



Module : English

Level : 1LMD

Semester : 1

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UNIT FOUR :

Keyboard and Mouse

Learning Objectives : By the end of this unit, students should :

1- be better at :

- matching a spoken description with a diagram,
- reading for specific detail and reading email addresses aloud,
- writing a simple description from notes provided.

2- be able to :

- make affirmative and negative statements using the present simple.

3- know and be able to :

- use these words: *keyboard, key, function, cursor, numeric keypad, print screen, delete, display, full stop, comma, dot, slash.*

A- PREREADING :

Task 1 (Warming up): Match these key abbreviations (shortcuts) with their full names.

Key abbreviation	→	Full name
1. Esc	→	a. Alternate
2. Alt		b. Page Up
3. Ctrl		c. Delete
4. Pgdn		d. Insert
5. Pgup		e. Escape
6. Ins		f. Page Down
7. Del		g. Control

Key:

Key abbreviation	1	2	3	4	5	6	7
Full name	e	a	g	f	b	d	c

Esc = Escape / Alt = Alternate / Ctrl = Control / Pgdn = Page Down / Pgup = Page Up / Ins = Insert / Del = Delete

B- READING - 1

The keyboard

Task 2: Locate these keys on the keyboard and number them 1 to 8:

- insert
- minus
- plus
- delete
- comma
- F1
- print screen
- escape



Task 3: Study this keyboard. The keys are in four sections. Can you name any of the sections?



Task 4: Read this description of the keyboard in Task 1. Label each section of the diagram.

The keyboard

The keys on a computer keyboard can be arranged in many different ways. The most common way on a desktop PC is called the extended keyboard. The diagram shows an extended keyboard. The keys are in four main sections.

The section known as the **main keyboard** has a key for each letter of the alphabet. It also has keys for the

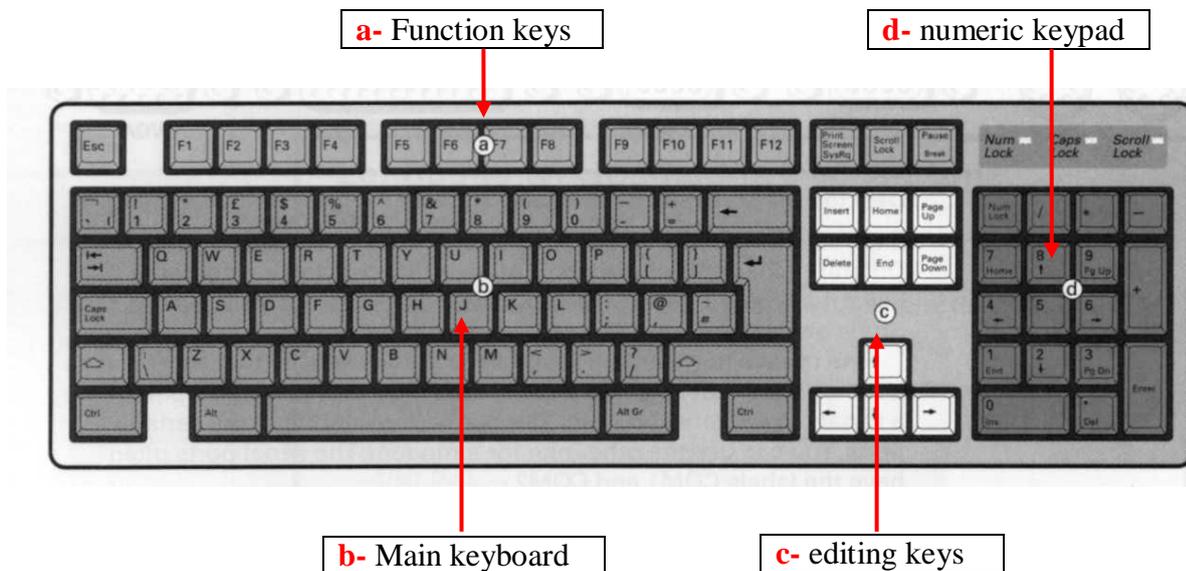
digits 0 to 9, punctuation marks like commas and full stops, and other common symbols.

Above the main keyboard is a row of keys known as the **function keys**. This section includes the Escape key to the left and the Print Screen, Scroll Lock, and Break keys to the right. The function keys labelled F1 to F12 don't have fixed functions. You can program them to perform different functions such as saving and printing.

