



CAPACITARTE

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EJERCITACIÓN MÓDULO 4 – Clase 4

1. Networking

1.1 Correct the following statements:

1. LANs link computers and other devices that are place far apart.
2. In a client-server architecture, all the workstations have the same capabilities.
3. The word protocol refers to the shape of the network.
4. Routers are used to link two computers.
5. Access points don't need to be connected to a wired LAN.
6. Wireless adapters are optional when you are using a WLAN
7. Hotspots can only be found inside a building.
8. The Internet is an example of a LAN
9. Wireless WANs use fibre and cable as linking devices.

1.2 A network administrator has set up a new network in a school. Which topology has she chosen?

We have decided to install computers in all the departments but we haven't spent a lot of money on them, Actually, only the one in the staff room is really powerful and expensive! They all have common access to the Net and share a laser printer. The teachers in this school have built up a general file of resources kept in the main computer to which all the others in the network have access.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

2. Internet

2.1 Choose the best word from each pair in grey type.

Some people think that the internet and the Web are the same thing, but in fact they are different.

The internet (often called simply "the net") is a global (1) **network** / **net** of interconnected computers. These computers communicate with each other (2) **over** / **through** existing telecommunications networks – principally, the telephone system.

The Word Wide Web (usually known as just "the Web") is the billions of web pages that are stored on large computers called web (3) **servers** / **services**.

To (4) **see** / **access** the web, you need a computer and a modem. You then connect over your telephone line to an internet service (5) **port** / **provider** (ISP), which sends your request to view a particular web page to the correct web server.

Websites are not the only service available on the internet. It is also used for many other functions,

including sending and receiving email, and connecting to newsgroups and (6) **discussion / talking**

groups.

You could say that the internet is a system of roads, and web pages and emails are types of traffic that travel on those roads.

2.1 Decide if these sentences are True or False analysing the information given above. If they are False, correct them.

1. The Internet and the World Wide Web are synonyms.
2. Computers need to use the same protocol (TCP/IP) to communicate with each other.
3. Web TV can provide access to the Net.
4. ADSL and cable are two types of dial-up connections.
5. External, internal and PC card are types of connections.
6. Information can be sent through telephone lines, satellites and power lines.
7. The computer IP number is a way to identify it on the Internet.

2.2 What the Internet system should these people use?

1. 'I like receiving daily updates and headlines from newspapers on my computer'.
2. 'I'm doing some research and need computer access to the University library'.
3. 'I'd like to avoid flying to Japan to attend the meeting but I want to see what's going on there.'
4. 'I want to read people's opinions about environmental issues and express my views'.
5. 'I have designed a web page and want to transfer the data to my reserved webspace'.

6. 'I'd like to check my students' draft essays on my computer and send them back with my suggestions'.
7. 'I don't want to spend too much money on international phone calls, but I love hearing his voice'.
8. 'I live in a small village where there are no other teenagers. I wish I had the chance to meet and chat with friends'.

3. Web pages

3.1 Match the browser toolbar button with the function

1. Back	a. Shows a list of the websites you have visited recently.
2. Forward	b. Opens the media bar, accessing internet radio, music, video etc.
3. Stop	c. Displays the page you were on before.
4. Refresh1 / Reload2	d. Shows the latest version of the page.
5. Home	e. Opens the search panel.
6. Search	f. Displays the page you were on before using the Back button.
7. Favourites1 / Bookmarks2	g. Displays the page you have set as your home page.
8. Media	h. Prints the current page.
9. History	i. Stops a page from downloading.
10. Mail	j. Displays the web addresses you have chosen as your favourites.
11. Print	k. Shows email options.

3.2 Do you know the answers to these technical questions about browsers? Answer true or false for each one.

1. All browsers (Internet Explorer, Mozilla Firefox etc) have exactly the same functions.
2. Cookies are data sent by an internet server to a browser. They identify the user, and track the user's access to the server.
3. You can get your browser to delete the cookies it has stored. (In Internet Explorer go to **Tools**, then to **Internet Options**, then to **Delete Cookies**.)

