

# 73 ) Computers

## A Devices

- 1 PC (personal computer)
- 2 printer
- 3 screen
- 4 mouse
- 5 keyboard
- 6 laptop
- 7 window
- 8 tablet
- 9 program
- 10 menu



### SPOTLIGHT *keep*

**Keep** means to put something in a place so that you know where it is.

- *I keep my laptop in a bag in my office.*
- *Where do you keep your tablet?*
- *I keep it in my handbag.*

### 1 Complete the words.

► keep  
1 kubud      4 muu  
2 wuww      5 tutt  
3 lup      6 mue      7 scun  
8 pugur      9 pugum

### 2 Complete the sentences.

► You type information using the keyboard.  
1 A small computer you can carry is called a .....  
2 You read your e-mails on the .....  
3 A list on the screen that shows what you can do is a .....  
4 You can make a paper copy of something using a .....  
5 A very small computer you use where you touch the screen is a .....  
6 A set of instructions that we put into a computer is a .....  
7 On a computer, you can open or close a .....  
8 You can move things on the screen using the .....  
9 You can ..... pictures on a computer, tablet or laptop.

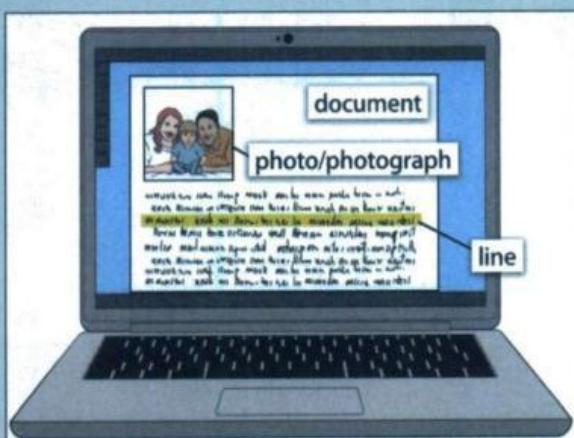
### 3 ABOUT YOU Write your answers, or ask another student.

- 1 Have you got a PC? If so, what kind is it? .....
- 2 Have you got a printer? If so, how often do you use it? .....
- 3 Have you got a laptop or tablet? If so, where do you keep it? .....
- 4 Do you keep photos on your computer? If so, what kind of photos? .....
- 5 Which is better for you: a PC or a laptop? Why? .....



## B Working on a computer

For homework, our teacher asked us to write a short **text** about our families. I opened a new **document** on my laptop, and **typed** ten lines about my husband and son. Then I **moved** a **photo** from my personal **files** into the document. It didn't look good, so I **cut** it and **replaced** it with a different photo. I read the text **carefully** to see if it was all correct. Then I **saved** it and **printed** a **copy** to give to my teacher.



### GLOSSARY

<b>text</b>	a piece of writing
<b>open</b>	start sth: <i>open a document/file</i> OPP <i>close</i>
<b>type</b>	write sth using a keyboard
<b>move</b>	take sth and put it in another place
<b>file</b>	information that is stored on a computer with a particular name: <i>I must save that file on my computer.</i>
<b>cut</b>	take text or pictures away from a document

<b>replace sth (with sth)</b>	put a new or different thing in the place of another: <i>I replaced my old computer with a new laptop.</i>
<b>carefully</b>	If you do sth <b>carefully</b> , you think about what you are doing so that you don't make mistakes. <b>careful adj</b>
<b>save</b>	You must <b>save</b> a document before you close it, or you will lose it.
<b>copy</b>	a thing that is exactly the same as another thing: <i>make/print a copy; copy v</i>

### 4 Circle the verbs.

open careful save move photo type replace file close text document

### 5 Put the sentences in the correct order.

- a I saved the text.
- b I printed a copy.
- c I didn't like it, so I removed it.
- d I moved a photo into the document.
- e I typed a text.
- f I read the text carefully.
- g I closed the document.
- h I opened a document.

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### 6 Complete the sentences.

- I opened a new document and started typing.
- 1 The text has about 15 lines in it.
- 2 I have to be very careful when I'm typing in English.
- 3 I always make two copies of my work: one for me, and one to give to my teacher.
- 4 I keep my letters to the doctor in a medical file on my PC.
- 5 Can you copy a copy of the letter for me, please?
- 6 Remember to save your work before you close a document.
- 7 I'm going to replace my old laptop with a new one.
- 8 I wasn't happy with the second paragraph in the text, so I removed it.
- 9 Her fingers are painful so she typed very slowly.
- 10 She opened the email, started reading it and quickly printed it when her father came in.

### TEST YOURSELF