Page 4.-

Exs 2.- F F T

Exrs 3.- A-5 correct: 1g2i3b4f56c7h8d9e10a

B-3 +

C-6 +

D-8 +

E-7 +

F-4 +

G-1 +

H-9

I-2 +

J- 10, 5, 4

Exerc 4.-1 data

2 encoding

3 Quality assurance

Page 5.-

Exc6.- 1.- B

2.- B (A o C) too

Exce7.- restructuring

Quality assurance

Information security

Think about it

Page 8.-

1. 1)a cpu, a monitor, a keyboard, a mouse.

2)the technical support, computer techinican

1. 1)a

2)c

3)b

1. 1)c

2)b

3)e

4)f

5)d

6)a

4. 1)fan

2)power supply

3)case

4)disk drive

6)

7) hard drive

Motherboard

Power supply

unpulging

case

Pag 12.-

2.- 1 B

2 A

3 B

3.- 1 router 2 network 3 internet 4wlan

5 configuration 6 cat-5 ca 7 cycle 8DHCP

4.- 1 c 2 b 3 a

6.- 1 C 2 B

7.- 1 router 2 network 3 support 4 connects computers 5 apart

Pag 14.-

1. 1.Is a window where user can interact with the computer;

2 it has an interactive buttons for users;

1. 1 C 2 C 3 D
2. 1 pointer 2 icons 3 operating system 4 desktop 5 GUI(graphical user interface) 6 windows
3. 1 C 2 A 3 B

7 1 desktop icons 2 save 3 options menu 4 I’m sorry 5 right-click 6 thanks

Page 16.-

1. 1.When they need to write some text on a pc

2.Word, Libre office,Pages

2.- 1.F 2.F 3.T

3.- 1.macro 2.compatibility 3.word processing program 4.format 5.document 6.layout 7.font 8.spell check

4.- 1.B 2.C 3.B

5.- 1.A 2.C

6.- 1.work procesing 2.open 3.format 4.compatible 5.information 6.programs

Page18

1.- 1 email is very important because help to communicate almost instantly with your cooworkers

2 When you recibe to many email its diffult to read and response to all

1. 1 T 2 F 3 F
2. 1 E 2 C 3 D 4 B 5 A
3. 1 A 2 B 3 A 4 B

6. 1D 2D

7. 1email adreess 2 username 3 password 4 webmail 5 email client 6 POP3

Page20

1.- 1 everyday for all uses 2 videos for study, or music to relax

2.-1 T 2 F 3 F

3.- 1 C 2 A 3 D 4 E 5 B

4.- 1 B 2 A 3 C 4 A 5 C

6.- 1 B 2 D

7.- 1 meta tags 2 new website 3 serarch eniges 4 site 5 clicks

Page 24

1.- 1Some data about dates of exams for example 2 I use for calculate some prices with formulas.

2.- 1 Database 2 clients 3 tables 4 calculations 5 profits

3.- 1 D 2 B 3 A 4 E 5 C

4.- 1 B 2 A 3 B 4 C 5 A 6 C

5.- 1 F 2 F 3 T

6.- 1 spreedsheet 2 calculate 3 data 4 cell 5 formula 6 profits

Page 26

1.- 1 A good visuals, fast response, security and costumer service

2 video pages, music pags, social media.

2.- 1. D 2.C 3. C

3.- 1. A 2. C 3. E 4. B 5. D 6. F

4.- 1. functionality 2. apparence 3. Web development 4. Css

**Second BOOK**

Page 4

1.- 1 nowadays we use web pages with a lot of images, tables,etc so we need more memory

2 When they gonna use programs with a big memory use

2.- 1 C 2 A 3 B

3.- 1 C 2 F 3 B 4 G 5 A 6 D 7 E

4.- 1 bit size 2 bus speed 3 hard drive 4 MB 5 RAM

6.- 1 F 2 F 3 T

7.- 1 theres your problem 2 virtual memory 3 hard drive 4 exactly 5 just click 6 ok thanks for you

Certain ---🡪 algunas

Page 5

1.- 1

2 because in the future everything will be in the internet and we need to control it

2.- 1 D 2 B 3 B

3.- 1 computer languaje 2 java 3 Assambler 4 Basic 5 C# 6 C++ 7 C 8 CPU 9 compiler

4.- 1 A 2 B 3 A

I’d I would + verbo infinitive

I’d I had + verbo en participio

6.- 1 F 2 T 3 F

7.- 1 traslate beteween 2 c++ 3 programers 4 cpu needs 5 fraction of the time 6 take a look

Page 12

1.- 1. Casual photography nowadays use smartphones and professional still uses reflex cameras, and prints nowadays are multifunctional 2.Maybe all kind of business uses scanners and printers erveryday cameras only use on a phography set

