Computers

access (n)	**edit** (v)	**scan** (v)
account (n)	**install** (v)	**security** (n)
attach (v)	**IT** (n)	**select** (v)
communication (n)	**keyboard** (n)	**setting** (n)
contact (n)	**load** (v)	**software** (n)
copy (v)	**log off** (phr v)	**system** (n)
cut (v)	**log on** (phr v)	**tool** (n)
digital (adj)	**monitor** (n)	**update** (n/v)
document (n)	**network** (n)	**version** (n)
draft (n)	**register** (v)	**virtual** (adj)
drag (v)		

A Match the definitions (1–10) to the words (a–j).

1 To put a program on a computer so that the computer can use it: _____

2 To join a file to an email: _____

3 A piece of writing that will probably be changed and improved: _____

4 To copy a document and put it in the memory of a computer: _____

5 To start using a computer program by giving a password: _____

6 A person whose name and number you have stored on your phone: _____

7 To choose from a number of options: _____

8 To put the most recent information into something: _____

9 A computer file that contains writing, etc.: _____

10 To make changes to text on screen on a computer: _____

a attach	**c** document	**e** edit	**g** log on	**i** select
b contact	**d** draft	**f** install	**h** scan	**j** update

B Choose the best words to complete the sentences.

1 Click on the file and *drag / install* it into the new folder.

2 The apps on my phone *log on / update* automatically.

3 This page won't *attach / load* on my laptop.

4 Please *register / log on* your antivirus program online to receive the latest updates.

5 That letter is too long; why don't you *cut / scan* the third paragraph?

6 Click on the right-hand mouse button and *load / select* the option you want.

7 *Copy / Edit* the diagram if you want to use it again.

8 You have to *register / update* with the airline before you can book a flight online.

9 Don't forget to *cut / log off* before you turn off the computer.

10 If you notice a mistake, you can *drag / edit* your comments after you've posted them.

C Complete the conversations. Use one word or phrase from the vocabulary list at the top of the page for each space. Use the correct form of the words.

1 Why isn't the video playing? ~ Wait a minute. It's still _____ .

2 How can I put this file into that folder? ~ The easiest way is to _____ and paste it.

3 Can you give me Tom's mobile number? ~ Yes, of course, but isn't he already in your _____ list?

4 What do I have to do to buy something online? ~ First you have to _____ on the site you want to use.

5 How are you going to take your presentation to school? ~ I'm going to _____ it onto a memory stick.

6 What do I have to do to apply for the job? ~ Send them an email and _____ a copy of your CV.

7 What's wrong? ~ My computer's crashed and I've lost the _____ I was working on.

8 How can I move this photo? ~ Click on the image and _____ it to where you want it.

9 Have you finished that essay? ~ Well, I've done a first _____ , but there's a lot I still want to change.

10 How can I get my history notes to you? ~ You could _____ them.

D Complete the sentences using words from the box.

access   communication   digital   IT   keyboard   monitor   software   virtual

1 There's no internet _____ on the campsite.
2 The computer I use has a flat-screen _____ .
3 The game is set in a _____ world.
4 They're studying _____ .
5 She's using a _____ camera.

6 The signal is bad, so _____ is difficult.
7 I bought a detachable _____ to use with my tablet.
8 They're _____ developers.

E Match the first part of the sentences (1–11) to the second part (a–k).

1 Go to settings
2 Change your password regularly
3 I've got two email accounts:
4 I can't afford a new computer,
5 I've just installed the latest version
6 To avoid getting painful arms,
7 I think that a degree
8 With a large monitor
9 Computer networks are useful
10 You can find editing tools
11 I'm having problems downloading

a in IT would be extremely valuable for my future career.
b for file sharing.
c you should sit further back from your computer.
d to change the language on your phone.
e on the button at the top of the screen.
f for greater security.
g a personal one, and one for commercial use.
h so I'm going to change my operating system.
i of Android on my smartphone.
j ensure that your keyboard is in the correct position.
k the software.

F Complete the text. Use one word or phrase from the vocabulary list on the previous page for each space. Use the correct form of the words.

One of the greatest concerns of internet users is [1]_____ : in other words, keeping their online [2]_____ safe. The most effective [3]_____ for preventing hackers from gaining [4]_____ to your personal information is changing your passwords regularly. You should do this on all of your [5]_____ devices. Be careful when using a Wi-Fi [6]_____ you aren't sure about, and do any banking transactions from home. As far as social media is concerned, be aware that [7]_____ with strangers can be risky. Check your privacy [8]_____ so that only your friends can view what you post. In general, remember that the [9]_____ world has just as many dangers as the real world.

http://www.

Virus Alert!
Warning! Threat detected!
A malicious item has been detected!