. In three or four years, my new computer will probably be _____.
a. old fashioned b. behind the times c. obsolete
16. When you connect this to your computer, it will work immediately. It's _____.
a. plug and go b. plug and play c. plug and use

COMPUTERS & ME: MATCHING

Write the names under the correct pictures:

					
		<p>E-MAIL HARD DISK MICROPHONE LAPTOP MUSIC MIXER CD PRINTER MOUSE MONITOR CD BURN SMARTCARD WIFI MOTHERBOARD HEADPHONES SCANNER SPEAKERS PDA MODEM SAVE AS NETWORK BUG PEN DRIVE CHIP SHIELD FLOPPY DISK TABLET FLAT SCREEN GAME CONSOLE TEXT DOCUMENT MOUSEMAT CHAT WEBCAM USER TRASH JOYSTICK COMPUTER CASE KEYBOARD</p>			
					
					
					
					
					
					
					

KEY

monitor
CD
pen drive
printer
save as
game console
scanner
network

user trash
email
keyboard
speakers
computer case
hard disk
wifi
chip

headphones
floppy disk
flat screen
motherboard
laptop
bug
PDA
text document

joystick
microphone
music mixer
mouse
webcam
mouse mat
CD burn
chat group

shield

modem

smartcard

tablet

5 Mouse actions

Complete this text about the mouse with verbs from the box.

click double-click drag grab select move control

Mouse actions

A mouse allows you to (1) _____ the cursor and move around the screen very quickly. Making the same movements with the arrow keys on the keyboard would take much longer. As you (2) _____ the mouse on your desk, the pointer on the screen moves in the same direction. The pointer usually looks like an I-bar, an arrow, or a pointing hand, depending on what you are doing.

A mouse has one or more buttons to communicate with the computer. For example, if you want to place the insertion point or choose a menu option, you just (3) _____ (press and release) on the mouse button, and the option is chosen.

The mouse is also used to (4) _____ text and

items on the screen. You can highlight text to be deleted, copied or edited in some way.

The mouse is widely used in graphics and design. When you want to move an image, you position the pointer on the object you want to move, press the mouse button, and (5) _____ the image to a new location on the screen. Similarly, the mouse is used to change the shape of a graphic object. For example, if you want to convert a square into a rectangle, you (6) _____ one corner of the square and stretch it into a rectangle.

The mouse is also used to start a program or open a document: you put the pointer on the file name and (7) _____ on the name – that is, you rapidly press and release the mouse button twice.

B Complete these instructions for how to **Copy and Paste in Word** with verbs from the box.

click (x2) select position right-click drag

- 1 First, _____ the text you wish to copy. To select text, _____ the mouse over the portion of the text that you want to copy. This part should then be highlighted.
- 2 Then _____ on the *Copy* icon on the Standard Toolbar. This copies the selected text to an invisible clipboard.
- 3 Next, _____ the cursor where you want the text to appear.
- 4 Finally, _____ the *Paste* icon. This inserts the content of the clipboard at the insertion point. As well as the icons on the toolbar, you can use the keys *Ctrl+C* for *Copy*, and *Ctrl+V* for *Paste*. These options also come up if you _____ the selected text.