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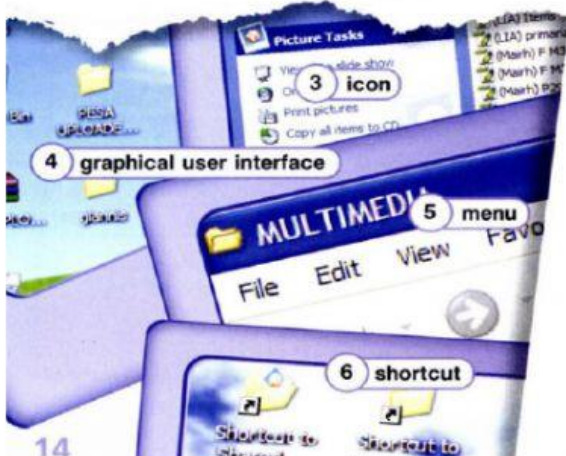
The user interface



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 _____!