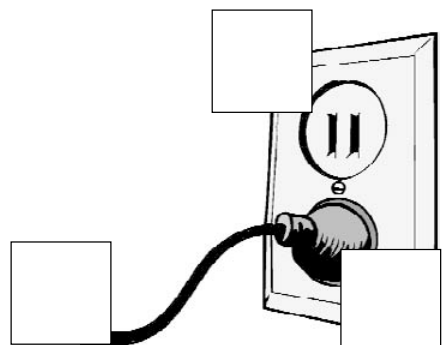
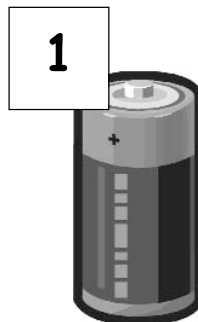
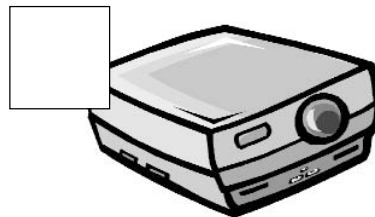
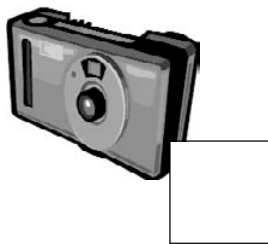
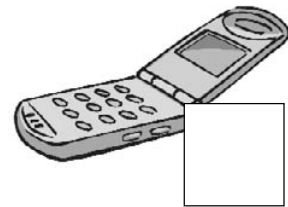
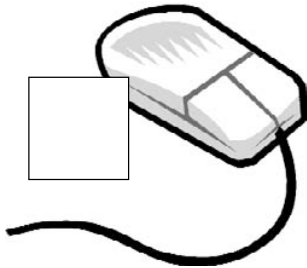
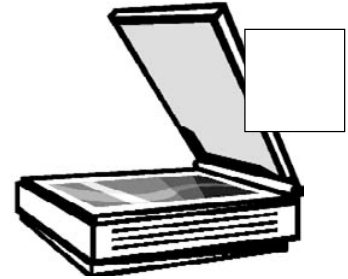
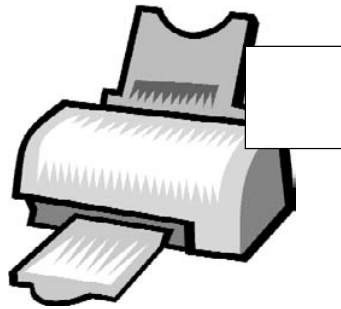
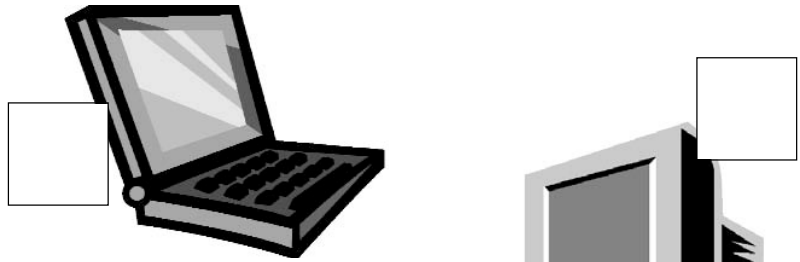


