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**ОТЧЕТ**

**UNIT 8**

«Applications Programs»

по дисциплине:

**Профессиональная подготовка на английском языке**

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**Starter**

1. Study this diagram of a graphical user interface (GUI). Identify these features:
2. Window - d
3. Icon - c
4. Menu - a
5. System tray - f
6. Taskbar -g
7. Submenu - h
8. Desktop - e
9. Button - b
10. Study this second example of a GUI.
11. How does it differ from Fig 1?

Locations of controls on these GUI are different. The GUI in Fig.2 seems to be more complex to GUI in Fig.1. It has elements of GUI that absent on the first one. In addition, the second GUI element's design is slimmer than the first one has.

1. In what ways is it the same?

Both GUI have window systems. Such elements as icons, menus, scrollbars, and buttons are very similar. The control strip on the second GUI has a similar functional, as the system tray on the first GUI has.

**Reading**

3. Study this diagram of the Windows Desktop and answer these questions about its features.

1 What does Outlook Express let you do?

Outlook Express is an email management program. It allows users sending and receiving emails if the user’s computer has an Internet connection.

2 Which feature shows you current programs?

The current programs are shown on the GUI element that called Taskbar. It is placed across the bottom of a desktop.

3 How do you read the date?

The date is not shown on the GUI directly. However, if to point a mouse cursor on the time box, which displays current time, for a few seconds, the popup box is shown. This box displays the current date.

4 What is My Briefcase for?

The application ‘My Briefcase’ serves for synchronizing and keeping files and documents on the computer up-to-date.

5 Which background colour is most common?

The most common color of the background of a desktop is a solid green-blue.

6 Which feature shows other computers networked with yours?

Other computers that networking with mine are shown in the ‘My Network Places’ feature.

7 Which feature lets you see which files are stored on your PC?

The ‘My computer’ feature shows me the files stored on my PC.

8 What is the program that helps you get on the Internet?

‘The Internet Connection Wizard’ is the program that helps me to connect to the Internet.

9 How do you delete files permanently? When a file is deleted, it is not removed from the drive, but moved into the special folder named ‘Recycle bin’, so a user can always restore it. In order to remove it from the drive permanently a user should to empty the Recycle Bin.

**Language work**

4. Complete the gap in each sentence with the correct form of the verb in brackets.

1. The Help facility enables users to get advice on most problems.
2. Adding more memory lets your computer work faster.
3. Windows allows you to display two different folders at the same time.
4. The Shift key allows you to type in upper case.
5. The MouseKeys feature enables you to use the numeric keypad to move the mouse pointer.
6. ALT + TAB allows you to switch between programs.
7. The StickyKeys feature helps disabled people operate two keys simultaneously.
8. ALT + PRINT SCREEN lets you copy an image of an active window to the Clipboard.

5. Describe the function of these features using 'enabling' verbs.

1. In a window, the vertical scroll bar enables a user to scroll the window content up and down.
2. The Find command enables a user to find files by its name or contained string.
3. The Undo command enables a user to revert the last change of a file.
4. Cut and paste enable a user to cut a character sequence from a string or a piece of image from the image and then paste them into another place.
5. Print Screen enables one to output the screen image on a printer.
6. Menus enable one to select a command from a list of available commands.
7. Recycle bin enables one to restore files mistakenly deleted.
8. Tooltips enable one to get information about what the controls do.

**Problem solving**

6. Study this version of a GUI. Which part of the screen would you touch if you want to:

1. make a phone call - b

2. send an email - e

3. access a keyboard - f

4. record an appointment - a

5, get help - d

6. write new mail - c

What do you think happens if you touch these areas of the screen?

g, h, i, j, k, l

g – clean a Recycle Bin

h – open a File System

i – open Input Emails

j – open an Image Editor

k – open a Calculator

l - open a Tool Box

**Speaking**

7. Work in groups. Complete this questionnaire for yourself. Then take turns in your group to explain how to perform each of these actions. You may need these verbs:

choose

right/left/double-click on

hover

drag and drop

select

Do you know how to create a folder? To create a folder you should go to the folder in which you are going to create a new one. Then open the context menu by clicking the right mouse button and choose the menu item ‘Create’. In the opened submenu, choose the item ‘Folder’. A new folder will be created.

Do you know how to start a program?To start a program click the Start button on the system panel. In the opened main menu go to item ‘Programs’ on the bottom of it. You can click it or just pose the mouse cursor on it and wait a few seconds. The installed program list will appear. Then find the program you are going to start. If the list is long, you should scroll it down. Once the needed program item is found, click on it. The program will be started.

