

•REINFORCEMENT•

1 Unscramble the letters to form words connected to the computer.

- 1. mmeod                    modern
- 2. eesnrc                    \_\_\_\_\_
- 3. ppaotl                    \_\_\_\_\_
- 4. uoesm                    \_\_\_\_\_
- 5. kderyaob                \_\_\_\_\_
- 6. rreipnt                    \_\_\_\_\_
- 7. nrsecna                    \_\_\_\_\_
- 8. ooirtrn                    \_\_\_\_\_

2 Number the events in the correct order.

- a. Finally, we go home and do our homework. \_\_\_\_\_
- b. Then, we go to the kitchen and have breakfast. \_\_\_\_\_
- c. After that, we study all day. \_\_\_\_\_
- d. First, we get up and get dressed. 1 \_\_\_\_\_
- e. Next, we catch the bus to school. \_\_\_\_\_

3 Find these computer words in the word search.

<i>open</i>	<i>font</i>	<i>save</i>	<i>insert</i>
<i>print</i>	<i>cut</i>	<i>delete</i>	<i>paste</i>

S	A	V	E	Q	D	Y	I	P	I	H	U	V	T	M
U	W	Y	L	E	K	X	O	N	N	O	T	N	H	V
H	T	C	L	T	N	I	R	P	S	I	O	M	L	L
H	T	E	J	S	O	G	I	P	E	F	P	Z	R	E
G	T	E	Z	U	F	C	X	K	R	T	K	U	L	G
E	N	C	R	M	D	C	V	C	T	V	S	S	Q	K
Y	O	X	O	U	J	S	U	K	Q	W	M	A	T	Y
E	X	Q	I	D	Y	Z	V	T	E	M	L	J	P	B
T	K	P	I	G	I	X	L	Y	J	R	X	R	E	R
S	R	Z	D	D	P	N	X	I	N	O	Q	G	R	R
C	X	C	M	O	C	E	Y	Z	D	L	V	T	D	U
X	H	C	M	R	U	P	P	H	I	U	Y	K	W	P
J	S	J	L	F	E	O	F	H	S	V	B	P	M	P
P	O	C	S	W	K	V	A	R	C	V	A	E	H	H
Q	C	H	J	S	R	P	N	F	H	M	A	K	A	X

•CONSOLIDATION•

1 Complete these computer words.

1. m o d e m
2. sc    e
3. l    p       p
4. m       s
5. k    y b       rd
6. pr       t    r
7. s    a       e
8. m    ni       r

2 Complete the sentences with the words in the box.

<i>After that</i>	<i>Then</i>	<i>First</i>
<i>Finally</i>	<i>Next</i>	

1. *First*        you turn on the computer.
2.        you log on to your e-mail account.
3.        you read your e-mail.
4.        you respond to them and surf the net.
5.        you log off and turn off the computer.

3 Match column A (1–10) with column B (a–j).

A

1. font d
2. select
3. hyper
4. click
5. print
6. cut
7. insert
8. open
9. log on
10. download

B

- a. and drag
- b. and paste
- c. music / a movie
- d. Times Roman
- e. an image
- f. link
- g. to the Internet
- h. a file
- i. a document
- j. all

•EXTENSION•

1 Match the words in the box with the correct definition.

drive	shareware	back up	
cartridge	upgrade	reboot	
anti-virus	hacker	corrupt	built-in

- a type of software that looks for and removes viruses in programs and documents on your computer  
anti-virus
- a copy of a computer document, program, etc., which is made in case the original becomes lost or damaged  
\_\_\_\_\_
- forming a part of something that cannot be separated from it  
\_\_\_\_\_
- a small container of ink you put inside a printer to make it work  
\_\_\_\_\_
- data or a file which is not pure or has been damaged  
\_\_\_\_\_
- a piece of software that makes a computer work with another piece of equipment such as a printer or a mouse  
\_\_\_\_\_
- someone who secretly uses or changes the information in other people's computer systems  
\_\_\_\_\_
- if you do this to a computer, you start it up again  
\_\_\_\_\_
- free or cheap computer software, usually produced by small companies, that you can use for a short time before you decide whether to buy it  
\_\_\_\_\_
- to make a computer, machine, or piece of software better and able to do more things  
\_\_\_\_\_

2 Write definitions for these words. Use your dictionary.

- backspace  
to delete the last letter
- shift  
\_\_\_\_\_
- drag  
\_\_\_\_\_
- highlight  
\_\_\_\_\_
- bold  
\_\_\_\_\_
- italics  
\_\_\_\_\_
- underline  
\_\_\_\_\_
- browser  
\_\_\_\_\_
- QWERTY keyboard  
\_\_\_\_\_
- download  
\_\_\_\_\_

3 Describe the processes of sending e-mail and writing and printing a document. Use the words in the box.

finally	first	after that
next	then	

**Sending an e-mail**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Writing and printing a document**

- First, you turn on the computer.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_