

Computers

installing software

- **boot up/start up** the computer
- **insert** the program **disk/CD-ROM**
- **follow** the set up **instructions**
- **reboot/restart** the computer

creating a document

- **select** the new document **option** from the **pull-down menus** or **click** on the new document **icon**
- **type, edit** and **format** the document
- **print out** the document
- **save** and **close** the document



resizing a window

cutting and pasting text

- **scroll down** the text to find the **block of text** you want to **move**
- **position** the **cursor** at the beginning of the block of text
- **hold down** the **left mouse button** and **highlight** the block of text
- **release** the **left mouse button**
- **click on** the **right mouse button** and **select** the cut text **option** from the **pop-up menu**
- **move** the **cursor** to where you want the text to go
- **select** the **paste text option**

running several applications at the same time

- **double click on** the different program **icons**
- **move** and **resize** the program **windows** as required
- **click on** a program's **window** to use that program
- when finished, **close** the **windows**

looking up something on the Internet

- **connect** to the **Internet**
- **type in** the **website address** or **click on/follow** a **link**
- **access** the **website**
- **browse/search** the **website** to find the information
- if necessary, **download** the **information**

backing-up a file onto a floppy disk

- **insert** a **blank disk** and **format** it if necessary
- if using an old disk, **wipe** the **disk** or **delete/erase** some of the **files** to **create space**
- **compress/zip** the **file** if it is too large
- **copy/save** the **file** onto the disk
- if necessary, **rename** the backed-up **file**
- **eject/remove/take out** the disk