

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

Exercises

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

- | | | |
|--------------|--------------------------|------------|
| 1 CD- | ☐ | 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 <u>ware</u> | 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 <u>open a new document</u> | 3 | 5 | 7 |
|  |  |  | |
| 2 | 4 | 6 | |

54.4 Complete the definitions.

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

54.5 Complete the dialogues.

- A: What do I do when I finish?
B: You can press the escape key to exit.
- A: How often do you your files?
B: At the end of every day if I can remember.
- A: Is the data on the hard disk?
B: Yes, but I always make a
- A: Did you the software yourself?
B: No, I don't understand anything about computers. My wife did it for me.
- A: How do I a new document?
B: Just select new from the File
- 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?