

COMPLETE THE DIALOGUE



turn on- icons - log in - print- double-click - enter - cut - crashes -
copy - software - back up - paste - anti-virus

A: How do I get started?

B: First, you need to _____ the PC or laptop.

A: What do I do next?

B: Once it's on, you'll need to _____ using your username and password.

A: I don't remember my username!

B: No worries, it's usually the name you use to identify yourself on the computer.

A: Okay, I entered my username, what now?

B: Now, _____ your password. Remember, passwords are case-sensitive!

A: I'm logged in, but where do I go from here?

B: See those small pictures on the screen called _____? They represent different applications like email or an internet browser.

A: Great! How do I open one?

B: Just _____ on the icon of the application you want to use.

A: What if I want a physical copy of my work?

B: You can _____ it out by selecting the print option in the File menu. This will create a hard copy.

A: I made a mistake in my document, how do I fix it?

B: Most applications allow you to edit your work. You can use functions like _____, _____, and _____ to move or duplicate sections of text.

A: What happens if my computer suddenly stops working?

B: Sometimes, a computer _____. If that happens, don't panic! Just exit the application you were using and restart the computer.

A: To avoid losing work due to crashes, is there anything else I can do?

B: Absolutely! It's important to regularly _____ your files. This means creating an extra copy of your files and storing them on a separate device like an external hard drive.

A: I see, so all these programs I use are called applications?

B: Yes, applications, or _____, are programs that run on the computer's operating system, which is the main software that controls everything.

A: Is all software safe?

B: Not necessarily. That's why it's important to have _____ software installed to protect your computer from viruses and other threats.