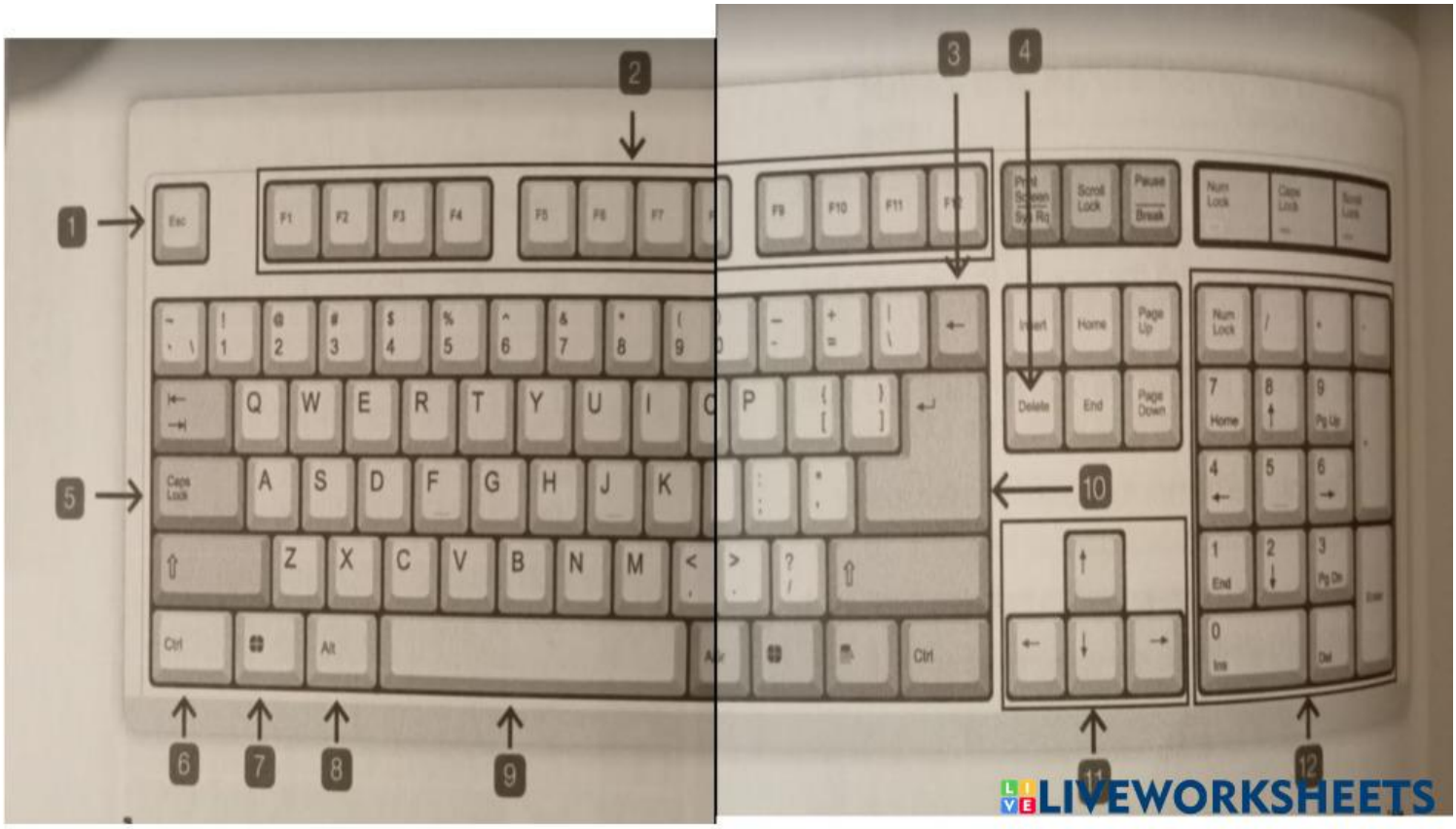

1
2
3
4
5
6
7
8
9
10
11
12
Esc
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Print Screen
Scroll Lock
Pause
Break
Num Lock
Caps Lock
Scroll Lock
Insert
Home
Page Up
Delete
End
Page Down
Caps Lock
Ctrl
Alt
Ctrl
LIVEWORKSHEETS

1 Write the correct phrase next to the number.

command key • backspace key • arrow keys
delete key • escape key • caps lock key
numeric pad • function keys • control key
space bar • return key • modifier key

1. .....
2. .....
3. .....
4. .....
5. .....
6. .....
7. .....
8. .....
9. .....
10. .....
11. .....
12. .....

2 Answer the questi...

LIVEWORKSHEETS

2 Answer the questions with the phrases below.

alt key • tab key • arrow keys • delete key
shift key • space bar • function keys

Which key or keys do you press … ?

