

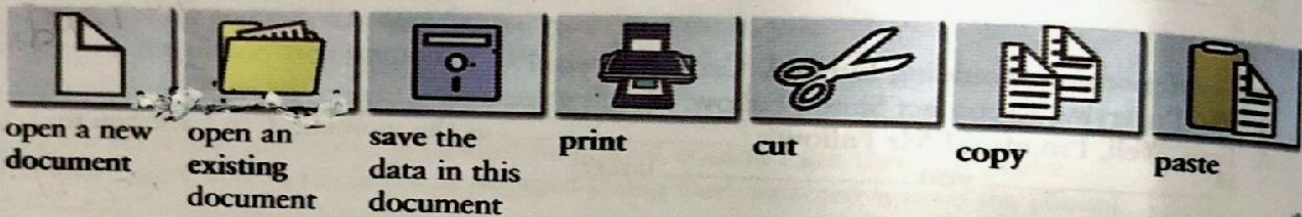
B Computers

A The computer



B Using a computer

After you have switched on [turned on] your computer, you may need to **log in/on** (*opp* log out/off) with your username and **enter** your password [put a special word into the computer that only you know]. If you then **double-click** on an **icon** [a small picture on the screen], you can open an **application** [email, Internet browser, etc.]. Computers can store [keep] large amounts of information, but when you're working it is important to **back up** the files you are working on [make an extra copy of the files; *syn* make a backup], so you don't lose the files if something goes wrong.



To create [make or start] a new document, select **NEW** from the **File** menu. You can **copy** and **paste** information from one file into another. If you save the document, you can **print** it out later (OR you can get a **hard copy** / a **printout** later). It is also important to save the document in case the computer **crashes** [suddenly stops working]. Press the **Escape** key to **exit** [stop using an application].

FAQs* about computers

example question	explanation
• Do you have a PC or a laptop ?	PC is short for personal computer; a laptop is a small computer that you can carry around.
• What hard drive do you have?	the part inside the computer that stores large amounts of information (also hard disk)
• What operating system are you using?	computer software, e.g. Windows or Mac OS, that controls how the computer works
• Have you installed any new software?	put new programs onto your computer
• What software applications are you running ?	What software applications are you using?
• Do you have anti-virus software?	A virus is a program put on a computer to destroy or steal the information on it. Anti-virus software is a program to stop a virus entering your computer.

*frequently asked questions