# Unit 1

## 3.

1. Software: Programs/instructions added to computers

2. Code: Program language

3. Hardware: The physical parts of a computer

4. Data processing: the act of using information

5. Information Security: the act of protecting information

6. Online: connected to the internet

7. Technical support: helping people use/understand technology

8. Data: numbers entered/held in the computer­

9. Quality assurance: checking products for problems

10. Encoding: putting secret information into code

## 4.

1. data

2. encoding

3. quality assurance

## 5.

quality assurance

## 6.

1. B

2. A

## 7.

1. restructuring

2. quality assurance

3. information security

4. transfer

5. think about

# Unit 2

## 2.

1. C  
2. D  
3. D

## 3.

1.PDA  
2.laptop  
3.desktop computer  
4.computer  
5.handheld pc  
6.server  
7.supercomputer

## 4.

1.B  
2.A  
3.C

## 5.

They use laptops when on business trips, however when they aren’t, they use desktop computers, PDAs or workstations

## 6.

1. D
2. B

## 7.

1. Desktop computers
2. IT Department
3. Workstation
4. log on
5. reserve

## 9.

1. Desktop computer
2. Laptops
3. connect to it
4. Workstation

# Unit 3

### 2.

1. A  
2. C  
3. B

### 3.

1. C  
2. B  
3. E  
4. F  
5. D  
6. A

### 4.

1. Fan  
2. Power supply  
3. Case  
4. Disk Drive

### 5.

the processor

### 6.

1. F  
2. T  
3. T

### 7.

1. Hard Drive  
2. Motherboard  
3. Power supply  
4. Unplugging  
5. Case

## 4.

### 1.

1. Through the User Interface

2. basically any device

### 2.

1. F (The keyboard has a wireless connection.)  
2. T (The LCD monitor does not require a lot of room.)  
3. F (The touch screen comes with a keyboard.)

### 3.

1. C (a device that enters information into a computer)  
2. E (a device that is used to control a pointer or cursor)  
3. A (a device that reads images and sends them to a computer)  
4. D (a device that gathers sounds)  
5. B (a device that displays images)

### 4.

1. \_✔  
2. \_✔  
3. ✔\_  
4. \_✔  
5. \_✔

### 5.

Connecting the peripherals to the computer

### 6.

1.   
2. ✔  
3.   
4.   
5. ✔  
6.

### 7.

1. upgrade  
2. enter  
3. touch screens  
4. peripherals  
5. printer