4. Pages you have viewed are stored in the Temporary Internet Files folder. These cannot be deleted.
5. You can tell your browser how long to store web addresses in the History.
6. You can set your browser to block pop-up windows.
7. All pop-ups are advertisements.
8. You can add extra toolbars to your browser window, for example a toolbar from Google.

3.3 Put the words into the spaces.

*click on - criteria - database - hyperlinks - keywords - matches - media
refine - returns - sponsored - view*

Stage 1: Enter one or more _____.

Stage 2: The search engine looks for _____ in all the web pages on their _____.

Stage 3: The search engine _____ the matches (or "hits") with _____ to the web pages.

Stage 4: The search engine may also return "_____ links". These are links to the websites of companies who have paid the search engine company.

Stage 5: You _____ the hyperlink to _____ the web page.

Stage 6: If necessary, you can _____ your search by using advanced search _____ such as language, country or the type of _____ you are looking for.

4. Emails

4.1 Look at the email and answer the questions true or false.

*From: anna@goodmail.com
To: bernard@ciaociao.it
Cc: carol@freemail.co.uk
Bcc: dave@norsemail.no*

Subject: Arriving in Rome

Hi Bernard,

I'll be arriving in Rome just after midday tomorrow (Friday). You don't need to pick me up at the airport - I can get a taxi to the city centre.

See you soon!

Anna

1. The recipient is Anna.
2. The sender is Anna.
3. Bernard knows that Carol knows when Anna will be arriving in Rome.
4. Bernard knows that Dave knows when Anna will be arriving in Rome.
5. You can say that Anna Cc-ed her email to Carol.
6. You can say that Anna Bcc-ed her email to Dave.
7. The subject line is empty.
8. The style of the email is formal.
9. Cc stands for carbon copy and Bcc stands for blind carbon copy, but the full terms are almost never used.
10. Carbon copies were a method of making copies of documents typed on typewriters.

5. Sending an attachment

5.1 Put the words in the spaces.

attach - browse - field - Inboxes - open - send - size

You can send almost any file as an attachment. 1 _____ through the folders on your computer until you find the file you want to attach. Click on "2 _____". The file will appear in the attachments 3 _____. Then click "4 _____", and wait while the file uploads. Add more files if you wish. When you have finished adding files, click "5 _____".

Some email 6 _____ will only receive attachments up to a certain 7 _____ with one email, for example 10MB. If you need to send a lot of very big attachments, it's sometimes necessary to spread them over a number of separate emails.

6. Virtual meetings

6.1 Answer these questions using the vocabulary from the information given above. Give reasons for your answers:

1. Which program do you use to chat with friends?
2. Do you use abbreviations when you chat online or when you send text messages?
3. Do you use voice or video while chatting? How?
4. Have you ever used the Internet to make cheap calls?
5. Does Instant Messaging distract you from work?
6. Do you use your real name or a nickname in chat rooms?
7. Do you talk to strangers during web chats? Why shouldn't you?
8. Would you ever go on a date with somebody you'd met on the Net?

7. Netiquette

7.1 Have you ever experienced bad netiquette? Describe your experience.

8. Chat Abbreviations

8.1 Rewrite this IM chat using abbreviations

Paulo: By the way, are you free on Saturday?
Emma: Sure - it would be good to meet face to face. Shall we go for a coffee?
Paulo: Good plan. Café Moka makes the best coffee, in my opinion.
Emma: It's the closest to your house in other words!
Paulo: Laughing out loud! Yes, you're right! But the coffee is really good.
Emma: See you at 4?
Paulo: Great. Bye for now.

9. E-commerce

9.1 Shopping on the net

A. Fill the gaps, then put these stages in order (number them 1 to 8).

B. Put the words into the spaces.

**account - add - browse - checkout - confirm - delivery - details -
invoice - shopping basket - sign in**

_____ You usually have to allow at least two working days for 1 _____.

_____ Choose an item, and 2 _____ it to your 3 _____.

_____ Click 4 " _____ ". Now it's too late to change your mind!

_____ When you have finished shopping, click "proceed to 5 _____".

_____ Usually, you will receive an 6 _____ by email.

_____ Enter your name, address and card 7 _____.

1 Before you can start shopping, you usually have to 8 _____ to the

site. (If you don't already have an 9 _____, you have to create one.)

