# 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

# Unit 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

## Other Paper, Unit 4

### 47th page, B

1. well paid
2. lose the job
3. night shift
4. cancel an appointment
5. Dead-end job
6. full-time job
7. mental work
8. a permanent job
9. fire someone
10. a new worker

### 48thpage, C

1. well-paid
2. support
3. sacked
4. was also made redundant
5. on the dole
6. qualifications
7. working conditions
8. start our own business
9. retired
10. in charge of the company

# Unit 5

## 1.

Routers, switches

## 2.

1. B  
2. A  
3. C

## 3.

1. The router lets a network connect to the Internet   
2. A LAN is a type of network  
3. Businesses communicate on the internet  
4. We do not use cables for our network. We have a WLAN  
5. Routers need a correct configuration to work properly   
6. Businesses with a LAN use CAT-5 Cable to connect computers   
7. It is sometimes necessary to cycle a network to make it work   
8. The DHCP provides different IP addresses for computers

## 4.

1. C  
2. B  
3. A

## 5.

cycling the network, refreshing the DHCP

## 6.

1. C  
2. B

## 7.

1. router  
2. network  
3. support  
4. connects computers  
5. apart

# Other paper

## 49./A

1. Responsible  
2. Money  
3. Family  
4. twenty years  
5. Five years  
6. French, german  
7. Japanese

# Unit 6

## 2.

1. C  
2. C  
3. D

## 3.

1. pointer  
2. icons  
3. operating system  
4. desktop  
5. GUI  
6. windows

## 4.

1. C  
2. A  
3. B

## 6.

1. C  
2. D

## 7.

1. desktop icons  
2. save  
3. options menu  
4. I’m sorry  
5. right-click  
6. Thanks

# Papír

## 10.2

1. példa
2. Have you been waiting for long?
3. Have you caught any fish?
4. How many people have you invited?
5. How long have you been teaching?
6. How many books have you written?
7. How long have you been saving for?  
   How much money have you saved?

## 10.3

1. példa
2. Somebody is trying to
3. did you work
4. Have you ever worked
5. did she go
6. I have had
7. I have been watching
8. he has appeared
9. I haven’t been waiting for
10. you were crying
11. it stopped
12. They aren’t playing
13. I lost, have you seen
14. I have read, I did not finish
15. I have read

## Uhhh paper

1. Arriving late or too early – Túl korán vagy későn érkezni  
   **EN**Punctuality is, of course, essential when attending a job interview. Arriving on time into only demonstrates your reliability, but it is also courteous and ensures that you get adequate time to make a good impression. On the flip side, though, arriving too early can be equally damaging to your prospects because it can interrupt the interviewer’s schedule.  
   **HU**A Pontosság, persze, szükséges, amikor egy munkaállás felvételin megjelenünk. Időben megérkezés nem csak bemutatja a megbízhatóságodat, de udvarias is, és biztosítja, hogy elég időt kapsz, hogy egy jó benyomást készíts. Ellenkezően viszont túl korán érkezni ugyanannyira káros lehet a kilátásodra, mivel megzavarhatja a felvételiztető időrendjét.
2. Not doing your homework – Nem csinálni meg a házit  
   **EN**If you arrive unprepared for a job, it will seem like you don’t care if you get the position or not. So, research the company before an interview, and familiarize yourself with the role and what it entails. The questions you ask at an interview should fill in the gaps and not the questions that a serious contender for the position would already have answered for themselves.  
   **HU**Ha felkészülés nélkül érkezel a felvételire, akkor úgy fog kinézni, hogy nem érdekel, hogy megkapod-e a pozíciót vagy nem. Szóval kutassad fel a céget az interjú előtt, és ismerkedj a szereppel, amit maga után von. A kérdések, amiket felteszel a felvételi alatt, azoknak a lyukakat kéne betöltenie és nem a kérdéseket, amiket egy komoly vetélytárs megválaszolt volna magának.
3. dressing Inappropriately – Nem illetékesen öltözni  
   **EN**Interviews should not be fashion parades and arguably, appearance is not as vital as skills and qualifications. Nevertheless, interviewers are only human and make snap judgements based on what they see. The way you dress says a lot about your professionalism and desire to get the job. Consequently, it is best to play it safe when dressing for a job interview. Dress smartly and conservatively and in a manner appropriate for the role.  
   **HU**  
   A Felvételiknek nem kéne egy – parádénak Lennie, és feltehetően a kinézetnek nem kéne olyan fontosnak Lennie, mint képességeknek és képesítéseknek. Mindazonáltal, a felvételiztetőknek emberi dolog elhamarkodott ítéleteket tenni. Az, ahogy öltözöl sokat mond a professzionalizmusodról és a szerep megszerzéséről való vágyadról. Következtetésképpen, a legjobb biztonságosan felöltözni amikor felvételire megyünk. Okosan öltözz és olyan módon, ami megfelelő a szerepnek.
4. Failing to Bring the appropriate materials – Nem hozni el a megfelelő anyagokat
5. Displaying lack of enthusiasm – Lelkesedés kimutatásának hiánya
6. Talking too much about yourself – Túl sokat beszélni magunkról
7. getting too personal – Túl személyesnek lenni
8. not expanding on answers – Nem kiegészíteni a válaszokat
9. Not preparing answers to the standard questions – Nem előkészíteni a válaszokat szokásos kérdésekre
10. Not asking any questions – Semmilyen kérdést feltenni

# Unit 7.

## 1.

## 2.

1. F
2. T
3. T

## 3.

1. Use a **macro** to type out phrases that you use a lot.
2. My file won’t open due to a **compatibility** problem.
3. Instead of writing by hand, use a **word processing program**.
4. This file is in a **format** that doesn’t open in TypeWrite.
5. Save each **document** with a different name so you have a copy of each.
6. The letter’s **layout** is wrong. The heading is in the wrong place.
7. Increase the **font** size to make the file easier to read.
8. Most word processor offer **spell check** to help you find mistake.

## 4.

1. B
2. C
3. B

## 5.

## 6.

1. A
2. C

## 7.

1. word processing
2. open
3. format
4. compatible
5. information
6. programs

## 9.

Dear Jebediah Kerman

it won’t open

format

Typing Suite

compatible

opens in