

## IT systems. GUI operations

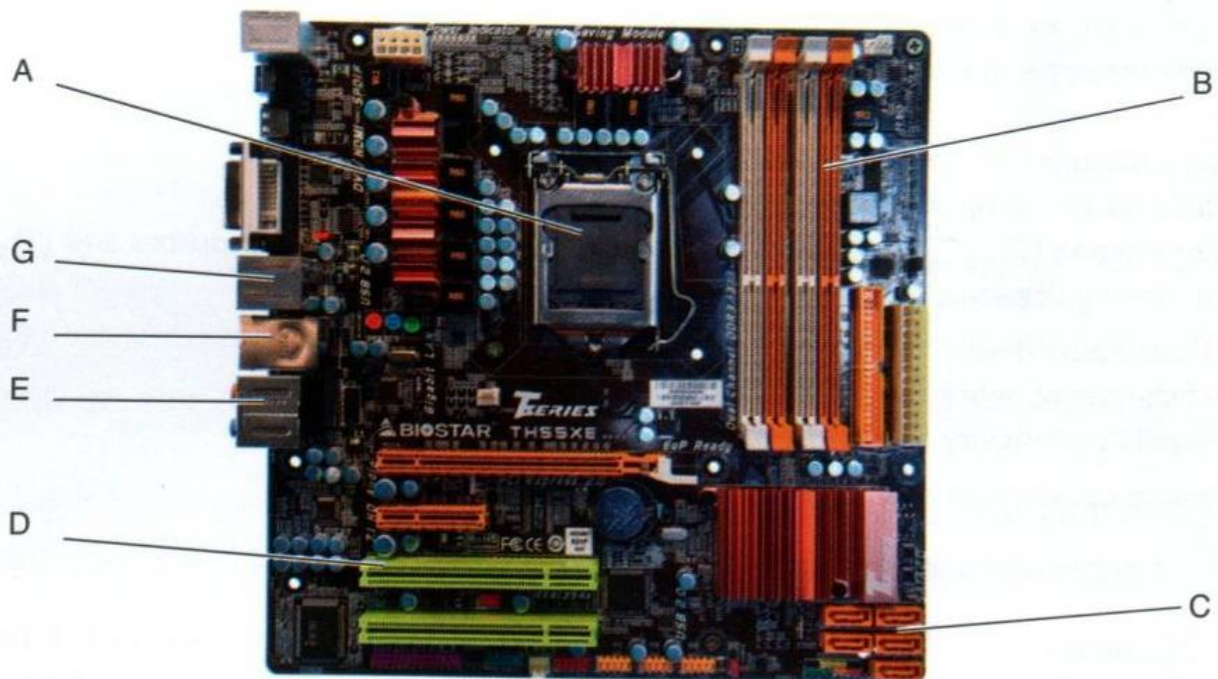
**Task 1. Answer the questions: What is the difference between peripherals and internal hardware? Name as many of each as you can. Can you install any?**

**Task 2. Are these items internal components (I), peripherals (P) or storage (S)? For some items, there are more than one possible answer.**

- |                          |                           |
|--------------------------|---------------------------|
| 1 external drive ____    | 7 mouse ____              |
| 2 hard disk drive ____   | 8 memory ____             |
| 3 headphones ____        | 9 monitor ____            |
| 4 optical drive ____     | 10 power supply unit ____ |
| 5 keyboard ____          | 11 printer ____           |
| 6 solid state drive ____ | 12 screen ____            |

**Task 3. Listen to a technician (Track 7) describing the motherboard to a new trainee. Match these words to A-G in the photo below.**

- |                     |                             |                 |
|---------------------|-----------------------------|-----------------|
| 1 audio socket ____ | 4 Ethernet connector ____   | 7 USB port ____ |
| 2 CPU socket ____   | 5 graphics card socket ____ |                 |
| 3 DIMM slot ____    | 6 SATA socket ____          |                 |



