

UNIT 7

READING

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

1. *What does Outlook Express let you do?*
 - Send email if you have internet access.
2. *Which feature shows you current programs?*
 - The taskbar.
3. *How do you read the date?*
 - Pause the mouse pointer over the time box.
4. *What is Briefcase for?*
 - If you take files and documents to and from a PC at work, this feature helps keep them organised and up to date.
5. *Which background color is most common?*
 - Solid green blue
6. *Which feature shows other computers networked with yours?*
 - My network Place
7. *Which feature lets you see which files are stored on your PC?*
 - My Computer
8. *What is the program that helps you get on the Internet?*
 - The Internet Connection Wizard
9. *How do you delete files permanently?*
 - 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 keyboard to move the mouse pointer.
6. ALT+TAB allows you to switch between programs.
7. The StickyKeys feature helps disabled people to 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 allows you to navigate a document quickly.
2. The Find command helps you to locate a file.
3. The Undo command enables you to undo previous action.
4. Cut and paste lets you transfer data between files.
5. Print Screen allows you to make a copy of any screen display.
6. Menu enable you to select an option.
7. Recycle bin allows you to recover deleted documents.
8. Tooltips help you to learn about new feature.

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 - delete a file

h - find a file

i - read email

j - draw a picture

k - access a calculator

i - access tools

SPEAKING

7. Complete this questionnaire for yourself.

1. *create a folder?*

Right - click on the Desktop to open up the context sensitive menu. Choose 'New' on the menu. Choose 'Folder' on the submenu.

2. *start a program?*

Double - click on the program icon.

3. *shut down the system?*

Click on the Start button. Choose 'Shut Down' from the start menu. Select 'Shut down the computer?' in the dialog box. Click the 'Yes' button.

4. *adjust the speaker volume?*

Double - click on the volume control icon in the system tray. Drag the volume slider up or down to the required volume setting.

5. *arrange the icons?*

Right - click on the desktop to open up the context sensitive menu. Choose 'Arrange Icons' from the menu. Click on the desired format in the submenu.

6. *display the date?*

Allow the mouse pointer to hover over the time icon in the system tray. After a short delay the date will be displayed above the time.

7. *in Windows, show Tooltips?*

Allow the mouse pointer to hover over an icon.

SPECIAL READING

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

1. *What developments are driving the development of completely new interfaces?*

1) Cheaper and more powerful personal computers

II) Breakthroughs in technology , such as speech recognition

III) Convergence of personal computers and consumer electronics.

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

3. *In what way have XML - based formats changed the user interface?*

They have allowed 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?*

Palm-size and hand-held PCs.

5. *Name a process where a mouse is particularly useful and a process where it is not so useful?*

I) A mouse is a very efficient device for desktop navigation.

II) A mouse is not so useful for changing the style of a paragraph.

6. *What facilities are multimodal interfaces likely to offer in the future?*

Speech recognition, handwriting recognition, text to speech(TTS)., the ability to observe their surroundings.

7. *What type of input device will be used to give vision to the user interface?*

Video cameras

8. *What development has led to an interest in intelligent agents?*

The rapidly expanding increase of information, both on the Internet and within intranets.

9. *List ways in which intelligent agents can be used.*

They can be used as Web browsers, help desks, and shopping assistants.

B.

1.Match the terms in table A with the statements in table in table B.

- a) GUI - III) Graphical user interface

- b) Multimodal interface - V) A system that allows a user to interact with a computer using a combination of inputs such as speech recognition, handwriting recognition, text to speech, etc.
- c) Intelligent agent - I) Software assistant that performs tasks such as retrieving and automating repetitive tasks
- d) TTS - II) Text to speech
- e) The Intelligent Room - IV) A project of the Massachusetts Institute of Technology's Artificial Intelligence Lab

2. a - False

b - False

c - False

d - False

e - True

f - True

UNIT 8

READING

4. Complete this note-taking frame for each text you read.

	B.	C.	D.
Users	Doctors	Reception	Practice Manager
Use	Patient records, prescribing information on drugs, information on problems	Appointment lists, letters to patients	Calculating salaries and expenditure, making rotas
Program types	Databases	Tailored package based on a database, patient database	Tailored packages based on spreadsheets and databases
Data input	Case notes	Appointment dates and times for each doctor	Income and expenditure figures, doctors available
Output	Information on drugs and problems, statistics	Appointment lists, letters to patients due for vaccination	Payroll and accounts, monthly rota

LANGUAGE WORK

6. Write simple instruction for identifying all male patients called Smith in the 16 to 50 age group registered with Doctor Warner and Roberts.

1. Select the Personal tab.
2. Enter Smith in 'Surname'.
3. Enter 16 in 'Age from' and 50 in 'to'.
4. Select Male.
5. Select the Registration tab.
6. Choose doctors Warner and Roberts.
7. Click on Find.

7. Complete the gaps in these instructions for finding the records of all members of the Green family living in postcode WX14 3PH and registered with any doctor in the practice.

1. First enter the search criteria by clicking on the Personal tab.
2. To find the Green family, enter Green in the Surname box.
3. Ensure both male and female members of the family are found by clicking 'Either'.
4. Next/then/after that select the Address tab.
5. Having selected the address tab, enter the postcode.
6. Next/then/after that choose the Registration tab.
7. Once the Registration tab has been chosen, select All doctors.
8. Finally, click on Find to start the search process.