# 1.1 Hardware

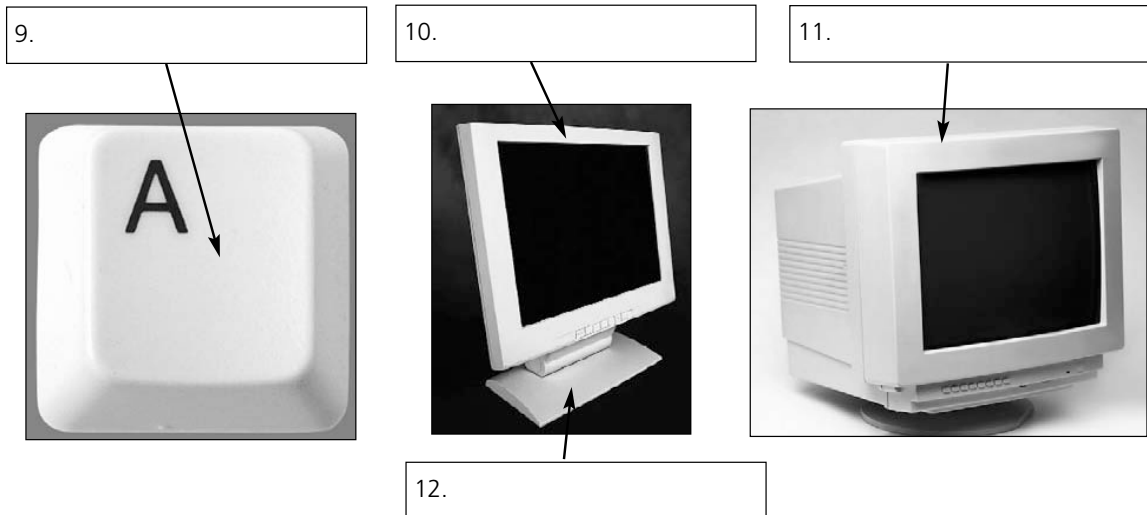
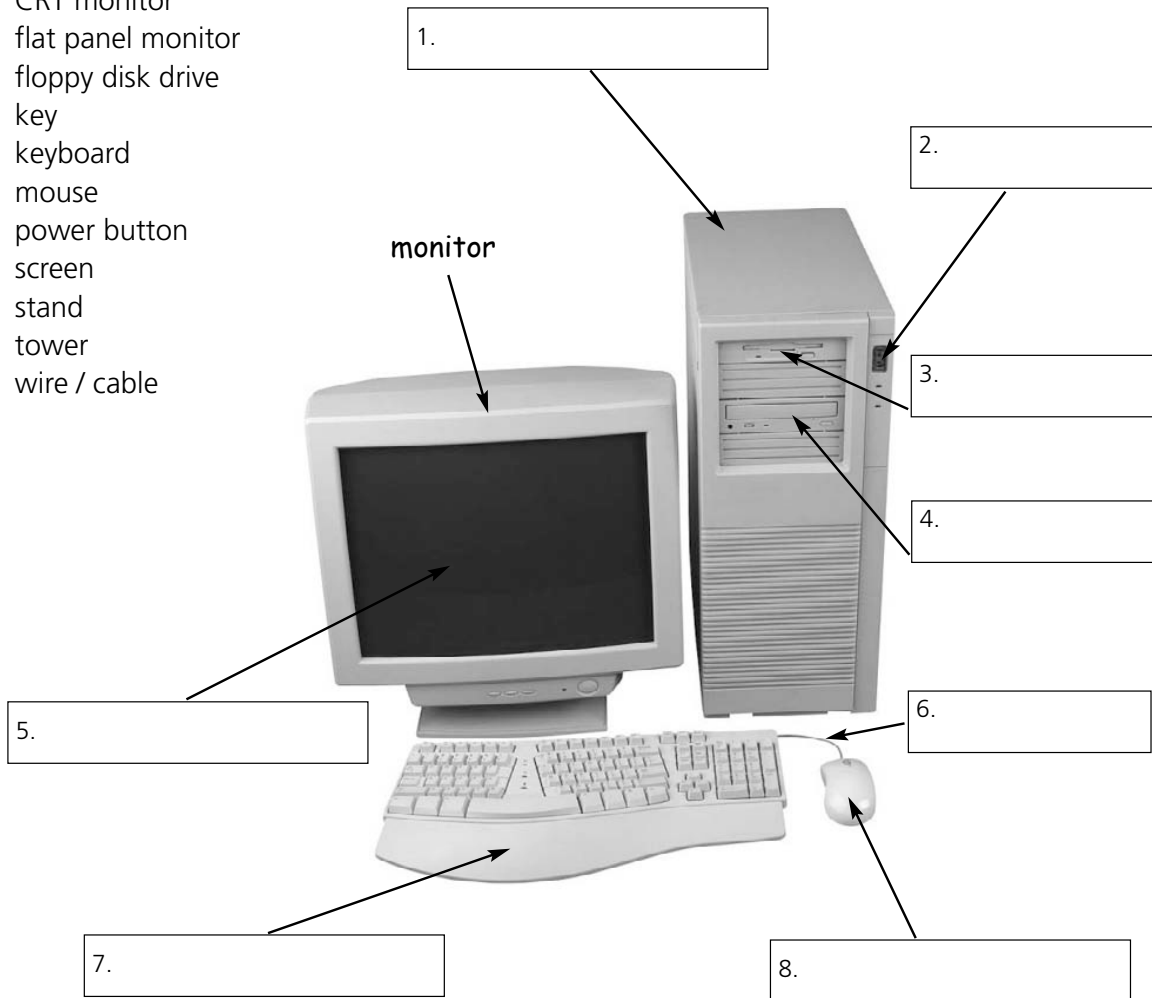
1. battery
2. cable
3. desktop computer
4. digital camera
5. docking station
6. fax machine
7. laptop computer (or notebook)
8. mobile phone
9. mouse
10. PDA (Personal Digital Assistant)
11. plug
12. printer
13. projector
14. scanner
15. socket





