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

tucmepor	___computer___
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 ®
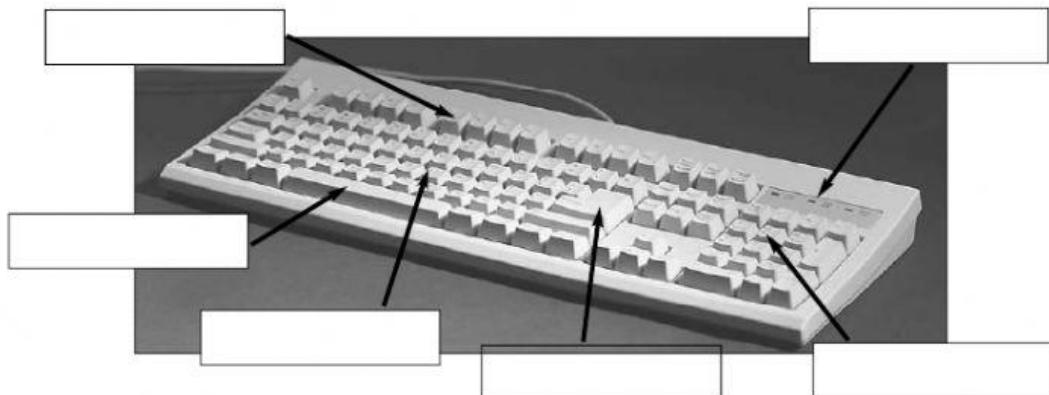
25. There's a spare_____in the workstation...

    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

space bar   alphabet keys   calculator keys
function keys   return key (or enter key)   indicator lights

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.