



CAPACITARTE

Es ser líder de tu vida



EJERCITACIÓN MÓDULO 3 – Clase 4

1. Input devices: type, click and talk!

1.1 Provide the correct word to fill in the gaps

shift key - alt key - control key - escape key - delete key - tab key - caps lock key - backspace key - standard keyboard - ergonomic keyboard - key in (or type in) - enter - data input

1. To go back one space, hit the _____.
 2. To change to capital letters, press the _____.
 3. To change the capital letters permanently, hit the _____.
 4. To insert a tabulation, press the _____.
 5. To activate the "Ctrl" functions, press the _____.
 6. To activate the "alt" functions, hit the _____.
 7. To stop the computer doing something, you can press the _____.
 8. Select the text you want to remove, and hit the _____.
 9. Please _____ your password.
 10. It took me two hours to _____ all that text.
 11. A keyboard is a _____ device.
 12. Do you have a _____?
- No. I have a special _____. It's better for my arms and back.

1.2 Provide the correct word to fill in the gaps

pointer - click on - optical roll - scroll up - scroll down - touchpad - joystick - single - double - hold down - repetitive strain injury

1. _____ to see pages above.
2. _____ to see pages below.
3. To select text, _____ the left button, and move the mouse pointer.
4. If you use a mouse for many hours every day, you can get _____ in your fingers.
5. With a laptop computer, plug in a mouse, or use the _____ in front of the keyboard.
6. To play some games, you need to use a _____ instead of a mouse.
7. To move up and down a page, you can _____ the mouse wheel.
8. This mouse doesn't have a ball. It's an _____ mouse.
9. One click of a mouse button is called a _____ click.
10. Two clicks of a mouse button are called a _____ click.
11. Click _____ the folder to open it.

1.3 Complete the following instructions using one of the words given in each gap

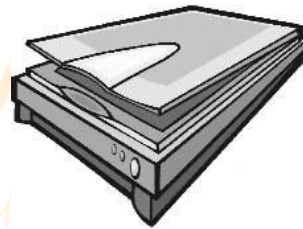
adjust - all-in-one - at preview (or prescan)- brightness – connected- contrast - file format - flatbed - handheld – high- image editing - low -OCR software - original – click - text - dpi

How to scan an image

1. Make sure the scanner is _____ to the computer.
2. Lift the lid and put the _____ on the scanner glass.
3. For high image quality, scan _____ 300 _____ or higher.
4. The scanning software will automatically do a _____.
5. If the image is too dark or too light, you can _____ the _____ and _____.
6. _____ "scan".
7. If you scanned _____, it can be "read" by _____.
8. If you want to save the image, choose a _____. JPEG is a good choice for photos.
9. The scanned image can be manipulated using _____ software.
10. An _____ printer/scanner can print, scan and copy.
11. Picture A is a _____ scanner.
12. Picture B is a _____ scanner.
13. Picture C is a _____ resolution photograph.
14. Picture D is a _____ resolution photograph.



A



B



C



D

1.3 Choose one of the following input devices and describe its functions and features. Then give instructions on how to use it.



RESPUESTAS

1. Input devices: type, click and talk!

1.1 Provide the correct word to fill in the gaps

1. To go back one space, hit the _____ *backspace key* _____.
2. To change to capital letters, press the _____ *shift key* _____.
3. To change the capital letters permanently, hit the _____ *caps lock* _____.
4. To insert a tabulation, press the _____ *tab key* _____.
5. To activate the "Ctrl" functions, press the _____ *control key* _____.
6. To activate the "alt" functions, hit the _____ *alt key* _____.
7. To stop the computer doing something, you can press the _____ *escape key* _____.
8. Select the text you want to remove, and hit the _____ *delete key* _____.
9. Please _____ *enter* _____ your password.
10. It took me two hours to _____ *key in* _____ all that text.
11. A keyboard is a _____ *data input* _____ device.
12. Do you have a _____ *standard keyboard* _____?
No. I have a special _____ *ergonomic keyboard* _____. It's better for my arms and back.

1.2 Provide the correct word to fill in the gaps

1. _____ *scroll up* _____ to see pages above.
2. _____ *scroll down* _____ to see pages below.
3. To select text, _____ *hold down* _____ the left button, and move the mouse pointer.
4. If you use a mouse for many hours every day, you can get _____ *repetitive strain injury* _____ in your fingers.
5. With a laptop computer, plug in a mouse, or use the _____ *touchpad* _____ in front of the keyboard.
6. To play some games, you need to use a _____ *joystick* _____ instead of a mouse.
7. To move up and down a page, you can _____ *roll* _____ the mouse wheel.
8. This mouse doesn't have a ball. It's an _____ *optical* _____ mouse.

9. One click of a mouse button is called a single click.
10. Two clicks of a mouse button are called a double click.
11. Click on the folder to open it.

1.3 Complete the following instructions using one of the words given in each gap

How to scan an image

1. Make sure the scanner is connected to the computer.
2. Lift the lid and put the original on the scanner glass.
3. For high image quality, scan at 300 dpi or higher.
4. The scanning software will automatically do a preview.
5. If the image is too dark or too light, you can adjust the brightness and contrast.
6. click "scan".
7. If you scanned text, it can be "read" by OCR software.
8. If you want to save the image, choose a file format. JPEG is a good choice for photos.
9. The scanned image can be manipulated using image editing software.
10. An all-in-one printer/scanner can print, scan and copy.
11. Picture A is a handheld scanner.
12. Picture B is a flatbed scanner.
13. Picture C is a high resolution photograph.
14. Picture D is a low resolution photograph.

1.3 Choose one of the following input devices and describe its functions and features. Then give instructions on how to use it.

Possible answer

The joystick is an input device used to control video games played on different consoles. It is held with both hands and the thumbs are used to

handle the direction and action buttons. It has a sensing system which allows the user to move the controller in different directions: up, down, left, right, forwards and backwards. It can be operated wirelessly via Bluetooth, and it also features a USB port and cable which can be connected to the console for wired play and for charging the internal battery.

Therefore, when you want to use it, first, check if the battery is charged. If not, connect the joystick to the console. Then, learn how to handle the direction and action buttons. It varies from game to game. Finally, play the game!!



CAPACITARTE
Es ser líder de tu vida