### 1.3 The workstation

- CD drive / DVD drive
- CRT monitor
- flat panel monitor
- floppy disk drive
- key
- keyboard
- mouse
- power button
- screen
- stand
- tower
- wire / cable



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## 1.5 The mouse

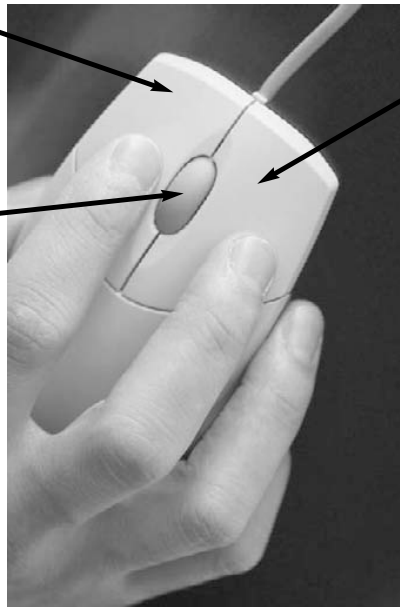
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**pointer****on****optical****roll****scroll up****scroll down****touchpad****left button****right button****joystick****single****double****scroll wheel****hold down****repetitive strain injury**

1. \_\_\_\_\_ to see pages above.
2. \_\_\_\_\_ to see pages below.
3. To select text, \_\_\_\_\_ the left button, and move the mouse pointer.
4. If you use a mouse for many hours every day, you can get \_\_\_\_\_ in your fingers.
5. With a laptop computer, plug in a mouse, or use the \_\_\_\_\_ in front of the keyboard.
6. To play some games, you need to use a \_\_\_\_\_ instead of a mouse.
7. To move up and down a page, you can \_\_\_\_\_ the mouse wheel.
8. This mouse doesn't have a ball. It's an \_\_\_\_\_ mouse.
9. One click of a mouse button is called a \_\_\_\_\_ click.
10. Two clicks of a mouse button are called a \_\_\_\_\_ click.
11. Click \_\_\_\_\_ the folder to open it.