To the right of the main keyboard is a section known as the **editing keys**. This group includes keys which insert and delete data. It also includes the cursor keys, also called the arrow keys. These keys move the cursor around the screen.

To the far right of the main keyboard is the **numeric keypad**. This section has keys for the digits 0 to 9 and for common mathematical symbols like plus and minus. The keys are arranged like the keys on an electronic calculator. You use these keys to input numerical data.

Key:



NOTES

Function keys: used by various programs to instruct the PC to perform specific tasks, such as Save, Copy, Paste, Help, etc.

Numeric keypad: set of numeric or editing keys. The NumLock key is used to switch from numbers to editing functions.

Editing keys: cursor and other keys usually used within word processors to page up and down in a long document or to edit text (using Insert or Delete keys).

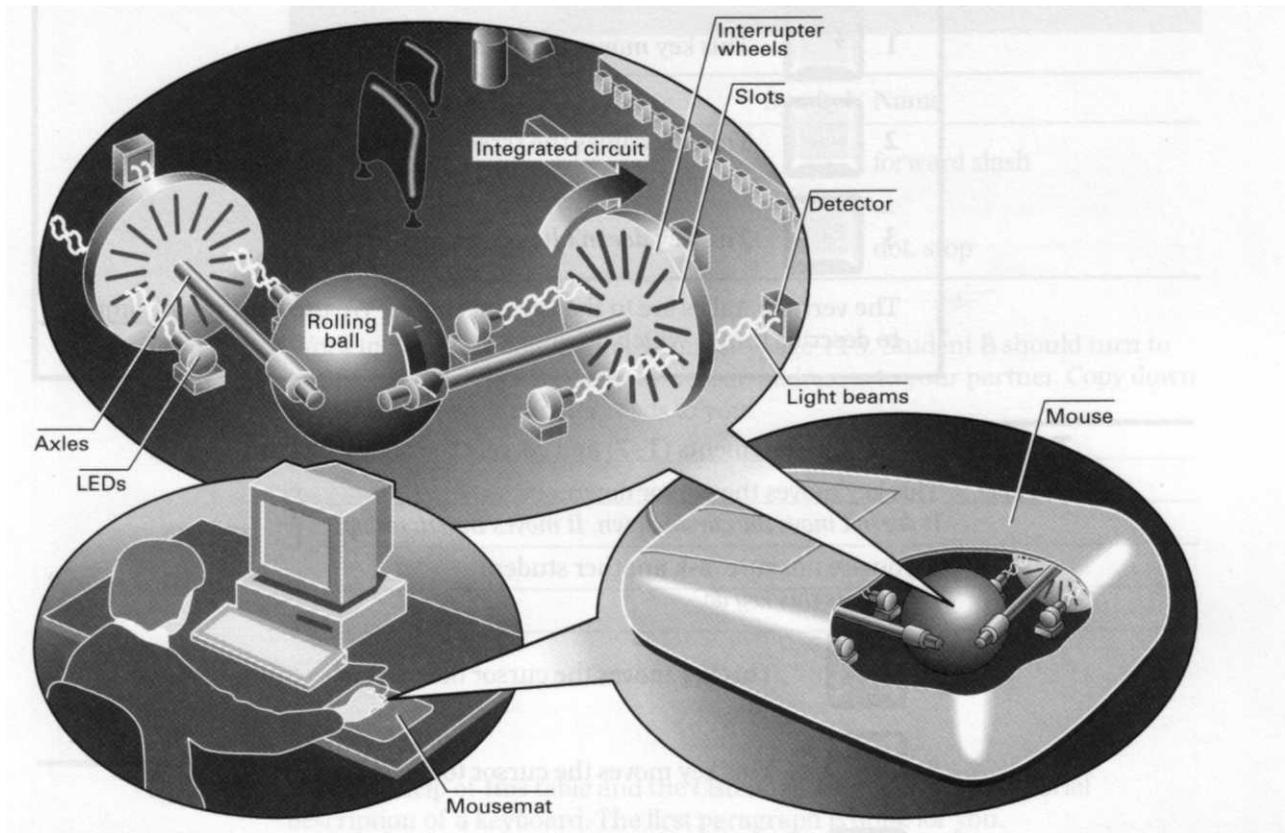
Special keys: used to issue commands or to produce alternative characters in key combinations, for example, the Alt key.

