54 Computers

A The computer



B Using a computer

After you have **switched on** [turned on] your computer, you may need to **log in/on** (*opp* **log out/off**) with your **username** and **enter** your **password** [put a special word into the computer that only you know]. If you then **double-click** on an **icon** [a small picture on the screen], you can open an **application** [email, Internet browser, etc.].

Computers can **store** [keep] large amounts of information, but when you're working it is important to **back up** the **files** you are working on [make an extra copy of the files; *syn* **make a backup**], so you don't lose the files if something goes wrong.



open a new **document** | open an **existing** document | **save** the data in this document | **print** | **cut** | **copy** | **paste**

To **create** [make or start] a new document, select new from the **File menu**.
You can **copy** and **paste** information from one file into another.
If you save the document, you can **print** it **out** later (OR you can get a **hard copy** / **a printout** later). It is also important to save the document in case the computer **crashes** [suddenly stops working]. Press the Escape key to **exit** [stop using an application].

C FAQs* about computers

example question	explanation
• Do you have a **PC** or a **laptop?**	PC is short for personal computer; a laptop is a small computer that you can carry around.
• What **hard drive** do you have?	the part inside the computer that stores large amounts of information (also **hard disk**)
• What **operating system** are you using?	computer software, e.g. Windows or Mac OS, that controls how the computer works
• Have you **installed** any new **software?**	put new programs onto your computer
• What software applications are you **running?**	What software applications are you using?
• Do you have **anti-virus software?**	A **virus** is a program put on a computer to destroy or steal the information on it. Anti-virus software is a program to stop a virus entering your computer.

*frequently asked questions

LIVEWORKSHEETS

Exercises

54.1 **Match the words on the left with the words on the right.**

1 CD-	[e]	a system
2 memory	[ ]	b on
3 operating	[ ]	c key
4 hard	[ ]	d software
5 log	[ ]	e ROM
6 anti-virus	[ ]	f mat
7 mouse	[ ]	g copy
8 escape	[ ]	h stick

54.2 **Complete these words.**

1 soft*ware* 3 key..... 5 user.....
2 lap..... 4 space..... 6 pass.....

54.3 **Test your knowledge. Can you remember what these icons mean without looking at the opposite page?**


1 *open a new document*


3 .....


5 .....


7 .....


2 .....


4 .....


6 .....

54.4 **Complete the definitions.**

1 Computer software that controls how different parts work together is the *operating system*.
2 The part inside the computer that stores large amounts of information is the .....
3 A program secretly put on a computer to destroy the information on it is a .....
4 A small computer that you can carry round with you is a .....
5 The special word you type into your computer that only you know is your .....

54.5 **Complete the dialogues.**

1 A: What do I do when I finish?
B: You can press the escape key to *exit*.
2 A: How often do you ..... your files?
B: At the end of every day if I can remember.
3 A: Is the data ..... on the hard disk?
B: Yes, but I always make a .....
4 A: Did you ..... the software yourself?
B: No, I don't understand anything about computers. My wife did it for me.
5 A: How do I ..... a new document?
B: Just select new from the File .....
6 A: There was a warning on the news this morning about a new computer .....
B: Well, I should be OK. I've got ..... software.

54.6 **Over to you**

Do you have a computer? If so, can you answer all the questions in section C on the opposite page?

LIVEWORKSHEETS