_____ 10 _____ the website, and decide what you want to buy.

C. Put the words into the spaces

**bid - down - encrypted - online - outbid - padlock -
secure server - system**

1. Sites that ask for your credit card number or other personal information should use a _____, so the data you send is _____.

2. A: "Have you ever bought anything on an auction site like eBay?"

B: "No. Once I made a _____ on something, but I was _____ a few seconds before the auction closed."

3. The _____ symbol means that a web-page is secure.

4: I couldn't book my flight _____ because the airline's _____ was _____.

10. Online banking basics

10.1 Complete the text with words from Online Security text

Most financial institutions offering Internet-based products should use (1) _____ - _____ authentication to reduce the risks of account fraud and identity theft.

At present, most authentication methodologies involve three basic factors:

something the user knows (e.g. a (2) _____, the confidential number given by the institution)

Something the user has (e.g. a (3) _____, the keyring-like identification number generator).

Something that shows who the user is, i.e. (4) _____ authentication (e.g. a

fingerprint).

Authentication methods that depend on more than one factor are more reliable; for example, the use of a _____, a TAN (something the user knows) to log in, and then a token (something the user has) to transfer funds.

10.2 Identify the type of authentication your bank, or an internet bank you know, uses. Make a list of the advantages and disadvantages online banking may have.



RESPUESTAS

1. Networking

1.1 Correct the following statements:

1. LANs link computers that are near, usually in the same building.

WANs link computers that are placed far apart.

2. In a peer-to-peer architecture, all the workstations have the same capabilities. In a client-server architecture, all the workstations are controlled by one computer.

3. The word protocol refers to the standard of communication between devices in a network. / The word topology refers to the shape of the network.

4. Routers are used to link two networks. / Routers are used to link a LAN to another network.

5. Access points have to be connected to a wired LAN.

6. Wireless adapters are necessary when you are using a WLAN

7. Hotspots can be found inside and outside buildings.
8. The Internet is an example of a WAN
9. Wireless WANs use mobile phone telephone networks as linking devices.

1.2 A network administrator has set up a new network in a school. Which topology has she chosen?

We have decided to install computers in all the departments but we haven't spent a lot of money on them, Actually, only the one in the staff room is really powerful and expensive! They all have common access to the Net and share a laser printer. The teachers in this school have built up a general file of resources kept in the main computer to which all the others in the network have access.

She has chosen a star topology.

Write a list of advantages and disadvantages of using networks.

Advantages

1. They save money and time;
2. They allow fast access to common files.

Disadvantages

1. There might be a danger of viruses spreading and of hackers accessing the system.

2. Internet

2.1 Choose the best word from each pair in grey type.

Some people think that the internet and the Web are the same thing, but in fact they

are different.

The internet (often called simply "the net") is a global (1) *network* / **net** of interconnected computers. These computers communicate with each other *over* existing telecommunications networks – principally, the telephone system. The World Wide Web (usually known as just "the Web") is the billions of web pages that are stored on large computers called *web servers*.

To *access* the web, you need a computer and a modem. You then connect over your telephone line to an internet service *provider* (ISP), which sends your request to view a particular web page to the correct web server.

Websites are not the only service available on the internet. It is also used for many other functions,

including sending and receiving email, and connecting to newsgroups and (6) *discussion* groups.

You could say that the internet is a system of roads, and web pages and emails are types of traffic that travel on those roads.

1 Decide if these sentences are True or False by analysing the information given above. If they are False, correct them.

1. The Internet and the World Wide Web are synonyms. *False. The WWW is a component of the Internet.*

2. Computers need to use the same protocol (TCP/IP) to communicate with each other. *True*
3. Web TV can provide access to the Net. *True*
4. ADSL and cable are two types of dial-up connections. *False. They are two types of broadband connection.*
5. External, internal and PC card are types of connections. *False. They are types of modem.*
6. Information can be sent through telephone lines, satellites and power lines. *True*
7. The computer IP number is a way to identify it on the Internet. *True*

