

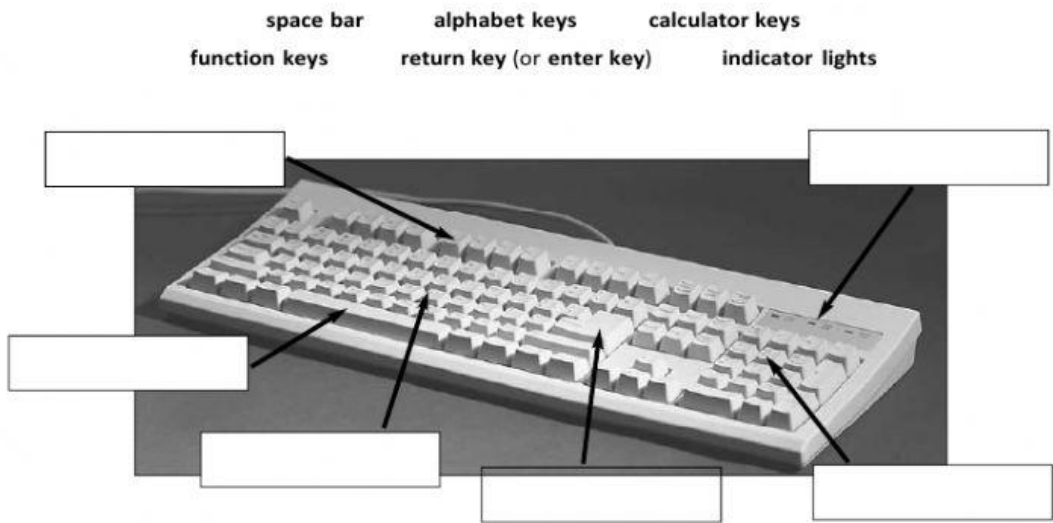
Rearrange the letters to make things which can be part of a workstation.

tucmepor	<u>computer</u>
13. trirpen	_____
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

1.1 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.