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_____.

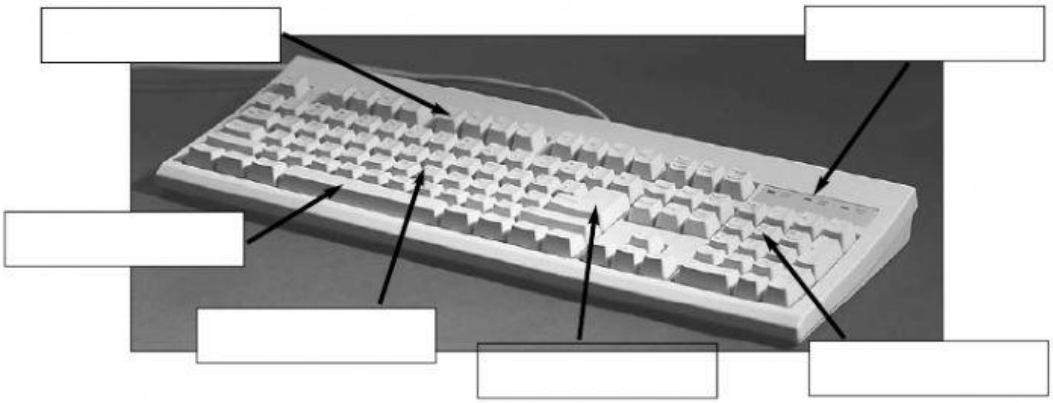
a. charger **b.** power **c.** electrification

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.

For reference see A & C Black *Dictionary of Computing* (978 07475 6622 9).