2.2 What the Internet system should these people use?

1. 'I like receiving daily updates and headlines from newspapers on my computer'.
Mailing list/ listserv
2. 'I'm doing some research and need computer access to the University library'.
TELNET
3. 'I'd like to avoid flying to Japan to attend the meeting but I want to see what's going on there.'
video conference
4. 'I want to read people's opinions about environmental issues and express my views'.
newsgroup
5. 'I have designed a web page and want to transfer the data to my reserved webspace'.
FTP
6. 'I'd like to check my students' draft essays on my computer and send them back with my suggestions'.
email
7. 'I don't want to spend too much money on international phone calls, but I love hearing his voice'.
Internet Telephone

8. 'I live in a small village where there are no other teenagers. I wish I had the chance to meet and chat with friends'. *chat and instant messaging*

3. Web pages

3.1 Match the browser toolbar button with the function

1. Back c. Displays the page you were on before.
2. Forward f. Displays the page you were on before using the Back button.
3. Stop i. Stops a page from downloading.
4. Refresh1 / Reload2 d. Shows the latest version of the page.
5. Home g. Displays the page you have set as your home page.
6. Search e. Opens the search panel.
7. Favourites1 / Bookmarks2 j. Displays the web addresses you have chosen as your favourites.
8. Media b. Opens the media bar, accessing internet radio, music, video etc.
9. History a. Shows a list of the websites you have visited recently.
10. Mail k. Shows email options.
11. Print h. Prints the current page.

3.2 Do you know the answers to these technical questions about browsers? Answer true or false for each one.

1. All browsers (Internet Explorer, Mozilla Firefox etc) have exactly the same functions. *False. They are similar, but there are some minor differences*

2. Cookies are data sent by an internet server to a browser. They identify the user, and track the user's access to the server. *True*
3. You can get your browser to delete the cookies it has stored. (In Internet Explorer go to **Tools**, then to **Internet Options**, then to **Delete Cookies**.) *True*
4. Pages you have viewed are stored in the Temporary Internet Files folder. These cannot be deleted. *False – they can be deleted (in Internet Explorer, go to Tools / Internet Options / Delete Files)*
5. You can tell your browser how long to store web addresses in the History. *True*
6. You can set your browser to block pop-up windows. *True*
7. All pop-ups are advertisements. *False. Many are advertisements, but information about program updates etc. is also sometimes displayed as pop-ups.*
8. You can add extra toolbars to your browser window, for example a toolbar from Google. *True*

3.3 Put the words into the spaces.

*click on - criteria - database - hyperlinks - keywords - matches - media
refine - returns - sponsored - view*

Stage 1: Enter one or more *keywords*.

Stage 2: The search engine looks for *matches* in all the web pages on their *database*.

Stage 3: The search engine *returns* the matches (or "hits") with *hyperlinks* to the web pages.

Stage 4: The search engine may also return "*sponsored links*". These are links to the websites of companies who have paid the search engine company.

Stage 5: You *click on* the hyperlink to *view* the web page.

Stage 6: If necessary, you can *refine* your search by using advanced search *criteria* such as language, country or the type of *media* you are looking for.

4. Emails

4.1 Look at the email and answer the questions *true* or *false*.

A: 1 false (the recipient is Bernard), 2 true, 3 true, 4 false, 5 true, 6 true, 7 false, 8 false, 9 true, 10, true

1. The recipient is Anna. *False* (the recipient is Bernard)

2. The sender is Anna. *True*

3. Bernard knows that Carol knows when Anna will be arriving in Rome. *True*

4. Bernard knows that Dave knows when Anna will be arriving in Rome. *False*

5. You can say that Anna Cc-ed her email to Carol. *True*

6. You can say that Anna Bcc-ed her email to Dave. *True*

7. The subject line is empty. *False*

8. The style of the email is formal. *False*

9. Cc stands for carbon copy and Bcc stands for blind carbon copy, but the full terms are almost never used. *True*

10. Carbon copies were a method of making copies of documents typed on typewriters. *True*

5. Sending an attachment

5.1 Put the words in the spaces.

attach - browse - field - Inboxes - open - send - size

You can send almost any file as an attachment. 1 Browse through the folders on your computer until you find the file you want to attach. Click on "2 Open". The file will appear in the attachments 3 field. Then click "4 attach", and wait while the file uploads. Add more files if you wish. When you have finished adding files, click "5 send".

