Computers

VOCABULARY PRACTICE

PRE-INTERMEDIATE | A2-B1

Name: _____ **Date:** _____

1 Match each computer word with its meaning.

1 screen	____	a secret set of characters used to enter an account
2 keyboard	____	b device used to type letters and numbers
3 mouse	____	c document or item stored on a computer
4 printer	____	d collection of related files
5 file	____	e device that produces a paper copy
6 folder	____	f set of pages available on the internet
7 password	____	g part that displays words and pictures
8 website	____	h small device moved by hand to control the pointer

2 Complete the everyday computer expressions.

click | copy | delete | download | open | save | search | type

1 _____ a file

2 _____ your work

3 _____ on an icon

4 _____ for information

5 _____ a document

6 _____ a program

7 _____ some text

8 _____ a message

3 Choose the correct word or phrase.

1 Use the *keyboard / printer* to enter your name.

2 Remember to *save / search* your work.

3 The document is in this *folder / password*.

4 Please *click / type* on the blue button.

5 I *downloaded / deleted* the photo from the website.

6 The *screen / mouse* is too dark.

7 You need a password to *log in / print out*.

8 The printer has run out of *paper / memory*.

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4 Complete the computer-room instructions with words from the box.

click | folder | log in | open | password | print | save | type

First, **1** _____ with your username and **2** _____. Next, **3** _____ the class **4** _____. Choose today's document and **5** _____ your answers. Remember to **6** _____ your work. Finally, **7** _____ on the printer symbol if you need to **8** _____ a copy.

5 Read the text. Write T (true) or F (false).

A lost school project

Leo finished his project in the computer room. He saved it in a folder called History, but he did not copy it to his memory stick. At home, he could not find the file on his laptop. The next morning, he logged in at school and searched the History folder. The project was still there. He emailed it to himself and also saved a second copy online.

1 Leo completed the project at home. T / F

2 He saved it in a History folder. T / F

3 He copied it to a memory stick immediately. T / F

4 The file was missing from the school computer. T / F

5 He sent the project by email. T / F

6 He made an extra online copy. T / F

6 Rewrite using the word in capitals.

1 Enter your account details. **LOG** _____

2 Keep the changes you made. **SAVE** _____

3 Find the file on the computer. **SEARCH** _____

4 Make a paper copy. **PRINT** _____

OVER TO YOU

Write **70-90 words** explaining how to create, save and send a short document. Give the steps in a clear order.

[ ] Use at least eight target words. [ ] Use imperatives. [ ] Include first, next, then and finally.

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ANSWER KEY

1 Computer words

1 **g** 2 **b** 3 **h** 4 **e** 5 **c** 6 **d** 7 **a** 8 **f**

2 Computer expressions

1 **open** 2 **save** 3 **click** 4 **search** 5 **delete** 6 **download** 7 **copy** 8 **type**

3 Correct choices

1 **keyboard** 2 **save** 3 **folder** 4 **click**
5 **downloaded** 6 **screen** 7 **log in** 8 **paper**

4 Computer-room instructions

1 **log in** 2 **password** 3 **open** 4 **folder** 5 **type** 6 **save** 7 **click** 8 **print**

5 Reading - suggested answers

1 **F** - At school. 2 **T** 3 **F** - He did not copy it. 4 **F** - It was still there. 5 **T** 6 **T**

6 Rewriting - possible answers

1 **Log in** to your account. 2 **Save** your changes. 3 **Search** for the file. 4 **Print** the document.

Over to you: Answers will vary. Check accurate computer vocabulary, sequence and clear instructions.