

2.1 Software: the basics

A. Choose the correct word to fill the spaces.

1. Turn on your computer. It will usually take a few minutes to boot up.
- | | | |
|---|------------------------|-----------------------------|
| a. boot itself
arrancar por sí mismo | b. boot up
arrancar | c. get booted
arrancarse |
|---|------------------------|-----------------------------|
2. Windows XP, Macintosh OSX and Linux are a.
- | | | |
|---|---|--|
| a. operating systems
sistemas operativos | b. operating tools
herramientas operativas | c. operators
operarios / operadores |
|---|---|--|
3. On my computer, I have a picture of my cat as the a.
- | | | |
|--|--|--|
| a. desktop background
fondo de escritorio | b. desktop picture
imagen de escritorio | c. desktop scene
escena de escritorio |
|--|--|--|
4. Microsoft Word, Adobe Acrobat and CorelDraw are programs or b.
- | | | |
|-------------------------------|----------------------------|---------------------------------|
| a. applicators
aplicadores | b. appliers
aplicadores | c. applications
aplicaciones |
|-------------------------------|----------------------------|---------------------------------|
5. To open Microsoft Word, click on the c.
- | | | |
|-----------------------------|----------------------|------------------|
| a. picture
imagen / foto | b. symbol
símbolo | c. icon
ícono |
|-----------------------------|----------------------|------------------|
6. I keep all my digital photos in a a called "Photos".
- | | | |
|----------------------|----------------------|----------------|
| a. folder
carpeta | b. packet
paquete | c. box
caja |
|----------------------|----------------------|----------------|
7. Is it possible to open Microsoft Excel a in Word?
- | | | |
|--------------------|----------------------|---------------------|
| a. texts
textos | b. files
archivos | c. pages
paginas |
|--------------------|----------------------|---------------------|
8. In Microsoft Word, to start typing a new letter, open a new a.
- | | | |
|--------------------------|-------------------|-------------------|
| a. document
documento | b. page
página | c. paper
papel |
|--------------------------|-------------------|-------------------|
9. When you c a document, it's sent to the recycle bin.
- | | | |
|------------------------|----------------------|---------------------|
| a. destroy
destruir | b. erase
eliminar | c. delete
borrar |
|------------------------|----------------------|---------------------|
10. Deleted documents stay in the recycle bin until you b it.
- | | | |
|-------------------|-------------------|--------------------|
| a. wash
lavado | b. empty
vacío | c. clean
limpio |
|-------------------|-------------------|--------------------|
11. In Windows, the icon is just a b to the application. If you delete the icon, the application will still be on your computer.
- | | | |
|--------------------------|----------------------|-----------------|
| a. connector
conector | b. shortcut
atajo | c. link
link |
|--------------------------|----------------------|-----------------|
12. If the computer crashes, you can try pressing the a button.
- | | | |
|-------------------------|-----------------------------|-----------------------------------|
| a. restart
reiniciar | b. recommence
recomenzar | c. replay
reproducir / repetir |
|-------------------------|-----------------------------|-----------------------------------|
13. When I've finished using my computer, I always b.
- | | | |
|------------------------------|-----------------------------|----------------------------|
| a. close it down
cerrarlo | b. shut it down
apagarlo | c. shut it off
apagarlo |
|------------------------------|-----------------------------|----------------------------|
14. If I leave my computer on without using it, after a while it goes into c mode.
- | | | |
|---------------|------------|------------|
| a. stand down | b. waiting | c. standby |
|---------------|------------|------------|

B. Insert the missing words.

close
drag-and-drop
find
free-up
installed
launch
password
renamed
running
save
search
start-menu
uninstalling
user
window

1. I couldn't open the document you emailed me. I don't have Microsoft Word installed on my computer.

2. Click on that icon to launch Internet Explorer.

3. I save an important document, and now I can't find it.

4. If your computer is running several applications at the same time, it's more likely to crash. It's better to close the applications you're not using.

5. You can access all the applications on your computer from the start menu.

6. You can view two Word documents on the screen at the same time. You just open a new window.

7. It's easy to move files into a folder. You can just drag and drop.

8. I asked the computer to search for files with "English" in the name, but it didn't find any.

9. This is a shared computer. Each user has their own password.

10. You can free up space on your hard drive by uninstalling applications you never use.

11. If you renamed your photos as JPEGs instead of TIFFs, you'll use a lot less memory.

2.2 Using software: useful verbs

Match the words on the left with the words on the right.

Set 1

- | | | |
|--------------------------------|---|--------------------------|
| 1. arrange the | → | a. a Microsoft Word file |
| 2. cut and paste | → | b. a new window |
| 3. install | → | c. photo. It's too big. |
| 4. open the document in | → | d. an application |
| 5. resize the | → | e. some text |
| 6. save it as | → | f. icons on the desktop |

Set 2

- | | | |
|--------------------------|---|-----------------------------|
| 1. copy the | → | a. for a lost file |
| 2. customize your | → | b. a program |
| 3. launch | → | c. "search" function |
| 4. search | → | d. text into a new document |
| 5. send the file | → | e. to a different folder |
| 6. use the | → | f. desktop |

Set 3

- | | | |
|-----------------------------------|---|--------------------|
| 1. accidentally deleted an | → | a. menu |
| 2. exit | → | b. important file |
| 3. click on that button | → | c. an application |
| 4. pull down a | → | d. as a web page |
| 5. replace the existing | → | e. on the task bar |
| 6. view | → | f. file |

Set 4

- | | | |
|-------------------------|---|------------------------|
| 1. close down an | → | a. after a session |
| 2. log off | → | b. all folders |
| 3. look in | → | c. application |
| 4. put the file | → | d. hard drive |
| 5. run a | → | e. on a USB memory key |
| 6. wipe the | → | f. program |

Write the words into the spaces.

adding

default

format

properties

tasks

background

digital

image

screen saver

wallpaper

customising

displayed

performance

setting up

wireless

The control panel provides options for ¹ customising the appearance of your computer screen, ² adding or removing programs and ³ displayed network connections.