Some email 6 inboxes will only receive attachments up to a certain 7 size with one email, for example 10MB. If you need to send a lot of very big attachments, it's sometimes necessary to spread them over a number of separate emails.

6. Virtual meetings

6.1 Answer these questions using the vocabulary from the information given above. Give reasons for your answers:

1. Which program do you use to chat with friends?
2. Do you use abbreviations when you chat online or when you send text messages?
3. Do you use voice or video while chatting? How?
4. Have you ever used the Internet to make cheap calls?
5. Does Instant Messaging distract you from work?
6. Do you use your real name or a nickname in chat rooms?
7. Do you talk to strangers during web chats? Why shouldn't you?
8. Would you ever go on a date with somebody you'd met on the Net?

Open answers

7. Netiquette

7.1 Have you ever experienced bad netiquette? Describe your experience.

Open answer

8. Chat Abbreviations

8.1 Rewrite this IM chat using abbreviations

Paulo: BTW, r u free on Saturday?

Emma: Sure. it would b good 2 meet F2F. Shall we go 4 a coffee?

Paulo: Good plan. Café Moka makes the best coffee, IMO.

Emma: It's the closest 2 ur house 10W!

Paulo: LOL! Yes, ur right! But the coffee really is good?

Emma: C u at 4?

Paulo: Great. BFN.

9. E-commerce

9.1 Shopping on the net

A. Fill the gaps, then put these stages in order (number them 1 to 8).

B. Put the words into the spaces.

account - add - browse - checkout - confirm - delivery - details -
invoice - shopping basket - sign in

__8__ You usually have to allow at least two working days for
1____ delivery_____.

__3__ Choose an item, and 2____ add_____ it to your 3__ shopping
basket_____.

___6___ Click 4 "___confirm___". Now it's too late to change your mind!

___4___ When you have finished shopping, click "proceed to
5___checkout___".

___7___ Usually, you will receive an 6___invoice___ by email.

___5___ Enter your name, address and card 7___details___.

___1___ Before you can start shopping, you usually have to 8___sign in___

to the site. (If you don't already have an 9___account___, you have to create one.)

___2___ 10___Browse___ the website, and decide what you want to buy.

C. Put the words into the spaces

**bid - down - encrypted - online - outbid - padlock -
secure server - system**

1. Sites that ask for your credit card number or other personal information should use a
___secure server___, so the data you send is
___encrypted___.

2. A: "Have you ever bought anything on an auction site like eBay?"

B: "No. Once I made a ___bid___ on something, but I was
___outbid___ a few seconds before the auction closed."

3. The ___padlock___ symbol means that a web-page is secure.

4: I couldn't book my flight ___online___ because the airline's
___system___ was ___down___.

10. Online banking basics

10.1 Complete the text with words from Online Security text

Most financial institutions offering Internet-based products should use (1) two - factor authentication to reduce the risks of account fraud and identity theft.

At present, most authentication methodologies involve three basic factors: something the user knows (e.g. a (2) PIN, the confidential number given by the institution)

Something the user has (e.g. a (3) security token, the keyring-like identification number generator).

Something that shows who the user is, i.e. (4) biometric authentication (e.g. a fingerprint).

Authentication methods that depend on more than one factor are more reliable; for example, the use of a transaction authorization number, a TAN (something the user knows) to log in, and then a token (something the user has) to transfer funds.

7.2 Identify the type of authentication your bank, or an internet bank you know, uses. Make a list of the advantages and disadvantages online banking may have.

Possible answers

Advantages: it is very convenient, you can do transactions any time, anywhere, with just a computer or a mobile phone plus Internet connection. You can reduce your banking fees. You can save time. There is no waste of paper (statements, envelopes)-

Disadvantages; If you need cash, you will need an ATM or a brick-and-mortar bank. You need to remember your password. You may miss the human contact with a friendly bank clerk. You must be absolutely sure the online institution offers a secure connection.