

# YMH 213

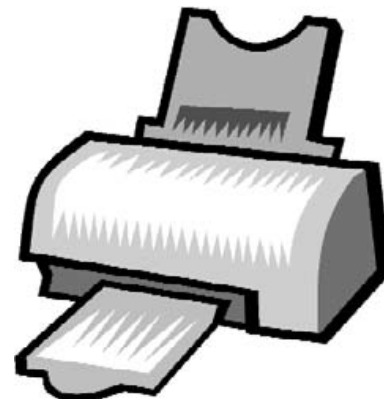
# Mesleki İngilizce

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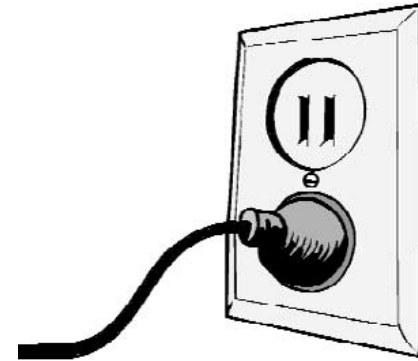
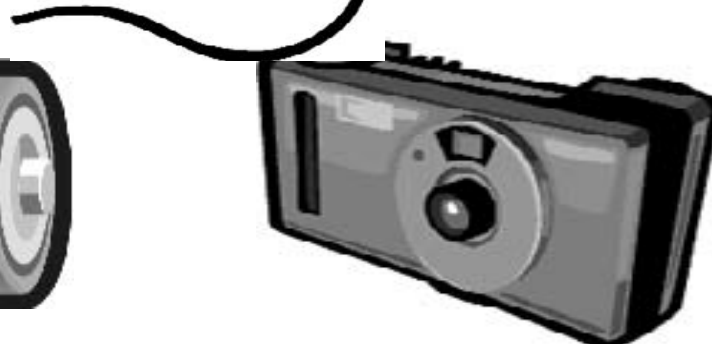
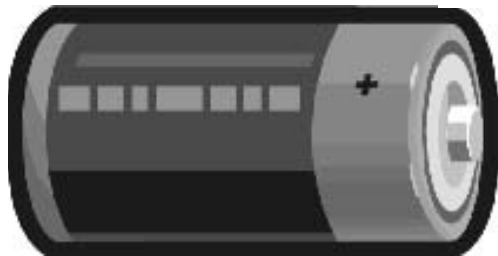
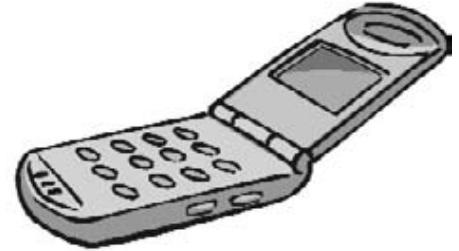
**3. Hafta:** Basic Concepts for Computer

# Hardware

- battery
- data cable
- Plug
- socket
- desktop computer
- digital camera
- fax machine
- Mouse