2.- 1. B 2. B 3. D

3.- 1.D 2.A 3.G 4.I 5.C 6.E 7.H 8.F 9.B

4.- 1.digital zoom 2. Optical zoom 3.CCD

6.- 1 c 2 D

7.-1 optical zoom 2 more professional 3 megapixels 4 sounds great 5 laser printer 6 dpi

Leaning towars “inclinarse por algo(sentido de decidirse)”

**Corriculum Vitae**

**Resumen de lectura del curriculum debe ser de 15-20 secons max 45 seconds**

**Its a marketing tool. Requirement of many organization.**

**Section of resume:**

**Name,address,email,number (on the top of the page)**

**Profile:**

**A brief summary of yourself and strengths,elevevator pitch,optional experiences for the job**

**Only be two or three sentences long.**

**Education:**

**Institute, city, state, country**

**Nombre of your degree and major(bachelor of \_\_\_\_\_\_ in \_\_\_\_\_\_\_\_)**

**Bachelor of sciende in Business Administration**

**Higher or superior degree in web development.**

**Date or expected date of graducation:**

**Graduation date: June 2020 o Expected graduation date**

**Grade point average: nota media if u don’t have any experience the GPA its important for a new job (1-4) USA spain (1-10).**

**Experience:**

**What is considered experience: Full and part-timenjobs,self-employment,volunteer work, practicum, cooperative education,Internship (practicas).**

**Information: Job title, Dates employment, Company name (city)**

**Listing responsibilities:bullet points, start each line with an action verb (present,past if u work). Be concise.**

**Honors & Awards:**

**Order by dates (reverse chronological), rank the importance**

**Professionale Afitiations & activities**

**Rank order by importance to the carrer objective, emphatize your leadership roles, don’t use acronymous.**

**Languages:**

**Add languages and level.**

**If u don’t have a higher level don’t lie because they can do it an exam.**

**Do:**

**Use verb action**

**Shot sentences**

**Easy to read**

**One or 2 pages**

**Use #,%,$**

**Don’t:**

**Don’t use as I,me,my**

**Don’t include references**

**No clutter information**

**Don’t personal information (sex, height, martial,status)**

[**elena.menchero@educa.madrid.org**](mailto:elena.menchero@educa.madrid.org)

[**ctnspain@gmail.com**](mailto:ctnspain@gmail.com)

**Asunto CV2WEM**

**TEMAS DE EXAMEN----🡪>>> libro2 tema 1, no entra tema 6 hasta donde lleguemos**

**Tema 8:**

**Order orden, attachment adjunto, receipt recibo**

**2.- 1 A 2 C 3 D**

**3.- 1 H 2 E 3 G 4 C 5 A 6 D 7 F 8 B**

**4.- 1 PDA 2 barcode 3 data plan 4 email**

**6.- 1 T 2 F 3 F**

**7.- 1 instant messaging 2 EPCs 3 that’s a relief (que Alivio) 4 text messages 5 scanned**

**Tema 9:**

**The firm -> la empresa**

**Dash –**

**Slash /**

**For instance -> por ejemplo**

**2.- 1 T 2 T 3 F**

**3.- 1 C 2 A 3 B 4 A 5 C 6 B 7 B 8 A**

**4.- 1 MMROPG 2 social network 3 feed 4 gaming**

**6.- 1 F 2 T 3 F**

**7.- 1 whats in 2 putting up 3 news feed 4 for instance 5 forum 6 complains**

**LIBRO 3**

**Unidad 1.-**

**Regardless = a pesar de**

**I’d rather = preferiria**

**Libor 2 del 1-9 todo menos el 6**

**Libro 3**

**1.- 1 I prefer PC because it has a lot of programs and more users around the world so that means more**

**2.- nowadays pc maybe are most faster and powerful than macs but designers still use mac maybe for the tyopografy and color matching**

**2.- 1 T 2 F 3 F**

**3.- 1 G 2 D 3 E 4 F 5 C 6 B 7 A**

**4.- 1 Mac 2 prepress 3 color matching 4 PC 5 typography**

**5.- 1 B 2 A**

**6.- 1 we’re switching to pc’s 2 get another mac 3 can customize pc 4 color matching 5 slower processing speeds**

**2 LINUX**

**Mr -Sr**

**Mrs – Sra, Miss -Srta, Ms Sra (mas generic)**

**Over in the (constantemente)**

**Rife with (plagado)**

**1.- 1.**

**2.**

**2.- 1 A 2 D 3 D**

**3.- 1 B 2 A 3 F 4 G 5 E 6 D 7 C**

**4.- 1 command line 2 Linux deistribution 3 TCP/IP 4 free software license 5 Microsoft office 6**