

# 6

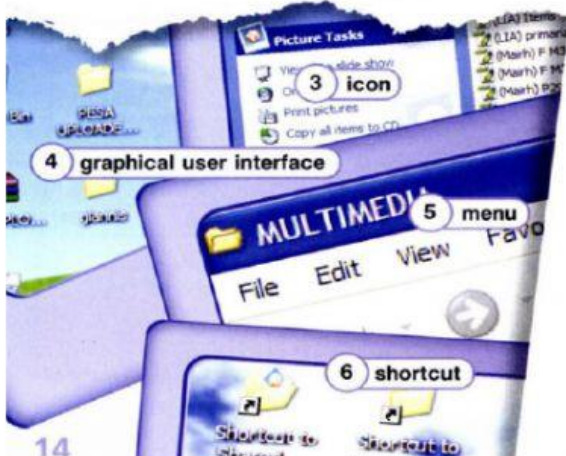
## The user interface



### The New CCC OPERATING SYSTEM

Welcome to the CCC (OS). Review these key terms before starting your new system.

- Icons:** The CCC graphical user interface (GUI) uses icons. These pictograms are on the desktop. They represent files and software.
- Pointer:** Use the pointer to click on icons. This opens files or starts software. The pointer also drags files to different folders.
- Shortcuts:** Shortcuts are special icons. They are placed on the desktop, and you can click them to get to a program quickly.
- Folders:** Store your files in these icons.
- Windows:** Visual areas on a computer screen where different programs are operating.
- Minimize:** Hide windows without taking them off screen.
- Maximize:** Extend windows to the full width of the screen.
- Menu:** Each window has a menu. Click it to select a command from the list.



### Get ready!

1 Before you read the passage, talk about these questions.

- 1 What is a User Interface?
- 2 How does a User Interface make computing easy?

### Reading

2 Read the introduction to the operating system manual. Then, choose the correct answers.

- 1 What is the main idea of the passage?
  - A where to locate shortcuts
  - B the advantages of the CCC OS
  - C how to identify and use parts of the OS
  - D types of operating systems available
- 2 What can you infer about this operating system?
  - A It comes with free software.
  - B Files have to stay in one folder.
  - C Menus contain multiple commands.
  - D Folders do not maximize or minimize.
- 3 According to the passage, what does the pointer NOT do?
  - A move files
  - B open menus
  - C start software
  - D minimize windows

### Vocabulary

3 Fill in the blanks with the correct words and phrases from the word bank.

#### Word BANK

icons desktop operating system  
pointer windows GUI

- 1 Use the \_\_\_\_\_ to choose files and commands.
- 2 Small pictures or symbols in software are \_\_\_\_\_.
- 3 The \_\_\_\_\_ is the program that makes a computer work.
- 4 When something is on the \_\_\_\_\_ you see it onscreen.
- 5 An OS that uses small pictures to represent files is a \_\_\_\_\_.
- 6 You can minimize files and programs in different \_\_\_\_\_.

**4 Choose the best definition for each word.**

**1** Drag

- A** save an icon                      **C** move a file  
**B** close a desktop

## 2 Folders

- A** organize files                      **C** create shortcuts  
**B** move windows

### 3 Shortcut

- A** a type of software      **C** a type of window  
**B** a type of icon

**5**  Listen and read the introduction to the operating system manual again. Why would someone use a shortcut on their GUI?

## Listening

**6**  Listen to a customer calling the help line about the operating system. Choose the correct answers.

**1** What is the dialogue mainly about?

- A** Saving files                      **C** Finding shortcuts  
**B** Organizing icons              **D** Locating folders

2 The customer does not know where to find the \_\_\_\_\_.

- A** icons                      **C** pointer  
**B** desktop                **D** options menu

**7**  **Listen again and complete the conversation.**

**A:** Hello, CCC Solutions. What do you need help with today?

**B:** Well, it's my 1 \_\_\_\_\_. I add a shortcut one day, and it's gone the next.

**A:** Oh, no problem. Just 2 \_\_\_\_\_ them to the desktop.

**B:** Okay. How do I do that?

**A:** First, add the shortcuts. Then, move the pointer to the **3** \_\_\_\_\_ and click 'save icons and folders'.

**B:** Options? **4** \_\_\_\_\_, where is that?

**A:** See the "CCC" icon in the corner?  
5 \_\_\_\_\_ that.

**B:** Got it. **6** \_\_\_\_\_!