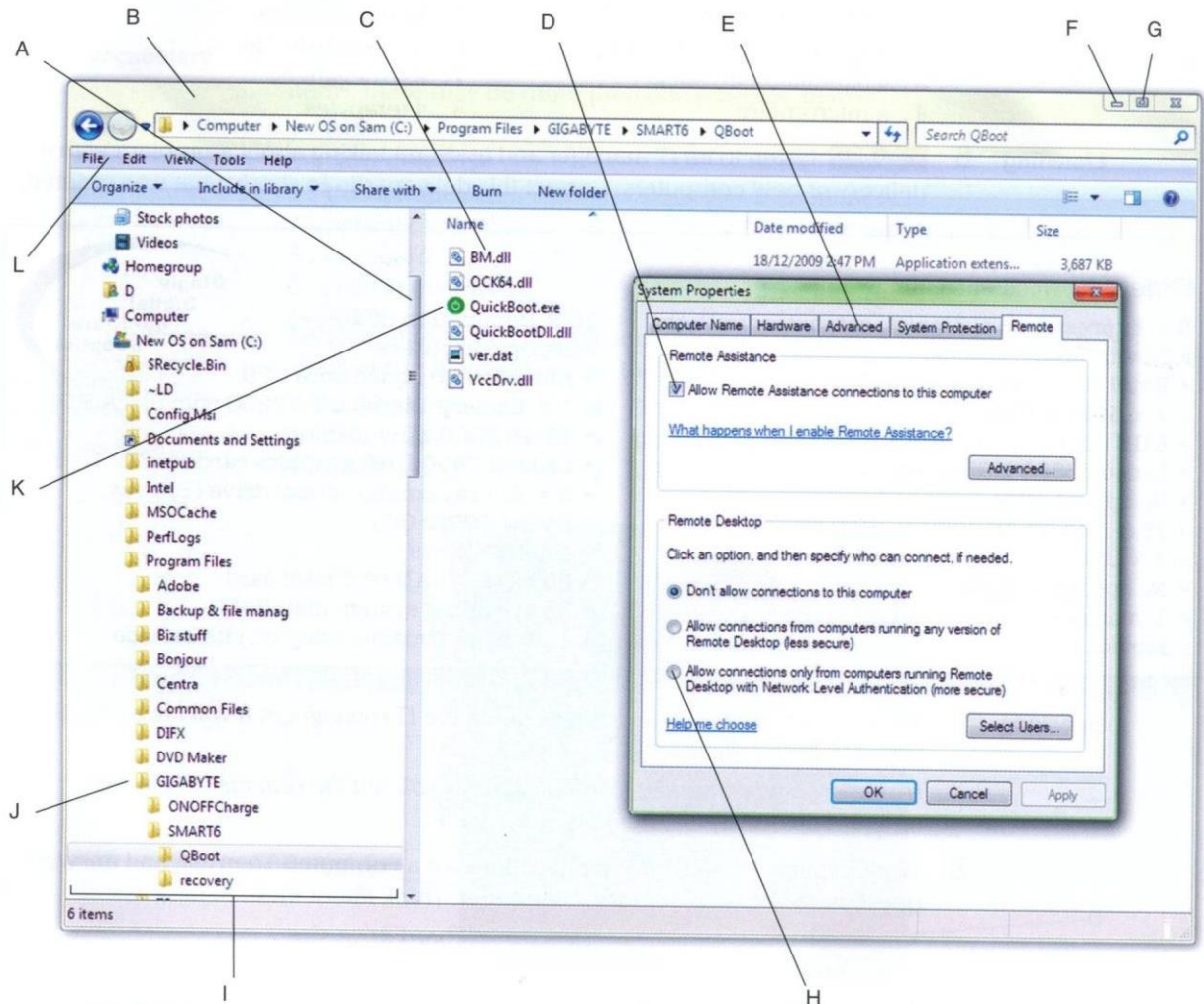
**Task 4. Match the prefixes in the box to these numbers.**

dual- giga- kilo- mega- micro- milli- nano- quad- tera-

- |                              |                        |                      |
|------------------------------|------------------------|----------------------|
| 1 1,000,000,000,000<br>_____ | 3 1,000,000<br>_____   | 7 1,000,000<br>_____ |
| 2 1,000,000,000<br>_____     | 4 1,000<br>_____       | 8 4<br>_____         |
|                              | 5 0.000000001<br>_____ | 9 2<br>_____         |
|                              | 6 0.000001<br>_____    |                      |

**Task 5. Match these words to A-L in the screenshot below.**

1. scroll bar 2. menu 3. “minimise” button 4. “maximise” button 5. title bar 6. icon
7. folder 8. filename 9. left-hand pane 10. tab 11. check box 12. radio button



**Task 6. Match actions to their results.**

- |                                 |                                       |
|---------------------------------|---------------------------------------|
| 1 Double click on the title bar | a) to open a new menu.                |
| 2 Click on a menu               | b) and the window fills the screen.   |
| 3 Right-click on an icon        | c) if you want to move the window.    |
| 4 Slide the scrollbar down      | d) to hide the window.                |
| 5 Click the 'Minimise' button   | e) to scroll the window down.         |
| 6 Drag the title bar            | f) to open it.                        |
| 7 Select the icon               | g) and its background changes colour. |

**Task 7. Listen to a help desk technician talking to an IT user (Track 10). What information is the technician looking for?**

**Task 8. Listen again. Number the instructions in order you hear them.**



- |   |   |
|---|---|
| <input type="checkbox"/> Choose 'Properties' from the menu. | <input type="checkbox"/> Choose the 'Details' tab.                |
| <input type="checkbox"/> Just select 'Manage'.              | <input type="checkbox"/> Just right-click where it says 'Disk 0'. |
| <input type="checkbox"/> Select 'Install date'.             | <input type="checkbox"/> Can you scroll up to the top?            |