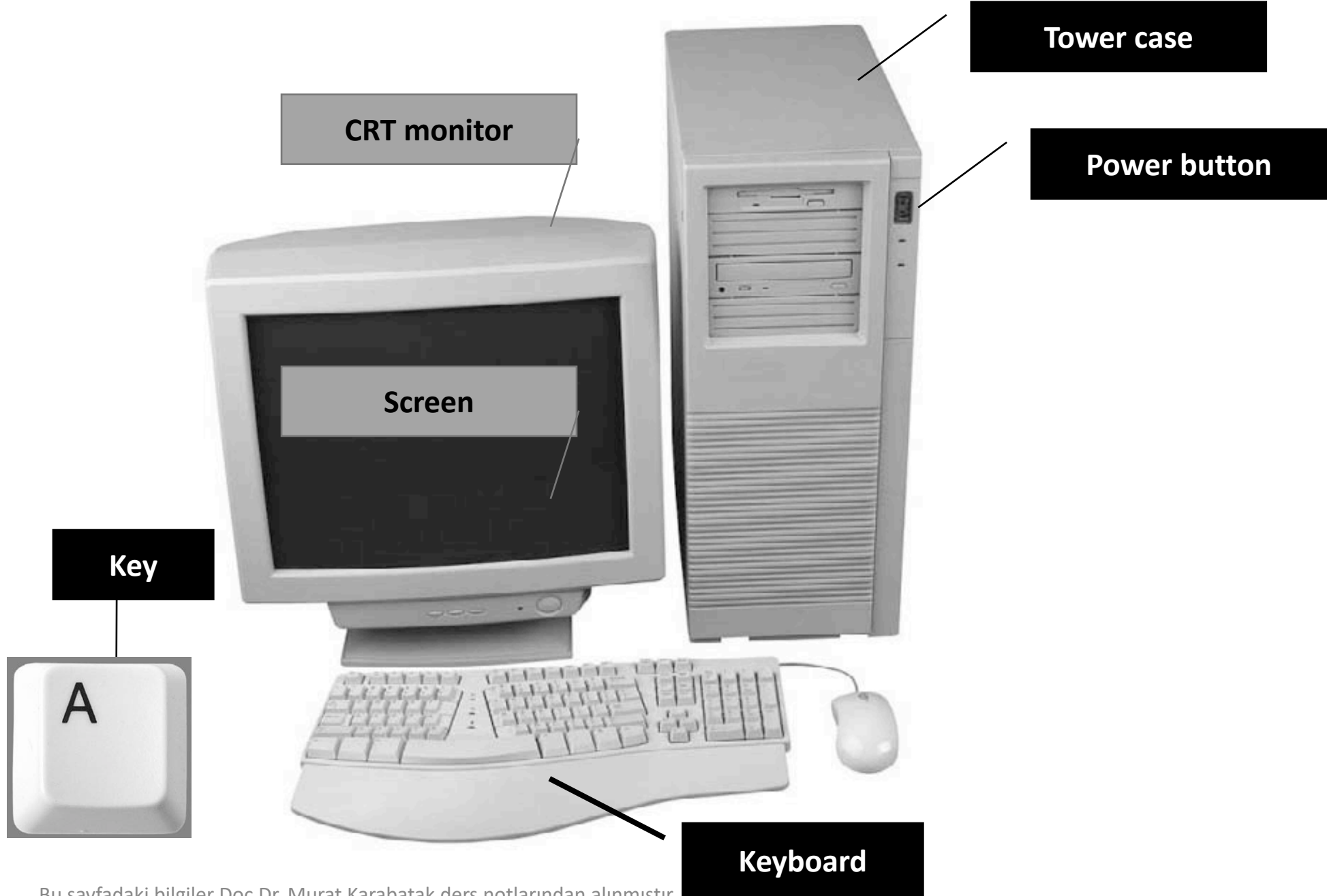


- ▶ PDA (Personal Digital Assistant)
- ▶ docking station
- ▶ printer
- ▶ projector
- ▶ Scanner
- ▶ mobile phone
- ▶ laptop computer (or notebook)



## 1.2 Some useful verbs

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- The diagram shows a matching exercise. On the left, there is a list of eight verbs, each preceded by a bullet point and a number. On the right, there is a list of eight objects, each preceded by a blue arrow and a letter. Blue lines are drawn from each verb to its corresponding object, creating a series of connections. The connections are as follows: 1. recharge connects to f. battery; 2. click on connects to g. mouse; 3. dial connects to c. a number on your mobile phone; 4. give connects to d. a presentation; 5. move connects to e. something with the mouse; 6. print out connects to h. twenty pages; 7. send and receive connects to a. digital photos; 8. take some connects to b. faxes.
- 1. recharge
  - 2. click on
  - 3. dial
  - 4. give
  - 5. move
  - 6. print out
  - 7. send and receive
  - 8. take some
- ▶ a. digital photos
  - ▶ b. faxes
  - ▶ c. a number on your mobile phone
  - ▶ d. a presentation
  - ▶ e. something with the mouse
  - ▶ f. battery
  - ▶ g. mouse
  - ▶ h. twenty pages



# Computer Keyboard

Num Lock, Caps Lock, and Scroll Lock indicators



# Keys

- 1. To go back one space, hit the \_\_\_\_\_.
- 2. To change to capital letters, press the \_\_\_\_\_.
- 3. To change the capital letters permanently, hit the \_\_\_\_\_.
- 4. To insert a tabulation, press the Tab \_\_\_\_\_.
- 5. To activate the copy function, press the \_\_\_\_\_ combination on the keyboard.
- 6. To reboot the operating system or opens Task Manager, press the \_\_\_\_\_ combination.
- 7. To stop the computer doing something, you can press the \_\_\_\_\_.
- 8. Select the text you want to remove, and hit the \_\_\_\_\_.