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







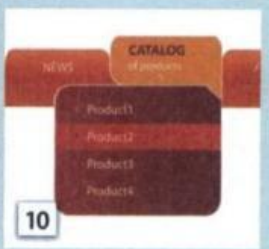












SPOTLIGHT *keep*

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
2 w___ ___ ___ ___w
3 l___ ___ ___ ___p
4 m___ ___u
5 t___ ___ ___ ___t
6 m___ ___ ___e
7 sc___ ___ ___n
8 p___ ___ ___ ___ ___r
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.

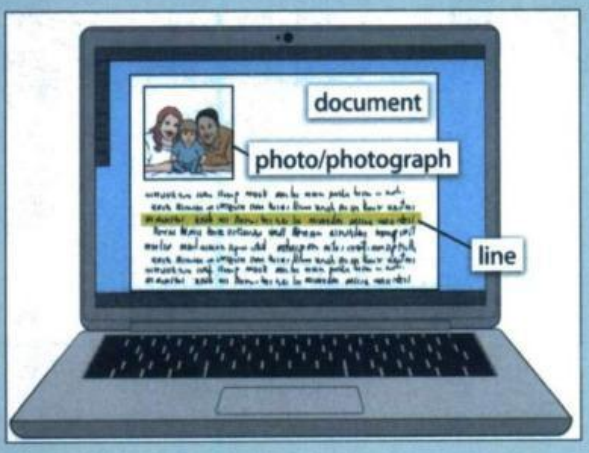
1 Have you got a PC? If so, what kind is it? _____
2 Have you got a printer? If so, how often do you use it? _____
3 Have you got a laptop or tablet? If so, where do you keep it? _____
4 Do you keep photos on your computer? If so, what kind of photos? _____
5 Which is better for you: a PC or a laptop?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

TEST YOURSELF

www.frenglish.ru
LIVEWORKSHEETS

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* OPP **close**	**carefully**	If you do sth **carefully**, you think about what you are doing so that you don't make mistakes. **careful** *adj*
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** v*
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.**

opencarefulsavemovephototyperemovelinereplacefileclosetextdocument

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. 1

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.

TEST YOURSELF

www.frenglish.ru
LIVEWORKSHEETS