Giving instructions	
We often use <b>imperatives</b> to give instructions. We use ' <b>softeners</b> ' such as <i>could you</i> , <i>can you</i> and <i>just</i> to make the instructions sound more polite.	<i>Drag the window to the left.</i> <b>Could you just</b> double click on the bottom icon?
We use <b>sequencers</b> (e.g. <i>first</i> , <i>then</i> , <i>next</i> , <i>after that</i> , <i>finally</i> ) to show the order of the steps.	<b>First</b> , just click on the 'Start' button. <b>Then</b> select 'Shut down' in the bottom right corner.

**Task 9.** . Look at the instructions in 8. Underline the imperatives. What softeners does the speaker use?

**Task 10.** Put these steps in reinstalling an operating system in correct order. Then find words in these instructions that match the definitions.

- ☐ During the process, the computer will restart by itself several times.
- ☐ Near the end of the process, you can partition the hard drives.
- ☐ In the BIOS, set the first boot drive to DVD. Then reboot again.
- ☐ At the end of the process, the operating system will ask for the product key, time, date, network type and details for user accounts.
- ☐ First, put the installation DVD into the optical drive. Then reboot the computer while you press the 'F2' key. The BIOS will now start.
- ☐ This time, the computer will boot from the DVD and installation will begin.
- ☒ Before you start, back up everything.
- ☐ Near the start of the process, it will ask you to agree to the licence terms.

- 1 start again \_\_\_\_\_
- 2 split a hard drive into parts that act like separate drives \_\_\_\_\_
- 3 software built into a computer that controls how it starts up \_\_\_\_\_
- 4 the drive that the computer reads first when starting up \_\_\_\_\_
- 5 software comes with this to show you are the owner \_\_\_\_\_
- 6 settings for a user \_\_\_\_\_
- 7 switch a computer off and on again \_\_\_\_\_
- 8 a series of actions to do something \_\_\_\_\_
- 9 copy data to another place so that you don't lose it \_\_\_\_\_
- 10 rules about how you can use software \_\_\_\_\_

**Task 11. Grammar (articles).** Match the rules with the examples. We use a/an with singular countable nouns:

1	in exclamations <i>What a/an ... !</i>	A	Morse code is a cipher.
2	when you say what somebody's job is	B	Look! It's a new book about Ancient Greece.
3	in expressions like <i>once a week</i> , <i>twice a month</i> , <i>\$1.50 a kilo</i> , etc.	C	I watch science fiction films once a month.
4	when you say what kind a thing is	D	What an unusual code!

5	when you mention a thing or person for the first time	E	James Bond was a spy.
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**Task 12. Grammar (articles). Match the rules with the examples. We use the with singular and plural countable nouns, and uncountable nouns:**

1	when it is clear which thing or person you mean (because there is only one)	A	Look! It's a new book about Ancient Greece. The book is worth reading.
2	when you talk about something you have already mentioned	B	If you have any questions about this rule, ask the teacher.
3	before superlatives	C	Who were the most famous spies in your country?

Don't use any article with plural and uncountable nouns when you are speaking in general.

- We work under stress.
- Codes are usually difficult to solve.

### **But!**

Don't forget about the article with plural countable and uncountable nouns when you talk about something you have already mentioned, or when it is clear what things or people you mean.

- The codes we use are difficult to solve.

### **Task 13. Complete the text with the correct articles**

In 1897, Edward Elgar, a/the /- British composer, sent a/the/ message in code to his friend, Miss Dora Penny. A/The/ message is still a/the mystery. Edgar Allan Poe, a/the/ famous author, often included the/- codes in his poems and writings. In 1839, he asked the/- readers of one magazine to send him the/ - messages in code. 150 years later, two of the / - codes were still not solved. The / - first of the / - codes was solved in 1992. Then Williams College offered \$2,500 to a/the/- person who could solve a/the/- most difficult code. A/The/- competition attracted a/the/- worldwide interest. Finally, Gil Broza solved it in October 2000.

### **Task 14. Complete the sentences with the correct article: a/an, the or "—" (if no article is needed)**

Morse code is a/an, the, or"—" method of sending a/an, the, or"—" text information that can be easily understood by a/an, the, or"—" skilled listener without a/an, the, or"—" special equipment. It is named after Samuel F. B. Morse, a/an, the, or"—" American painter and inventor.

Morse code is a/an, the, or"—" unique sequence of a/an, the, or"—" dots and dashes. A/An, The, or"—" most common distress signal is SOS.

Nowadays Morse code is mostly used by a/an, the, or"—" radio operators.