# 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

## 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