Alphanumeric keys: arranged in the same order as a typewriter.

C- READING - 2

The mouse

Task 5: This diagram explains how a common type of mouse works. Read the text and complete each of these statements with one word.



1. Move the mouse to the left and the cursor moves to the
2. The mouse contains a rolling
3. There are axles inside the mouse and two interrupter wheels.
4. When you move the mouse, the ball
5. The mouse moves over a

The computer mouse

The computer mouse is a hand-operated device that lets you control more easily the location of the pointer on your screen. You can make selections and choices with the mouse button.

The mouse contains a rubber-coated ball that rests on the surface of your working area or a mousemat. When the mouse is moved over that surface, the ball rolls.

The ball's movements up and down, and left and right, turn the two axles inside the mouse. As they turn, detectors register the changing position. A small integrated circuit inside the mouse sends signals to the operating system, which instructs it to move the pointer on your screen.

Key:

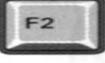
1. Move the mouse to the left and the cursor moves to the **left**.
2. The mouse contains a rolling (**rubber-coated**) **ball**.
3. There are **two** axles inside the mouse and two interrupter wheels.
4. When you move the mouse, the ball **rolls**.
5. The mouse moves over a **mousemat** / **mousepad**.

D- Language work

Present Simple

Language work: Present simple

Study these statements about keys.

-  This key *moves* the cursor down.
-  This key *copies* the screen display.
-  This key *doesn't have* a fixed function.

The verbs in italics are in the **Present simple**. We use the **Present simple** to describe things which are always true.

More examples:

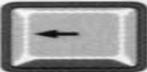
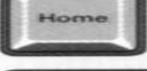
- The lesson **begins** at 9.30 and finishes at 11.00.
- Cars in the UK **drive** on the left.
- Computers **use** electricity.
- She **studies** English twice a week.
- A computer **does** not (**doesn't**) **work** by itself.
- My grandparents **do** not (**don't**) **use** the computer.

Let's practise

Task 6: Look at the statements (1-7) and correct the ones which are wrong.

Example: (Sentence 1)

This key moves the cursor **down**. ► *It doesn't move the cursor down. It moves the cursor up.*

-  This key moves the cursor down.
-  This key moves the cursor to the right.
-  This key inserts a character.
-  This key copies the screen display.
-  This key moves the screen up.
-  This key doesn't have a fixed function.
-  This key gives you all lower case letters.

Key:

1		This key moves the cursor down.
2		This key moves the cursor to the right.
3		This key inserts a character.
4		This key copies the screen display.
5		This key moves the screen up.
6		This key doesn't have a fixed function.
7		This key gives you all lower case letters.

Key

- 1 Wrong – up
- 2 Wrong – left
- 3 Wrong – delete
- 4 Right
- 5 Wrong – down
- 6 Wrong – returns cursor to beginning
- 7 Wrong – capital letters

E- Problem-solving

Task 7: Describe what these keys do.



Key:

1		This key moves the cursor up.
2		This key moves the cursor to the right.
3		This key deletes a character.
4		This key moves the cursor down.

F- Speaking

Task 8:

Task 9 Match these symbols with their names to complete this table.

a @ b / c ~ d : e . f _

Symbol	Name	Symbol	Name
<input type="checkbox"/>	colon	<input type="checkbox"/>	forward slash
<input type="checkbox"/>	tilde	<input type="checkbox"/>	at
<input type="checkbox"/>	underscore	<input type="checkbox"/>	dot, stop

Key:

Key

- | | | |
|-------------------|-----------|-----------------|
| 1 : colon | 2 ~ tilde | 3 _ underscore |
| 4 / forward slash | 5 @ at | 6 . dot or stop |

Task 9: Read (orally) these email and website addresses.

- 1 ehg@ed.ac.uk
- 2 http://www.cltr.uq.oz.au
- 3 agoralang.com/agora/agoranews_current.html
- 4 http://www.ncl.ac.uk/~njw5
- 5 elvis@aol.com

- 1 jtp@gl.ac.uk
- 2 http://calico.org/
- 3 http://info.ox.ac.uk
- 4 http://www.dart.edu/~hr/lrc/
- 5 bluff.t@ozemail.com.au

G- Writing

Task 10: Write a brief description of a keyboard. (The first paragraph is done for you).

can vary. For example, the *print screen* key sometimes copies the screen to memory and sometimes copies it to a printer, depending on the program used. The arrangement of the keys varies but most desktop PCs have an extended keyboard with keys divided into sections including the *main keyboard*, the *function keys*, the *editing keys*, and the *numeric keypad*.