When you get a new computer, perhaps the first thing you will want to do is set the date and time. You can also choose the ⁴ format for dates and times. For example, November 4th 2007 can be ⁵ setting up as 04-11-2007, 2007-11-04 or in various other formats.

You may wish to change the desktop ⁶ background to a picture, for example a personal photo taken on a ⁷ digital camera. A picture on the desktop background is also known as ⁸ wallpaper.










If a computer screen shows the same ⁹ image for a very long time, it can leave a permanent impression. To avoid this, you can choose a ¹⁰ screen saver. This is usually a simple moving pattern which activates if the computer is not used for a set amount of time (for example, five minutes).

You can also use the control panel to set up or change internet and other network connections, including ¹¹ wireless network connections.

In fact, you can change most aspects of your computer's ¹² performance through the control panel, such as the system ¹³ properties, modem settings, scheduled ¹⁴ tasks, although most users prefer to leave on the ¹⁵ default settings rather than changing them.

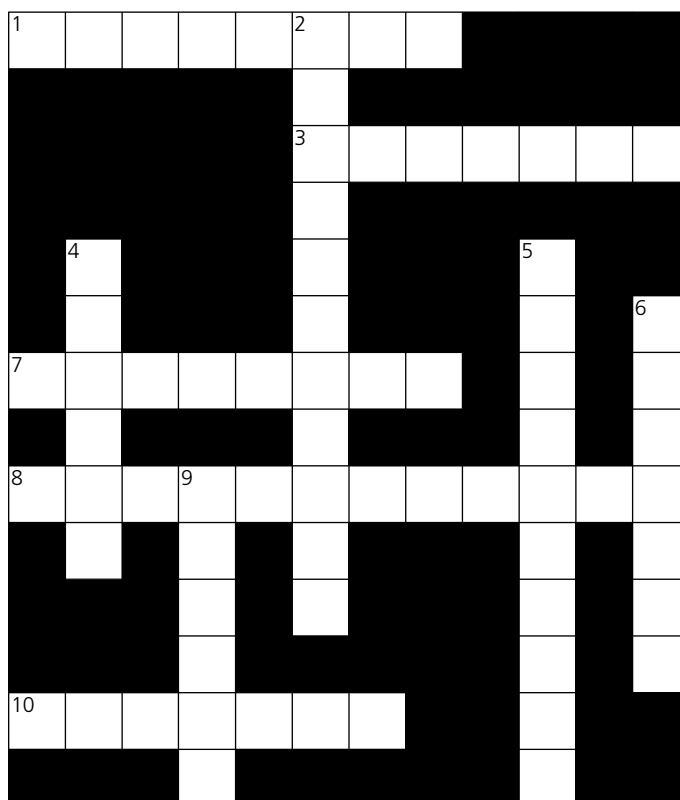
2.4 Applications

A. Match the descriptions on the left with these famous applications.

- | | | |
|----------------------------|---|-------------------------|
| 1. word processor |  | a. Adobe Photoshop |
| 2. spreadsheet |  | b. Internet Explorer |
| 3. virus protection |  | c. Microsoft Word |
| 4. browser |  | d. Microsoft Excel |
| 5. image editor |  | e. Microsoft PowerPoint |
| 6. media player |  | f. Norton AntiVirus |
| 7. email software |  | g. Outlook Express |
| 8. presentation software |  | h. Adobe PageMaker |
| 9. graphic design software |  | i. RealPlayer |

B. Crossword

1. programs which tell the computer what to do (8)
2. a piece of software which makes a computer do a task (for example, edit an image) (11)
3. any set of instructions for a computer (7)
4. software which operates a peripheral, such as a scanner or printer (6)
5. application which stores and displays digital photos (5,5)
6. you enter a security code to prove that you have a _____ to use the software (7)
7. software which prevents unauthorised access to your computer over the internet (8)
8. a series of letters and numbers which you have to enter before installing some programs (8,4)
9. download new features for an application (6)
10. an unauthorised copy of a program (7)



2.5 Some useful adjectives

A. Choose the best words.

1. Software which is easy to use is...
a. user-easy b. user-friendly c. usable
2. Software which is obvious to use is...
a. intuitive b. guessable c. comprehensible
3. Software which is not obvious to use is...
a. counter-intuitive b. unintuitive c. non-intuitive
4. Software for use by children and schools is...
a. learning b. teaching c. educational
5. Software for use by businesses is...
a. commercial b. businesslike c. busy
6. Software made specially for one company is...
a. one-off b. unique c. tailor-made
7. Software for use at home is...
a. for home use b. for house use... c. for household use
8. Software which has been illegally copied is...
a. unreal b. pirated c. fake
9. Software which has been bought from the company that produced it is...
a. real b. justified c. licensed

Types of software

B. Match the type of software with the definition.

-
1. trial version
 2. shareware
 3. freeware
 4. home-use version
 5. professional version
- a. A **simplified** version which is cheaper to buy.
 - b. Software which is in the **public domain**. Anybody can use it without paying.
 - c. The **full version** with all the features.
 - d. You can try it for a while for free. Then if you want to keep using it, you are expected to pay a small **fee** to the writer.
 - e. You can use it for free for a while (often a month). When the **trial period** finishes, you have to pay, or the program will **de-activate**.