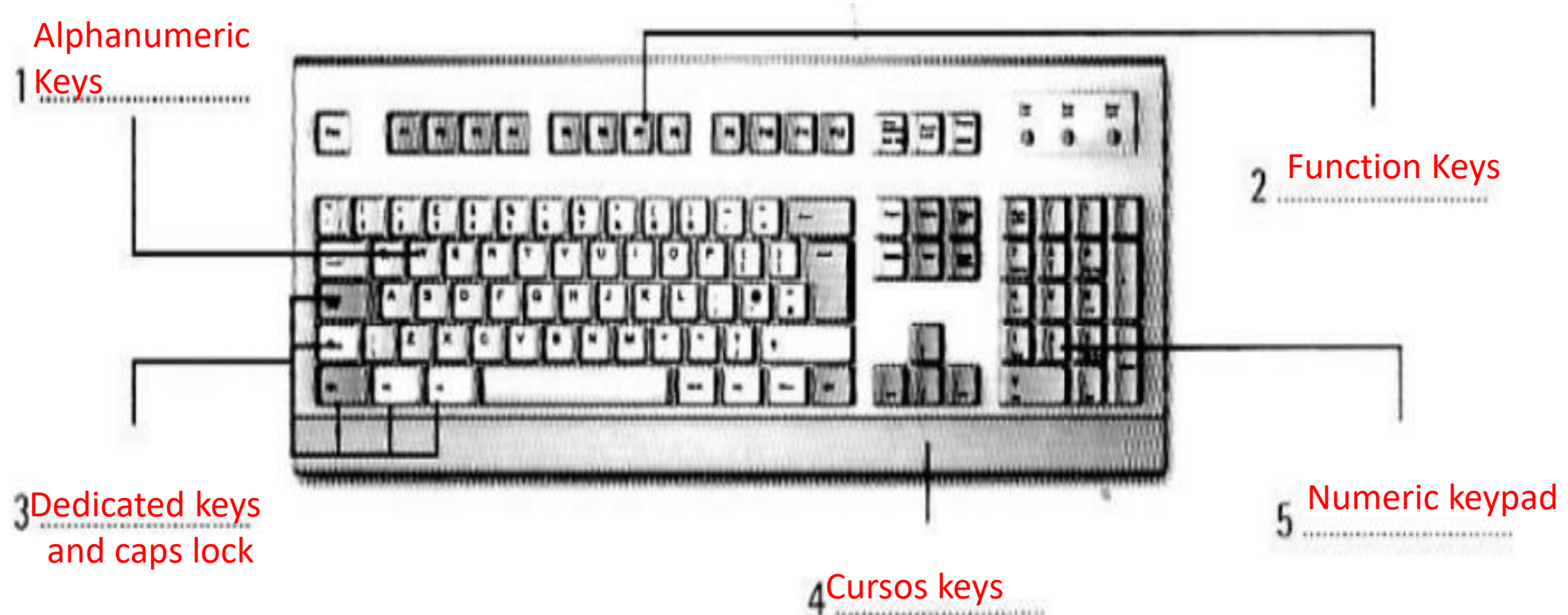1.- Look at A opposite. Which input device would you use for these tasks?

- to play computer games   -----> Keyboard and mouse or a Joystick
- to copy images from paper into a computer -----> Scanner
- to read price labels in a shop -----> Barcode reader
- to select text and click on links on web pages -----> Mouse or Touchpad
- to enter drawings and sketches into a computer -----> Graphics tablet or a Lightpen
- to input voice commands and dictate text -----> Microphone
- to draw pictures or select menu options directly on the screen -----> Touch Screen or a graphics tablet
- to take and store pictures and then download them to a computer -----> digital camara or a webcam

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2.- Complete each sentence by choosing from the following devices: touch screen, trackball, touchpad, webcam.

- A Trackball is a stationary device that works like a mouse turned upside down. You roll the ball with your hand to move the pointer on the screen.

- Interactive Touch screens are used in museums, information centres and Internet kiosks. You use your finger to point directly to objects on the screen.

- A Webcam is used to send live video images via the Internet.

- A touchpad with a finger is found on notebook PCs. You use it by pressing the sensitive pad

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3.- Label the groups of keys with terms from B opposite. Then identify the keys described below

Alphanumeric
1 Keys ....

2 Function Keys ....

3 Dedicated keys .... and caps lock

4 Cursos keys ....

5 Numeric keypad ....

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6 It produces upper-case letters, but it does not affect numbers and symbols. Shift Key

7 It removes the character to the left of the cursor or any selected text.   Backspace Key

8 It works in combination with other keys, e.g. you press this key and C to copy the selected text. (CTRL)

9 It is used to confirm commands; in a word processor, it creates a new paragraph. Enter Key

4.- Look at C opposite. Complete these sentences with the correct 'mouse action'.

- To start a program or open a document you double click on its icon- that is, you rapidly press and release the mouse button twice.
- If you want to select a menu option, you just click on the left button.
- If you want to find the commands for a particular text, image, etc., you have to right-click on it.
- If you want to move an object, press the button and drag the object to the desired location.

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