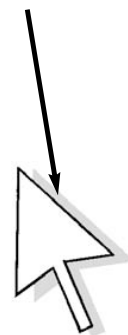
12. \_\_\_\_\_

14. \_\_\_\_\_



13. \_\_\_\_\_

15. \_\_\_\_\_



**A wheel mouse**

---

## 1.10 Other devices

---

### A. Match the devices with the places you would find them.

- |  |   |
|--|---|
| 1. cash dispenser / cash machine / ATM | a. at a supermarket checkout              |
| 2. barcode reader                      | b. connected to a pair of headphones      |
| 3. magnetic strip                      | c. in an office in 1975                   |
| 4. MP3 player                          | d. in an office, school or copy shop      |
| 5. photocopier                         | e. in the hands of a tourist              |
| 6. telex machine                       | f. in the headquarters of a large company |
| 7. video camera                        | g. on the back of a credit card           |
| 8. mainframe computer                  | h. outside a bank                         |

### B. Choose the best word.

9. When you pay by credit card, your card is \_\_\_\_\_.
- a. swooped                      b. swiped                      c. swapped
10. A laptop computer with a screen you can write on is called a \_\_\_\_\_.
- a. tablet PC                      b. table PC                      c. flat screen PC
11. An image on TV or computer screen is made up of thousands of \_\_\_\_\_.
- a. points                      b. pixels                      c. bits
12. You can draw directly onto a computer screen with a \_\_\_\_\_.
- a. bright pen                      b. light pen                      c. pixel pen
13. A camera connected directly to the internet is called \_\_\_\_\_.
- a. an internet camera                      b. a web watcher  
c. a webcam
14. The woman in the photo is wearing a \_\_\_\_\_.
- a. headpiece                      b. headphone  
c. headset
15. She talks to customers on the telephone all day. She works in a \_\_\_\_\_.
- a. telephone centre                      b. call centre  
c. talking centre



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## 2.13 Problems with software

---

**Choose the correct preposition. Then match the problem with the solution.**

1. The operating system **in / on** my computer doesn't support the latest version **of / from** this application.

2. These files are too big.

3. My computer says it hasn't got enough memory **for / to** run this program.

4. I can't understand this program. It's too complicated.

5. I think there's a bug **in / inside** this software.

6. There doesn't seem to be an icon for the program **in / on** the desktop.

7. I can't use this program. It's all **in / with** French!

8. I can't get the driver for my new printer **to / at** work.

9. I haven't got a media player **in / on** my computer.

a. You can download one for free **to / from** the internet.

b. Perhaps you could get an older version – or buy a new computer!

c. What about uninstalling the driver for your old printer?

d. Have you checked to see if there are any updates available **in / on** the internet?

e. Why don't you close **off / down** all those other applications you've got open?

f. You can get a manual. I've seen one in the local bookshop.