PROBLEM-SOLVING

8. Decide which version provides the best value for the following users.

1. Standard
2. Standard
3. Developer
4. Small Business Edition
5. Premium
6. Professional
7. Premium
8. Professional

SPEAKING

9.

	A	B
Name	Tomb Raider 4 : The Last Revelation	Sim City 3000: World edition
Company	Core design/Eidos	Maxis/Electronic Arts
Platform	Sega Dreamcast	PC
Bad points	character does not respond fast enough, puzzles are obscure	none given
Good points	good visual, some superb sequences, characterisation and story line	huge amount of detail, can design cities for different cultures, new editors added

SPECIAL READING

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

1. *How do you pay for the applications provided by an ASP?*

b - charged according to use

2. *What two main services does an ASP provide?*

Provides remote access software, manages required hardware

3. *How does an ASP ensure that they have enough storage space for the changing needs of customers?*

They lease space from data storage specialists

4. *What types of applications are available from ASPs?*

a - office suite applications

b - email services

d - payroll and accounting systems

e - specialists tools

f - e-commerce software

5. *Why is it useful for a small business to be able to rent specialist tools from an ASP?*

Tools are too expensive for a small business to purchase

6. *What is one of the best established areas of ASP use?*

e-commerce

B

1.

Advantages

a - Avoids problems with viruses

b - Flexible use of software

c - No problem of upgrading

d - No need to manage email system ,
etc.

e - More time to do core business

Disadvantages

a - Broadband connection or leased line
required

b - ASP service has to be secure

c - ASP service has to be reliable

2.

a - VIII

b - VII

c - V

d - I

e - III

f - IV

g - II

h - VI

3.

a - False

b - True

c - True

d - False

e - True

f - False

UNIT 9

STARTER

1.

MIDI - composing music on a PC

MP3 - listening music

DVD - watching movies, using reference works like encyclopaedias

MPEG - watching movies

2.

1. It strips out inaudible signals.
2. MP3 files of music.
3. Though your PC speakers, MP3 player

3.

1. b
2. d
3. a
4. c

READING

4. Read the text to find the answers to these questions.

1. *What does MP3 stand for?*

Motion Picture Experts Group Audio Layer 3.

2. *What is the difference between MP3 and WAV files?*

MP3 files are much smaller than WAV files.

3. *What kind of sound does MP3 strip out?*

Notes above a frequency of 16kHz because most people cannot hear them, and quite sounds masked by noise at the same frequency.

4. *What kind of information is included in the tag?*

The performer's name, a graphic such as an album cover, the song's lyrics, the musical genre, and a URL for details.

5. Read the text to find the answers to these questions.

1. Through your PC
2. Decodes the file and routes the signals to your sound card and then to your speakers.
3. One which is not part of another device such as a PC.
4. They let you group songs into playlists and randomise the selections. They offer spectrum analysers, graphic equalisers, and frequency displays to control how the music sounds.
5. The information on the MP3 file's tag
6. It makes your player look like a jukebox, a car dashboard, or a Star Trek tricorder.
7. You use a ripper to rip songs from a CD in your CD-ROM drive and turn them into WAV files. You use an encoder to convert the WAV files into MP3 files . Your MP3 player my incorporate both.
8. A writable CD-ROM drive and a recorder program.

LANGUAGE WORK

6.

1. e - Computers with MIDI interface boards can be connected to MIDI instruments allowing the music being played to be stored and displayed by the computer on the monitor.
2. d - Each side of a DVD can have two layers giving an enormous storage capacity.
3. h - MP3 removes sounds we can't hear producing much smaller files.
4. b - You can download single tracks creating your own compilation.
5. a - Each MP3 file has a tag permitting extra information to be stored on the performer and other track details.
6. g - MP3 players contain several devices allowing you to control the way the music sounds.
7. f- You can download a skin program enabling you to change the appearance of your player.
8. c - You can legally download some music allowing you to sample a new group before buying their CD.

7.

1. MP3 reduces the information stored by removing sounds we don't hear.
2. You can alter the look of your MP3 player by downloading a skin program.
3. You can 'rip' the audio information from a CD by using a ripper.

4. You can convert a WAV to MP3 format by using an encoder.
5. You can view the lyrics, notes and author data by clicking on Track Info.
6. You can control how the music sounds by using spectrum analysers and graphic equalisers.
7. You can access many free and legal music files for downloading by visiting www.mp3.com.
8. You can play MP3 files through your sound system by linking it to your computer.
- 9.

SPECIAL READING

A

1. Audio and video
2. Only information in the picture itself.
3. Only the difference between the P-frame and the I-frame.
4. A description of how the position of the ball has changed from the previous I-frame as well as shape or colour changes.
5. Only storing differences between the frames
6. A small margin of error creeps in with each P-frame.
7. The difference between the previous I or P frame and the B-frame and the following I or P frame.
8. No other frame is ever based on a B-frame.

B

1. a - False b - True c - True d - False e - False
2. a - IV b - VI c - V d - II e - III f - I