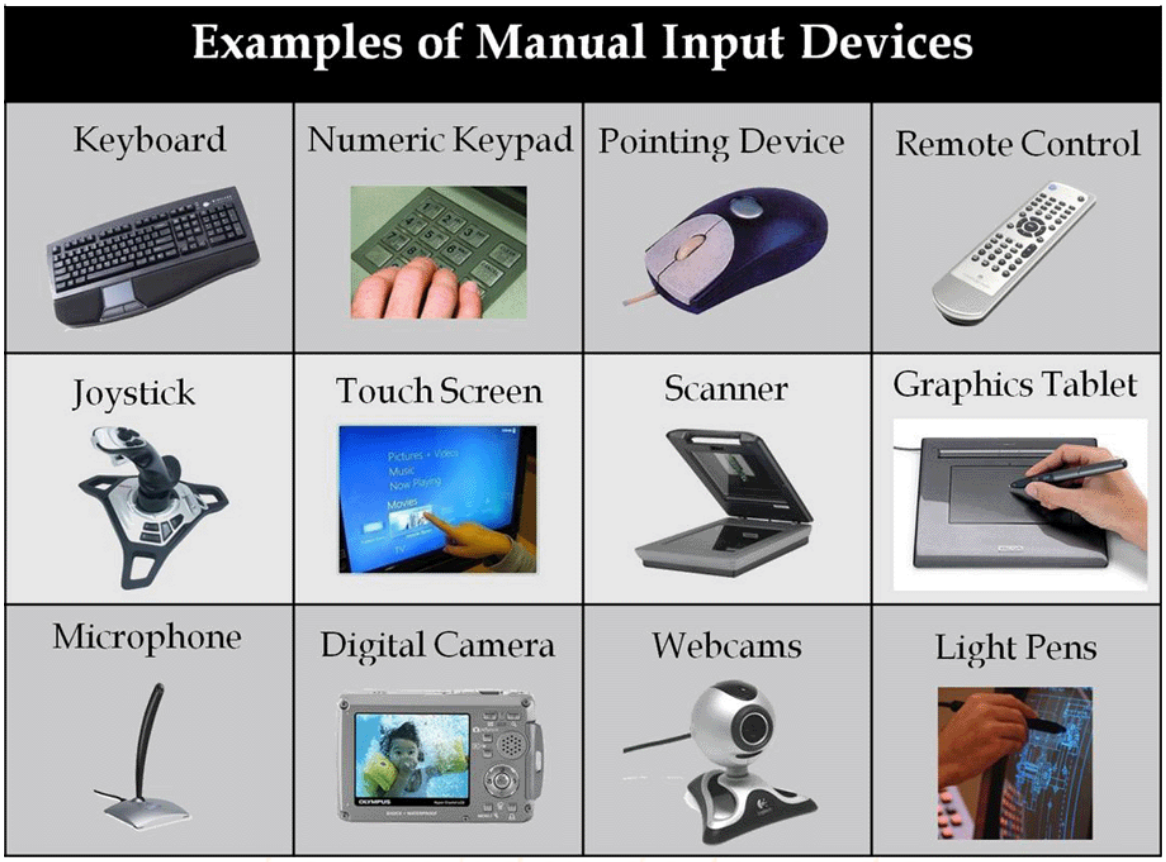
CAPACITARTE

Es ser líder de tu vida

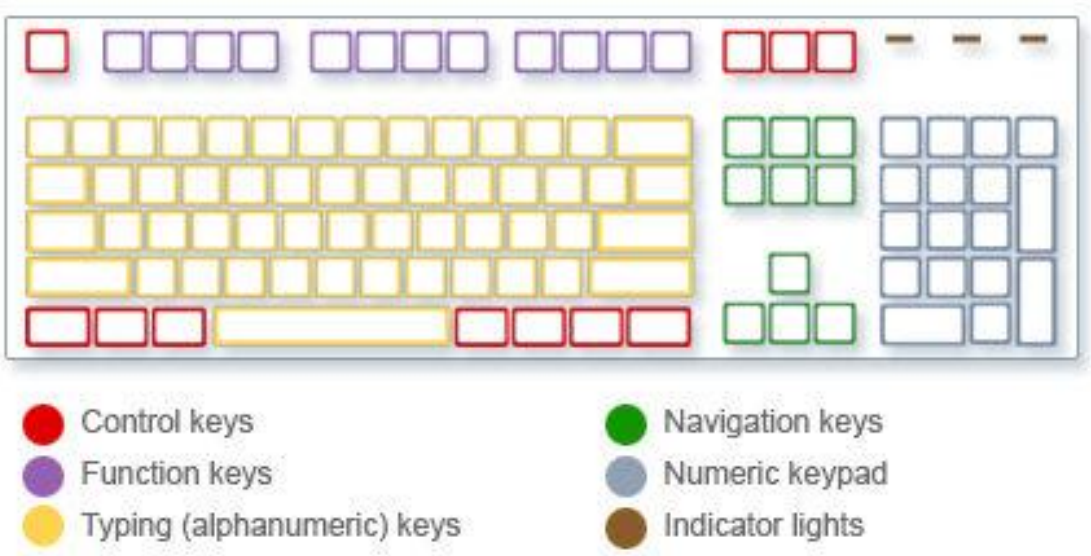
Input devices: type, click and talk!