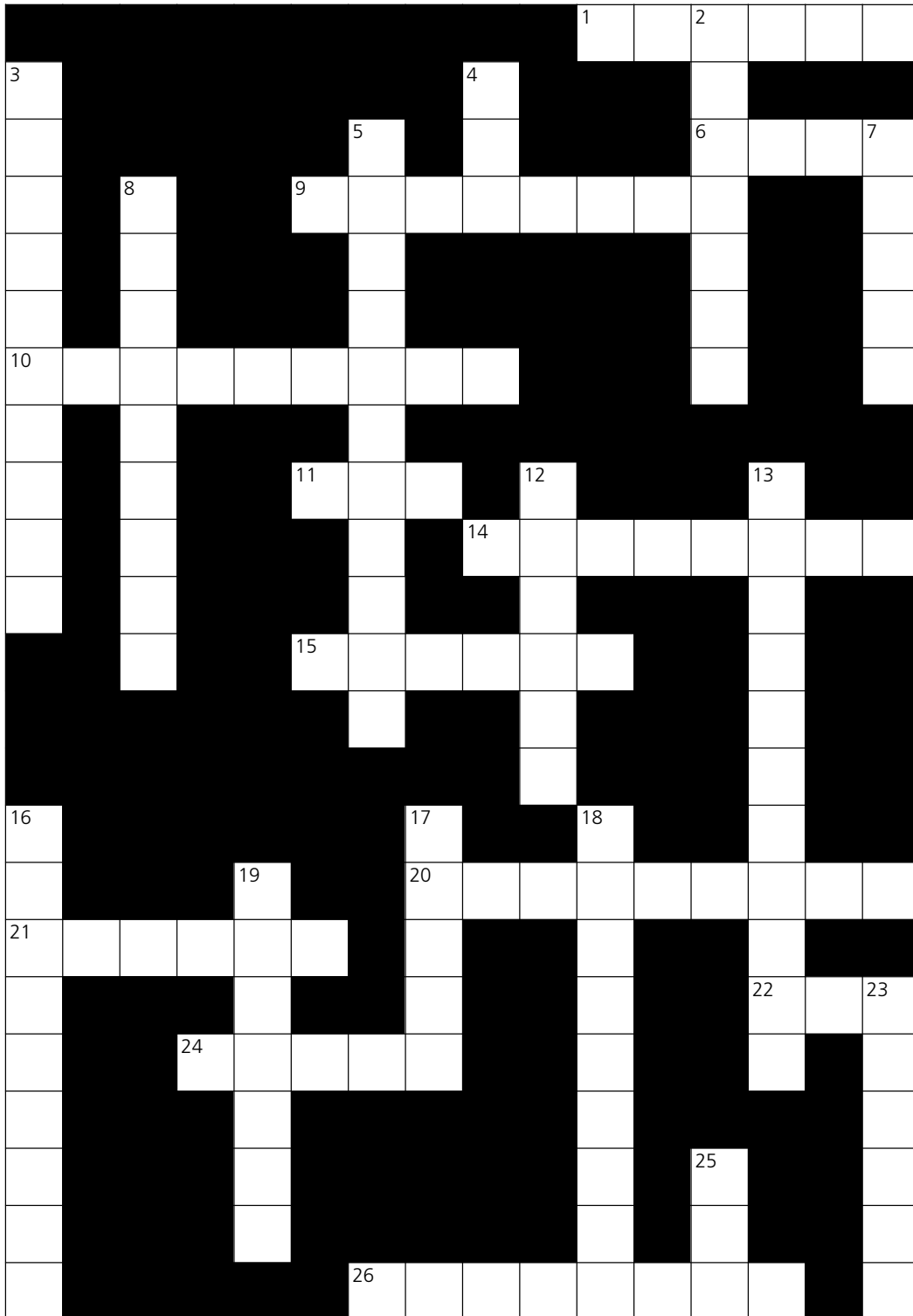
g. How about compressing them **with / by** WinZip?

h. Go **to / on** the "start" menu, and click **at / on** "All Programs".

i. Change the language setting.

1. ____	2. ____	3. ____	4. ____	5. ____	6. ____	7. ____	8. ____	9. ____
---------	---------	---------	---------	---------	---------	---------	---------	---------

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## 1.16 Review crossword

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***All the words can be found in Units 1.1 to 1.15***

### **Across**

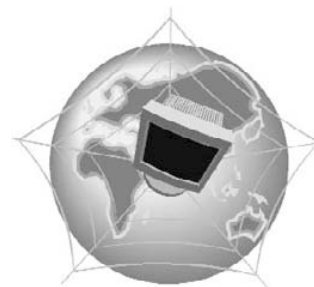
1. A camera connected to the internet. (6 letters)
6. To send an SMS message. (4)
9. The most common page orientation. (8)
10. A computer's "brain". (9)
11. It prevents a computer from overheating. (3)
14. A connection without wires. (7)
15. The place where you put a plug. (6)
20. Processor speeds are measured in these. (9)
21. The cheapest type of printer. (6)
22. Lift this before you use your scanner. (3)
24. The shop assistant does this to your credit card. (5)
26. The strip on the back of a credit or debit card. (8)

### **Down**

2. When it's dead, recharge it or replace it. (7)
3. You speak into this. (10)
4. The mouse moves on this. (3)
5. A computer, printer and scanner on a desk with a chair. (11)
7. Laser printers use this instead of ink. (5)
8. A design (for example, a type of keyboard) which is better for your body. (9)
12. An image on a screen is made up of thousands of these. (6)
13. Printers, scanners, webcams etc. (10)
16. A very large computer which never moves. (9)
17. A photo or drawing. (5)
18. You need to change or refill this when your printer runs out of ink. (9)
19. Two or more computers connected together. (7)
23. The slowest form of internet connection. (4, 2)
26. Image resolution is usually measured in this. (3)

