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**ОТЧЕТ**

**UNIT 10**

«Computing Support Officer»

по дисциплине:

**Профессиональная подготовка на английском языке**

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**Starter**

1. Study this screen display of Windows Explorer. Add these titles to the texts:

Toggle-box - a

Explorer pane - d

Selected icon - c

Divider - e

Guidelines - b

Navigation pane -f

**Listening**

2. Barbara is a Computing Support Officer in a large company. She's advising Clive, the Sales Director. Listen to Part 1 of the recording to find the answers to these questions:

1 What is dive's problem?

Clive’s problem is that it takes time to find the contract file he needs among others stored on his computer.

2 What does he want to do? He wants to create a folder with subfolders for certain countries for laying out the contract files.

3. These screen displays show some of the steps in Barbara's explanation. Listen to Part 2 of the recording and put them in the correct sequence.

d, a, b, c

4. Listen to Part 3 to answer these questions:

1. What additional task does Clive need help with?

Clive needs to move the contract files into created subfolders.

1. What indication is there that Contract now contains subfolders?

The little box with the plus sign next to the Contract folder indicates that this folder contains subfolders.

1. What are the subfolders called?

The subfolders called ‘Hungary’ and ‘Japan’.

1. What operation is used to move files into the new subfolders?

To move files to subfolders is used an operation called 'drag-and-drop'.

1. What does Barbara refer to as a 'handy tool'? As a ‘handy tool’, Barbara refers to the operation ‘Undo’, that reverts a previous change.

**Language work**

5. Match the actions in Column A with appropriate effects from Column B. Then join each action and effect using an if-sentence.

|  |  |  |
| --- | --- | --- |
|  | Actions | Effects |
| 1 | You press Print Screen. | You can make a copy of the screen. |
| 2 | You press Ctrl + Alt + Del in Windows 98. | It displays a list of active programs. |
| 3 | You added more memory. | It would speed up the computer |
| 4 | You installed a modem. | You would be able to connect to a telephone line |
| 5 | You used a better search engine | You would find more relevant results. |
| 6 | You forget to save regularly. | You may lose data. |
| 7 | You hold down the mouse button over an icon. | You can drag it across the screen. |
| 8 | You used an LCD display. | You would have more space at your desk. |

If you press Print Screen, you can make a copy of the screen.

If you press Ctrl + Alt + Del in Windows 98, it will display a list of active programs.

If you added more memory, it would speed up the computer

If you installed a modem, you would be able to connect to a telephone line

If you used a better search engine, you would find more relevant results.

If you forget to save regularly, you might lose data.

If you hold down the mouse button over an icon, you can drag it across the screen.

If you used an LCD display, you would have more space at your desk.

6. Describe the effects of these actions using an if-sentence.

1. If you don't virus-check floppies, you can infect computers.
2. If there was a power cut while you were using your computer, the data might be lost.
3. If you install a faster processor, you speed up your system.
4. If you forgot your password, you couldn’t get access to your system.
5. If you press the delete key, it deletes the character under the cursor
6. If you use a search engine, you can find the needed file.
7. If you double-click on an icon, you start a program.
8. If you use power-saving options, the computer consumes less energy.

7. Noun + Noun compounds. Match each word from Column A with its partner from Column B to make a computing term. All these terms are from previous units.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Column A | Column B |  |
| 1 | barcode | tray | Barcode reader |
| 2 | mainframe | program | Mainframe computer |
| 3 | laser | bus | Laser printer |
| 4 | expansion | pane | Expansion card |
| 5 | floppy | computer | Floppy drive |
| 6 | control | reader | Control bus |
| 7 | supervisor | bar | Supervisor program |
| 8 | task | card | Task bar |
| 9 | system | drive | System tray |
| 10 | explorer | printer | Explorer pane |

**Speaking**

8. Work in pairs, A and B. Instruct each other how to perform these computer operations in Windows or Mac OS. Take notes from your partner's instructions.

Copying a file.

To make a copy of a file you go through Windows Explorer. If you click the Start button on the task pane below you can go to the main menu. There you can find the Windows Explorer option. Click on it and the Windows Explorer starts. Then on the navigation pane find the folder contains the file you want to copy and open it by clicking on the plus sign next to the folder icon. On the Explorer pane on right to the navigation pane, you can see the list of files the folder contains. Find the file in the list, pose the mouse cursor on it and click the right mouse button. In the opened context menu find and click the option 'Copy'. Then find the destination folder in which you want to place the file's copy. Open it and go to the destination folder's Explorer pane. Pose the mouse cursor on the empty field of the pane and click the right mouse button. Then if you find and click the 'Insert' option in the opened context menu, the copy of the file will be created and placed into this folder.