Input devices are the pieces of hardware which allow us to enter information into the computer



The keyboard

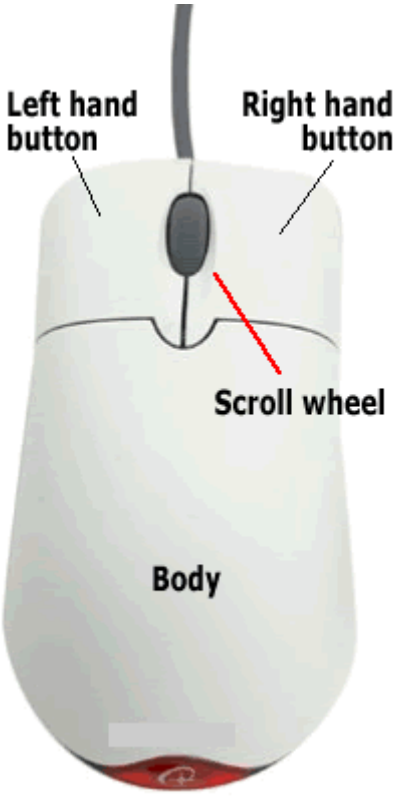
A standard PC Keyboard has various groups of keys:



1. **Alphanumeric keys**: letters, numbers arranged as on a typewriter
2. **A numeric keypad**, on the right of the main keyboard, contains numeric and editing keys; the Num Lock is used to switch from numbers to editing functions
3. **Function keys**: at the top of the keyboard, they can be programmed to do special jobs
4. **Cursor (Navigation) keys**: include arrow keys which move the insertion point and keys such as home, End, Page up and down, which let you move around documents.
5. **Dedicated (Control) keys**: used to issue commands or produce alternative characters.

- Ctrl changes the functions of other keys, e.g. Ctrl+X cuts the selected text
- Caps Lock sets the keyboard in CAPITALS mode.
- Enter (or Return) is pressed to select options from a menu or to start a new paragraph.
- Backspace deletes the character to the left of your current position.

The Mouse



The mouse is a hand-held device that lets you move a pointer (or cursor) and select items on the screen. It has one or more buttons to communicate with the PC. A scroll wheel lets you move through your documents or webpages. The pointer looks like a I-bar, an arrow or a pointing hand.

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

A **cordless** (wireless) mouse has no cable, it sends data via infrared signals or radio waves.

Mouse actions:

- to click, press and release the left button
- to double click, press and release the left button twice.
- to drag, hold down the menu, move the pointer to the new place and then release the button
- to right click, press and release the right button; this action displays a list of commands

Voice input

Today you can also interact with your computer by voice with a voice recognition system that converts voice into text, so you can dictate directly onto your word processor or email program. You can also control your PC with voice commands; you can launch programs, save documents or chat using your voice instead of the keyboard.

The eyes of your PC: Scanners and Cameras

Input devices such as scanners and cameras allow you to capture and copy images into a computer.

A scanner is a peripheral that reads images and converts them into electronic codes which can be understood by a computer.

Different types of scanners

- **Flatbed scanner** is built like a photocopier and is for use on a desktop.

- a **Hand-held** scanner is small and T-shaped, ideal to capture small pictures and logos.

- **A Film scanner** is used to scan film negatives or 35 mm slides.
- **A Pen scanner** looks like a pen, you can scan text, figures, barcodes and handwritten numbers

- **Barcode scanners** read barcodes on the products sold in shops and send the price to the computer in the cash register.

The resolution of a scanner is measured in **dpi** (dot per inch). For example, a 1,200 dpi scanner gives clearer, more detailed images than a 300 dpi scanner.

Most scanners come with optical Character Recognition software. OCR allows you to scan pages of text and save them into your word processor; then they can be edited.

Digital Cameras

A digital camera doesn`t use films, photos are stored as digital data, usually on a tiny storage device known as a flash memory card. You can connect the camera or the memory card to a PC and then alter the images using a program like Adobe Photoshop or view the images on a TV set. Many printers have a special socket so that you can print images directly from a memory card or camera.

the same process applies to digital video cameras and webcams. They record moving images and converts them into digital data which is processed by a PC. You can manipulate those video images with video editing software, and then you can store or export the result. You can display your movie on a screen or create a DVD, or email it or put it on the Web.

Functional Language: Describing features and functions

A) Functions of devices can be described by using the following expressions

- **for+ gerund**

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

- **be+used+to+infinitive**

*This is a device which **is 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*

B) We can describe features like this:

*An optical mouse **has** an optical sensor*

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

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

*A wireless mouse **works/operates** without clables*

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