The connection of computers throughout the world is known as the Internet. This allows users to send *electronic mail* messages (*email*) to each other. Each user has his or her own unique email address. The email address is made up of two main parts, the user identifier, and the computer system identifier.

For example:

Jim.Smith @ ed.ac.uk
 (user identifier) (computer system identifier)

The @ sign is used to separate these main identifiers. A dot is used to separate the parts of each identifier. Note that there is usually no dot at the end of an email address.

Linked document pages on the Internet form what is known as the *World Wide Web* (WWW or *Web*). Each webpage has its own unique address. Web addresses often, although not always, begin with 'http://www'. The two forward slashes are commonly read as *double slash*. A dot is used to separate each main part of an address, and slashes are used to separate sub-areas of the address.

For example: <http://www.microsystems.com/newproducts/downloads>

1. What are the most common input devices?
2. What does the computer keyboard look like?
3. Why can the output of a key vary? Give some examples.
4. What are the four main sections of a keyboard in most desktops PCs?
5. What does the Internet allow users to do?
6. What is the email address made up of?

Task 12 : Match each word from column A (1-30) with its partner from column B (a-dd).

A	B
1. keyboard	a) the symbol on the monitor screen that indicates the point on the screen that is being used
2. function keys	b) an oblique stroke (/) in print or writing, used between alternatives (e.g. and/or), in fractions (e.g. 3/4), in ratios (e.g. miles/day), or between separate elements of a text
3. numeracy	c) the grounds and buildings of a university or college
4. campus	d) to copy a program or data to a storage device
5. display, n	e) the ability to understand and work with numbers
6. save	f) keyboard keys that are normally programmed to perform different functions by each program or by the user
7. website	g) an electronic device for the visual presentation of data or images
8. full stop	h) a panel of keys on a PC with numbers on it used for performing arithmetic operations or doing sums
9. website address	i) the main electronic input device that has keys arranged in a similar layout to a typewriter
10. slash	j) a set of pages on the World Wide Web
11. mouse button	k) a panel of keys on a PC keyboard that operate a computer or typewriter and enters data
12. delete	l) the punctuation mark which you use at the end of a sentence when it is not a

	question or exclamation
13. light pen	m) The unique address that is used to access a website
14. lever	n) a switch on a mouse that is pressed to select an object on the screen
15. comma	o) remove (data) from a computer's memory
16. mouse mat	p) the set of keys on a PC keyboard to the right of the main keyboard that is used for moving around the screen and making changes to a document
17. data	q) 1) a hand-held, pen like photosensitive device held to the display screen of a computer terminal for passing information to the computer 2) a hand-held, light-emitting device used for reading bar codes
18. key	r) the set of four keys on a keyboard used for moving the cursor around the screen
19. Hard disk	s) the common name for electronic mail, i.e. messages sent electronically using a computer
20. numeric keypad	t) The front surface of a computer monitor where the output of a computer is displayed
21. arrow keys	u) a chart showing how the weekly time of a school or college is allotted to classes
22. numeric keypad	v) process or work of keeping financial accounts. It is the activity of keeping detailed records of the amounts of money a business or person receives and spends
23. email	w) projecting arm or handle that is moved to operate a mechanism
24. time-table	x) a punctuation mark (,) indicating a pause between parts of a sentence. It is also used to separate items in a list and to mark the place of thousands in a large numeral
25. screen	y) the small pad that a mouse sits on
26. email address	z) the information processed by a computer
27. editing keys	aa) non-removable magnetic disk with a large data storage capacity
28. accounting	bb) each of several buttons on a panel for operating a typewriter, word processor, or computer terminal
29. cursor	cc) a small keyboard with a few numbers on it. It is used for a special purpose
30. main keyboard	dd) the unique address code used to contact someone using electronic mail

I- Words to retain

1. numeric keypad, n
2. keyboard, n
3. key, n
4. function, n
5. cursor, n
6. print screen, n

7. delete, v
8. display, v
9. full stop
10. comma, n
11. dot, n

12. slash, n
13. data
14. arrow keys
15. email
16. e-mail address

17. mouse pad
18. mouse button
19. website address
20. website
21. save