## 3.1 The internet: the basics

**A. Choose the best word from each pair in grey type.**



### What's the difference between the Web and the internet?

Some people think that the internet and the Web are the same thing, but in fact they are different. The internet (often called simply "the net") is a global <sup>1</sup> **network / net** of interconnected computers. These computers communicate with each other <sup>2</sup> **over / through** existing telecommunications networks – principally, the telephone system. The World Wide Web (usually known as just "the Web") is the billions of web pages that are stored on large computers called web <sup>3</sup> **servers / services**.

To <sup>4</sup> **see / access** the web, you need a computer and a modem. You then connect over your telephone line to an internet service <sup>5</sup> **port / provider** (ISP), which sends your request to view a particular web page to the correct web server.

Websites are not the only service available on the internet. It is also used for many other functions, including sending and receiving email, and connecting to newsgroups and <sup>6</sup> **discussion / talking** groups.

You could say that the internet is a system of roads, and web pages and emails are types of traffic that travel on those roads.

**B. Put these operations in the order that you do them (variations are possible).**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | close down your browser   |
| <input type="checkbox"/> | connect to your ISP   |
| <input type="checkbox"/> | disconnect from the internet  |
| <input type="checkbox"/> | enter a web address (also known as a URL*) into the address field                           |
| <input type="checkbox"/> | launch your browser (for example, Internet Explorer, Netscape Navigator or Mozilla Firefox) |
| <input type="checkbox"/> | perhaps wait for a few seconds while the web-page downloads                                 |
| <input type="checkbox"/> | view the page   |

\* URL stands for Uniform Resource Locator, but the full term is almost never used

### Web addresses

Web address / URL:	<b>http://www.acblack.co.uk</b>
domain name	<b>www.acblack.co.uk</b>
host:	<b>acblack</b>
protocol:	<b>http://</b>
type of site:	<b>.co.uk</b>
country code:	<b>.uk</b>

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## 3.3 Search engines

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***What's the difference between a web directory and a search engine?***

**Web directories (for example, Excite, Lycos) list categories and sub-categories with links to websites. Search engines (for example, Google, Altavista) search the Web for web pages according to the instructions that you give them.**

### ***A. Using a search engine***

***Put the words into the spaces.***

click on	criteria	database	hyperlinks
keywords	matches	media	refine
returns	sponsored	view	

**Stage 1:** Enter one or more \_\_\_\_\_.

**Stage 2:** The search engine looks for \_\_\_\_\_ in all the web pages on their \_\_\_\_\_.

**Stage 3:** The search engine \_\_\_\_\_ the matches (or "hits") with \_\_\_\_\_ to the web pages.

**Stage 4:** The search engine may also return " \_\_\_\_\_ links". These are links to the websites of companies who have paid the search engine company.

**Stage 5:** You \_\_\_\_\_ the hyperlink to \_\_\_\_\_ the web page.

**Stage 6:** If necessary, you can \_\_\_\_\_ your search by using advanced search \_\_\_\_\_ such as language, country or the type of \_\_\_\_\_ you are looking for.

### ***B. Logical operators***

***You can refine your search by using logical operators. Match the search engine instructions with the matches.***

- |                            |   |
|----------------------------|---|
| 1. "English vocabulary"    | a. Pages where both words appear.   |
| 2. English + vocabulary    | b. Pages containing the phrase <i>English vocabulary</i> .                                      |
| 3. English NEAR vocabulary | c. Pages containing one of the words, but not both.   |
| 4. English OR vocabulary   | d. Pages where the two words appear close together.   |
| 5. English NOT vocabulary  | e. All pages that contain <i>English</i> except the ones which also contain <i>vocabulary</i> . |
-