Do you know how to shut down the system?To shut down the system click the Start button on the system panel. In the bottom right corner of the opened main menu, you can see a button with the title ‘Shut down’. Click on it and the system will be shut down.

Do you know how to adjust the speaker volume?To adjust the speaker volume find in the system tray an icon with the picture of a sounding dynamic. Click on it and a box with the sound volume slider will appear. You can adjust the sound volume by moving the slider up or down by means of the mouse cursor.

Do you know how to arrange the icons?To arrange the icons on the desktop pose the mouse cursor on an icon which position you want to change and press the left button on the mouse. Then keeping the button down drag the icon to a new position on the desktop where you want to place the icon and then release the mouse button.

Do you know how to display the date?To display the current date in the system tray find a box on which the current time is displayed. Click on it and a popup window with a calendar will appear. You can see the current date highlighted on it.

Do you know how to in Windows, show Tooltips? Tooltips are just popup boxes with a text. Their function is to give users information about what purpose of the control element to which the tooltip is referred is. Therefore, to get a tooltip shown you should just hover the mouse cursor over some control.

**Writing**

8. Study these instructions for moving a file from one folder to another using Windows Explorer. Then write your own instructions for one of the actions in Task 7. Compare your instructions with those given in the Help facility on your computer.

To start a program (using desktop icons)

1. Find the icon of the program you want to start on the desktop.
2. Double-click this icon.
3. The program will be started.

**Specialist reading**

A. Find the answers to these questions in the following texts.

|  |  |  |
| --- | --- | --- |
|  | Question | Answers |
| 1 | What developments are driving the development of completely new interfaces? | The new technologies such as speech recognition and convergence of personal  computers and consumer electronics devices are driving a development of completely new interfaces. |
| 2 | What has inspired a whole cottage industry to develop to improve today's graphical user interface? | The hyperlinked design of the World Wide Web has inspired a whole cottage industry to develop to improve today's graphical user interface. |
| 3 | In what way have XML-based formats changed the user interface? | XML-based formats enable users to view content, including local and network files, within a single browser interface. |
| 4 | What type of computers are certain to benefit from speech technology? | The small palm-size and handheld computers will benefit from speech technology. |
| 5 | Name a process where a mouse is particularly useful and a process where it is not so useful. | A mouse is useful in desktop navigation and is not in changing the style of a paragraph. |
| 6 | What facilities are multimodal interfaces likely to offer in the future? | Multimodal interfaces will offer such facilities as handwriting recognition, text to speech, the ability to recognize faces or gestures, and even the ability to observe their surroundings. |
| 7 | What type of input device will be used to give vision to the user interface? | To give vision to the user interface will be used cameras. |
| 8 | What development has led to an interest in intelligent agents? | The rapid expanding of amount of information has led to an interest in intelligent agents. |
| 9 | List ways in which intelligent agents can be used. | Intelligent agents can be used as web browsers, help-desks, and shopping assistants. |

B1. Match the terms in Table A with the statements in Table B.

Table A

|  |  |
| --- | --- |
| a | GUI |
| b | Multimodal interface |
| c | Intelligent agent |
| d | TTS |
| e | The Intelligent Room |

Table B

|  |  |
| --- | --- |
| I | Software assistant that performs tasks such as retrieving and delivering information and automating repetitive tasks. |
| II | Text to speech |
| III | Graphical user interface |
| IV | A project of the Massachusetts Institute of Technology's Artificial Intelligence Lab |
| V | A system that allows a user to interact with a computer using a combination of inputs such as speech recognition, hand-writing recognition, text to speech, etc. |

Answers

|  |  |
| --- | --- |
| Software assistant that performs tasks such as retrieving and delivering information and automating repetitive tasks. | Intelligent agent |
| Text to speech | TTS |
| Graphical user interface | GUI |
| A project of the Massachusetts Institute of Technology's Artificial Intelligence Lab | The Intelligent Room |
| A system that allows a user to interact with a computer using a combination of inputs such as speech recognition, hand-writing recognition, text to speech, etc. | Multimodal interface |

B2. Mark the following statements as True or False:

|  |  |  |
| --- | --- | --- |
| a | Fewer people are using computers because computer functions are becoming integrated into other electronic devices. | False |
| b | Keyboards and mice will soon not be required for using personal computers. | True |
| c | There have been no improvements in interface design since the development of the GUI. | False |
| d | Speech recognition is likely to completely replace other input devices. | False |
| e | Computer speech and vision will free the user from having to sit in front of a keyboard and screen. | True |
| f | Intelligent agents will make computers seem more like humans. | True |