

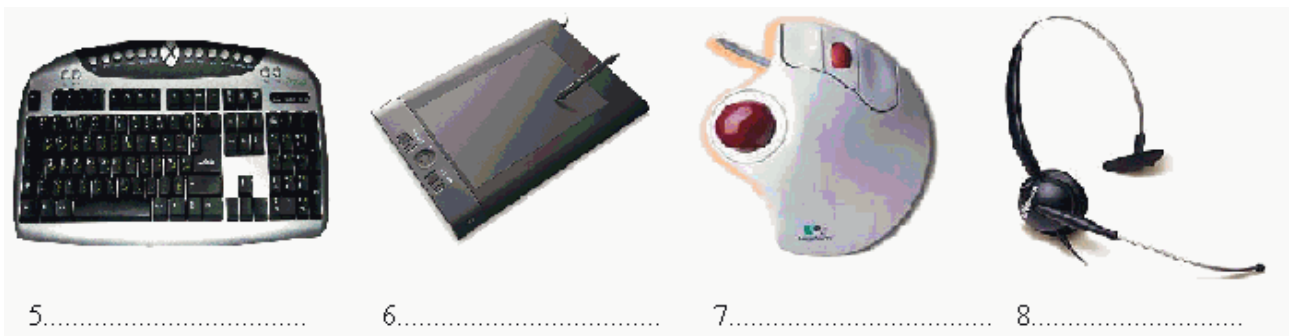
Type, click and talk!

1 Interacting with your computer

A Read the description of input devices and then label the pictures (1-8) with words from the text.

Input devices are the pieces of hardware which allow us to enter information into the computer. The most common are the **keyboard** and the **mouse**.

We can also interact with a computer by using one of these: a **light pen**, a **scanner**, a **trackball**, a **graphics tablet**, a **game controller** or a **microphone**.



B Which input device would you use for these tasks?

- 1 to play computer games
- 2 to copy images from paper into a computer
- 3 to select text and click on links on web pages
- 4 to enter drawings and sketches into a computer
- 5 to input voice commands and dictate text
- 6 to draw pictures or select menu options directly on the screen

2 The keyboard

A Complete the definitions of a standard keyboard with the correct term from the box. Then label the group of keys in the picture.

Function keys	Numeric keypad	Cursor control keys
Dedicated keys	Alphanumeric keys	

- 1 include arrow keys that move the insertion point up, down, right and left, and keys such as *End, Home, Page Up and Page Down*, which are used in word processing to move around a long document.
- 2 represent letters and numbers, as arranged on a typewriter.
- 3 appear at the top of the keyboard and can be programmed to do special tasks.
- 4 are used to issue commands or to produce alternative characters, e.g. the Ctrl key or the Alt key.
- 5 A appears to the right of the main keyboard. The Num Lock key is used to switch from numbers to editing keys.



A PC-compatible keyboard

B Match the descriptions (1-8) with the names of the keys (a-h).

- | | |
|--|---|
| <ol style="list-style-type: none"> 1 A long key at the bottom of the keyboard. Each time it is pressed, it produces a blank space. 2 It moves the cursor to the beginning of a new line. It is also used to confirm commands. 3 It works in combination with other keys. For example, you press this key and C to copy the selected text. 4 It moves the character to the left of the cursor or any selected text. 5 It produces UPPER CASE characters. 6 It produces UPPER CASE letters, but it does not affect numbers and symbols. 7 It moves the cursor horizontally to the right for a fixed number of spaces (in tabulations and data fields). 8 They are used to move the cursor, as an alternative to the mouse. | <ol style="list-style-type: none"> a arrow keys b return/enter c Caps lock d Shift e tab f space bar g backspace h Ctrl |
|--|---|

3 Describing functions and features

A How do you describe the functions and features of a keyboard?

B Look at the help box and then describe the functions and features of these input devices.



HELP box

Describing functions

We can describe the mouse using **for + gerund**

*This is a device **for controlling** the cursor and selecting items on the screen.*

There are other ways of describing a device's function:

- **used + to + infinitive**
*It's **used to control** ...*
- Relative pronoun + verb
*This is a device **which controls** ...*
- Relative pronoun + **used + to + infinitive**
*This is a device **which/that is used to control**...*
- **work by + gerund**
*It **works by detecting** light from the computer screen.*

Describing Features

We can describe features like this:

An optical mouse **has** an optical sensor instead of a ball underneath.

It usually **features** two buttons and a wheel.

You **can** connect it to a USB port.

A wireless mouse **works/operates** without cables.

It **allows** the user **to** answer multiple-choice questions and ...

- 1
- 2
- 3
- 4

C The following extracts come from sales assistant in computer shops describing the features and functions of various input devices. Complete the sentences with structures from the box and then decide which device they refer to.

controls used can features allows works

- 1 This model a backlight, so you can see what you're typing in the dark.
- 2 We have a Bluetooth version which without wires, but the surface you use it on needs to be dark.
- 3 You'll need one of these –it your movement while you play.
- 4 This is our most popular model. It you to reproduce exact copies of your documents in digital formats.
- 5 This works just like a mouse except you write directly onto the screen with it.
- 6 Why don't you try this? It's to draw as if you were using a pen and paper.

4 Mouse actions

A Complete this text about the mouse with verbs from the box.

click double-click drag grab select move control

Mouse actions

A mouse allows you to (1) the cursor and move around the screen very quickly. Making the same movements with the arrow keys on the keyboard would take much longer. As you (2)..... the mouse on your desk, the pointer on the screen moves in the same direction. The pointer usually looks like an I-bar, an arrow, or a pointing hand, depending on what you are doing. A mouse has one or more buttons to communicate with the computer. For example, if you want to place the insertion point or choose a menu option, you just (3) (press and release) on the mouse button, and the option is chosen. Some can have a scroll wheel that let you move through the text. Others are optical and have an optical sensor instead of a ball underneath. The mouse is also used to (4) text and items on the screen. You can highlight text to be deleted, copied or edited in some way.

The mouse is widely used in graphics and design. When you want to move an image, you position the pointer on the object you want to move, press the mouse button, and (5) the image to a new location on the screen. Similarly, the mouse is used to change the shape of a graphic object. For example, if you want to convert a square into a rectangle, you (6) one corner of the square and stretch it into a rectangle.

The mouse is also used to start a program or open a document: you put the pointer on the file name and (7) on the name – that is, you rapidly press and release the mouse button twice.

B Underline the prepositions in the above text and say what they mean.

