

u n i t **1**

Computer Basics

UNIT CONTENT

- Parts of a Computer
- Threats and Security

My initial diagnosis

Do you know how to...

1. Name and differentiate the parts of a computer?
2. Use Windows basic functions?
3. Minimize the risk of virus infections?



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1. Parts of a Computer

Read the information below to learn about the parts of a computer.

Software is an application package that allows us to manipulate information. Thanks to software we can introduce data, erase it, store it, and process it.

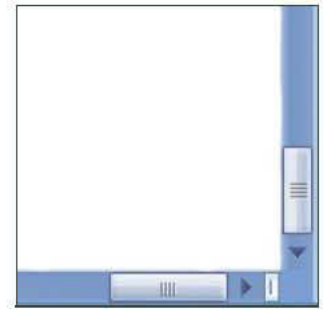
1•• Choose the odd one out! Which one of these is not software?

- Word 2007
 Outlook 2007
 Mozilla
 USB
 Paint
 Free Youtube Download

Hardware is the multiple physical components of a computer.

2•• How much do you know about hardware? Match the pictures and these computer components.

- 1 Case
 2 Central Processing Unit (CPU)
 3 Motherboard
 4 Peripherals
 5 Disk drives
 6 Hard disk



Scroll bars

3•• Now complete the text with the words above.

The internal components of a computer are inside the _____. Among these, we find the _____, which is the part of the computer that connects the _____, the RAM memory, and the _____ together.

The RAM memory is a temporary data storage unit, whereas the _____ is a mass storage device. Other devices are the _____, which can be fixed or not. These can be used for DVDs, USBs, or floppy disks. Today USB memories have replaced floppy disks.

4•• Now look at the picture below. Cover the list on the left.

How many peripherals can you name in English? Now look at the list and see if you can recognize the rest of them.

Write in each box the number that corresponds to each peripheral.

- | | | |
|------------|-------------------|-----------------------|
| 1 Monitor | 8 Microphone | 15 External hard disk |
| 2 Screen | 9 USB/Flash drive | 16 Modem |
| 3 Printer | 10 CDs | 17 Start button |
| 4 Keyboard | 11 CD/DVD drives | 18 Mouse pad |
| 5 Key | 12 System unit | |
| 6 Mouse | 13 Video camera | |
| 7 Speakers | 14 Scanner | |



5•• Make sentences using the words in the boxes. Look at the example and write them in your notebook.

Example Without a browser we cannot search the web.

Choose One	Choose One	Choose One	Choose One	Choose One or More than One		Choose One or More than One	
With	a mouse	I	can	and	surf	down	the web
Without	a scroll bar	we	cannot	drag	download	and	words
	a keyboard	the computer		drop	enter	backward	
	a browser			shut	click	forward	
				print	underline	upward	
				delete	type	downward	free
				cut	move	sentences	software
				paste	search	information	

A **firewall** is a system designed to prevent unauthorized access to or from a private network. It works by scanning files that are downloaded to your computer.

An **antivirus** program searches for, finds, and removes or neutralizes already existing viruses in your computer.



Recipient = person who receives a letter or e-mail

How many sentences could you write? _____

2. Threats and Security

When using a computer, we are exposed to a large number of threats. These can be viruses and other malware such as Trojans or spyware. It is important to be aware of their existence and take action to reduce the risk of infection.

6•• How much do you know about computer threats? What do sentences a) to e) refer to?

- 1 Trojans 2 Viruses 3 Spyware

- a It is a destructive program that performs an illicit operation in your computer.
- b This malware can reproduce itself.
- c This might allow a hacker to access your computer.
- d This might delete data on your computer.
- e This program collects advertising data and personal information.

7•• How can you minimize risks? Read these pieces of advice and tick the recommendations that you are already following.

	I do	I should
a. I use a firewall.		
b. I use an antivirus program.		
c. I keep my antivirus program updated.		
d. I scan attachments before downloading them.		
e. If I have Windows, I regularly install the service packs and patches.		
f. I know how to block cookies so that unwanted programs don't install without my knowledge.		
g. I disconnect from the network when I am not using the computer.		
h. I make regular backups of my important files.		
i. I have a boot disk to use in case of computer damage.		
j. I do not resend e-mails with visible multiple recipients.		

verbs vocabulary

Unit revision

REGULAR VERBS

Past Tenses of Regular Verbs

1. Remember that regular verbs add -ed for both the "past tense" and the "past participle".
 2. The last consonant will double only if these three conditions are met:
 - a. The verb finishes in consonant + vowel + consonant. Compare: Connect - connected, Download - downloaded, Log - logged.
 - b. The last syllable is stressed. Compare: Enter - entered, Visit - visited, Spot - spotted.
 - c. The last consonant is NOT: w, y, x. These three never double. Display - displayed, Allow - allowed, Fix - fixed.
- Remember that the letter (y) becomes (i) only if the word finishes in consonant + y.
Compare: Study - studied, Carry - carried, Display - displayed.

These are the verbs that you have used throughout the unit. Can you remember what they mean?

Verbs


Allow to / Delete / Download / Drag / Drop / Manage / Match / Move / Name / Need / Paste / Prevent / Process / Reduce / Replace / Scan / Store / Surf / Type / Underline _____

IRREGULAR VERBS

Complete the table adding the past tense and past participle of these verbs as well as their meaning.

Infinitive	Past Tense	Past Participle	Meaning
Be aware of			
Choose			
Cut			
Find			
Keep			
Read			
Resend			
Set up			
Shut down			

VOCABULARY >> Can you remember what these are?

- a Work individually. Your teacher will tell you how many minutes you have to write down as many answers as you can.
 - 1 The part of the computer that connects the Central Processing Unit (CPU), the RAM memory, and the peripherals together is the _____.
 - 2 The bar that allows us to move a document upward and downward is the _____.
 - 3 This program stops third parties from accessing your computer _____.
 - 4 The multiple physical components of a computer are the _____.
- b  Give your book to your partner. He/she will correct your exercise.
- c Write your score at the end of the exercise.