1. to move the cursor in different directions
   .....
2. to make a space .....
3. to type single capital letters
   .....
4. for functions, eg *Help*
   .....
5. to correct a mistake
   .....
6. to move the cursor to the next tab stop
   .....
7. to change the function of other pressed keys .....

LIVEWORKSHEETS

3 **Complete the sentences about the pictures with the words below. There may be more than one possible answer.**

below • under • next to • over
between • behind • beside
in the middle of • above • on

1. The table is ..... the room.
2. The shelf is ..... the desk.
3. The mouse is ..... the keyboard and the book.
4. The plane is flying ..... the city.
5. The man is sitting ..... the woman.
6. The woman is ..... the desk.
7. The laptop is ..... the notebook.
8. The screen is ..... the keyboard.
9. The man is ..... the air-conditioner.
10. The coffee i..... the table.

LIVEWORKSHEETS

4 **Write the name of the correct punctuation mark needed in each sentence with the words below. There are more words than you need.**

slash • colon • brackets • semicolon
underscore • asterisk • *and* symbol
question mark • full stop • comma
quotation marks • hyphen • *at* symbol
exclamation mark • apostrophe

1. Where do you live..... .....
2. Tim is usually here at 8.00..... but he's late today. .....
3. johnferry.....instep.com
   .....
4. They close the office at 4.00.....
   .....
5. That's great..... I'm so excited.
   .....
6. Thomas ..... Jackson Computer Company
   .....
7. .....It's cold in here,..... said Polly.
   .....
8. Each student must bring his ..... her laptop to class. .....
9. Where is David.....s phone?
   .....
10. We've got twenty.....three webcams.
    .....

6 **Match th**

A

1. micro
2. projec
3. heads
4. scann
5. speak
6. webc
7. printe
8. gamir
9. stylus

B

..... a. Y
..... b. Y
..... c. S
..... d. T
..... e. Y
..... f. T
..... g. Y
p
..... h. Y
..... i. Y

7 **Complet**

reorder •
run out o

LIVEWORKSHEETS

.....

5 Match the phrases to the pictures.

1. flash drive
2. touch screen
3. remote control
4. barcode scanner
5. USB charger

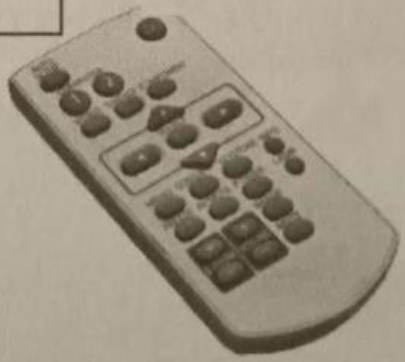
a ☐

b ☐

c ☐

d ☐

e ☐



Say it!

LIVEWORKSHEETS

n mark
below.

.....

te

ny

top to

6 Match the words in A to the clues in B.

A

1. microphone
2. projector
3. headset
4. scanner
5. speakers
6. webcam
7. printer
8. gaming controller
9. stylus pen

B

..... a. You put this over your ears to hear music.
..... b. You put paper into this.
..... c. Sound comes out of these.
..... d. This small camera is on the computer.
..... e. You can record your voice with this.
..... f. This projects images onto a screen.
..... g. You use this to put printed documents or photos into your computer.
..... h. You can write on a screen with this.
..... i. You can use it to control games.

VOCABULARY

LIVEWORKSHEETS

7 Complete the dialogue with the words below.

reorder • ordered • overstocked • broken
run out of • obsolete • run low on

A: There aren't any microphones on the shelf. We've [1] ..... them.

B: I [2] ..... 20 last week, but they haven't arrived. I'll call the supplier and [3] ..... .

A: We are [4] ..... with headsets. Would you please send 10 back to the supplier? And please check the webcams. I don't want us to [5] ..... them.

B: OK. What about these digital cameras?

A: This model is [6] ..... . Nobody uses it anymore. Oh, one more thing – the projector in the conference room is [7] ..... . Would you please ask the technician to repair it?

LIVEWORKSHEETS

Match the sentences in A to the responses in B.

A

1. Have we got enough microphones?
2. Now plug the keyboard in.
   Press the space bar and see what happens.
3. I've got a problem with my mouse.
4. I can't see any USB chargers on the shelf.
5. The escape key on my keyboard is stuck.
6. Which printers have we got?

B

_ a. Ten model A printers and six model B.
_ b. But I ordered a couple of boxes last week.
_ c. Alright. Good – it's working now.
_ d. Is it a standard or wireless?
_ e. No. We need to order some urgently.
_ f. If the keys have got dirt inside, they sometime
get stuck.

LIVEWORKSHEETS