Putting words together... 30.2

- You press a button on your mouse to **click on** something such as an icon, a link, a word or a picture. If you **double click**, you click twice, and you can **right click** or **left click** by pressing the right or left button on the mouse.
- When you **enter your password**, you write it in the correct place, and you **key in information** when you use your keyboard to write words or numbers on your document.
- If you **create a file/document**, you make it, and if you **open a file/document**, you make it appear on your screen. If you **close a file/document** you make it go away. You can **save your file/document** to make sure your work is not lost, or you can **print a document** on your printer. When you have finished working, you **shut down your computer**.

Exercise 3 30.3

Joe's grandfather wants to write a book, but he has never used a computer before. Joe is explaining what he needs to do. Use the words from the box to complete what he says. Listen and check.

~~create~~ close folder shut down open

Before you start writing, you need to [1] *create* a new document, like this. It's probably best to make each chapter a new file. I can put them all in a [2] _____ called 'Grandpa's book'. Then you just have to double click on the one you want to [3] _____ . You need to left click to get to the place in the document where you want to write. If you want to [4] _____ a document, click on the cross in the top corner. Remember to [5] _____ the computer when you have finished working.

On the computer

We use the word **on** when we are talking about computers:

- *I always write letters on the computer.*
- *I found the address on their website.*
- *Have you tried looking on the internet?*

Exercise 4 30.4

Ben and Christina are talking about how they use their computers. Listen and read. Are the following sentences (1–4) true (T) or false (F)?

I always write my essays on the laptop. One of the great things about it is that you can right click on a word to check its spelling. When I've finished, I print out my essay and read it carefully. Then I key in any changes I want to make.

Ben



I have just bought some new software that helps me plan. I have to enter my password, then I can click on this icon to see all my meetings for the day. I can double click on any of the meetings to add notes or see what I've already written.

Christina



1 Ben writes his essays on his laptop. T
2 He makes all his corrections on paper. ___
3 Christina does not need a password to use her new software. ___
4 It is easy for her to see all her meetings. ___

Use the words you've learned...

Do you use computers at home, for study, or for work? Talk or write about how you use them.

LIVEWORKSHEETS