COMPUTERS

Installing software

- **boot up/start up** the **computer**
- **insert** the program **disk/CD-ROM** or **download** the **software** from a **website**
- **follow** the set up **instructions**
- **reboot/restart** the computer

Creating a document

- **select** the new document **option** from the **drop-down menu** or **click on** the new document **icon**
- **type**, **edit**, and **format** the **document**
- **print (out)** the **document**
- **save** and **close** the **document**

Cutting and pasting text

- **scroll down** the **text** to find the **block** of **text** you want to **move**
- **position** the **cursor** at the beginning of the block of text
- **hold down** the **left mouse button** and **drag** the **mouse** to **highlight** the block of **text**
- **release** the **left mouse button**
- **click on** the **right mouse button** and **select** the cut text **option** from the **pop-up menu**
- **move** the **cursor** to where you want the text to go
- **select** the paste text **option**

Looking up something on the Internet

- **go on** the **Internet**
- **type in** the **website address** or **click (on)/follow** a **link**
- **access** the **website**
- **browse/search** the **website** to find the information
- if necessary, **download** the **information**

Running several applications at the same time

- **double-click on** the different program **icons**
- **move** and **resize** the program **windows** as required
- **click on** a program's **window** to use that program
- when finished, **close** the **windows**

Backing up a file

- if saving data onto a **CD-ROM**, **insert** a **blank disk** and **format** it if necessary
- if using an old disk, **wipe** the **disk** or **delete/erase** some of the **files** to **create space**
- **compress/zip** the **file** if it is too large
- **copy/save** the **file** onto the disk
- **eject/remove/take out** the **disk**
- alternatively, **back-up** or **upload** the data onto a **server** or **save** it on a **memory stick**