

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.

► k _ e _ e _ p _

1 k _ _ b _ _ _ d

4 m _ _ _ u

7 sc _ _ _ _ n

2 w _ _ _ _ w

5 t _ _ _ _ t

8 p _ _ _ _ r

3 l _ _ _ _ p

6 m _ _ _ _ e

9 p _ _ g _ _ m

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.

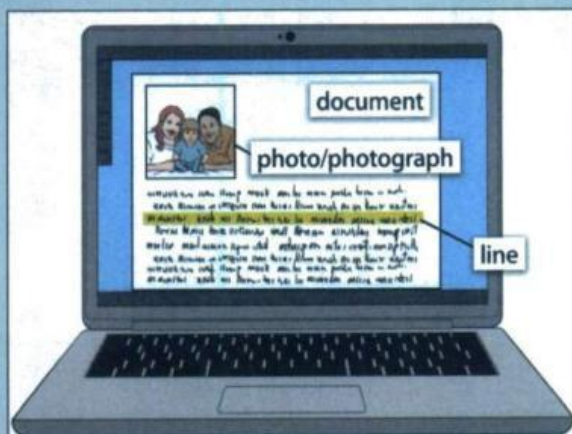
- 1 Have you got a PC? If so, what kind is it? _____
- 2 Have you got a printer? If so, how often do you use it? _____
- 3 Have you got a laptop or tablet? If so, where do you keep it? _____
- 4 Do you keep photos on your computer? If so, what kind of photos? _____
- 5 Which is better for you: a PC or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



TEST YOURSELF

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

text	a piece of writing	replace sth (with sth)	put a new or different thing in the place of another: I replaced my old computer with a new laptop.
open	start sth: open a document/file or close	carefully	If you do sth carefully , you think about what you are doing so that you don't make mistakes. careful <i>adj</i>
type	write sth using a keyboard	save	You must save a document before you close it, or you will lose it.
move	take sth and put it in another place	copy	a thing that is exactly the same as another thing: make/print a copy ; copy <i>v</i>
file	information that is stored on a computer with a particular name: I must save that file on my computer.		
cut	take text or pictures away from a document		

4 Circle the verbs.

open carefully save move photo type remove line 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. ☐

6 Complete the sentences.

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



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