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978-0-521-70299-7 - Infotech: English for Computer Users, Fourth Edition - Student's Book
Santiago Remacha Esteras
Frontmatter
More information

Infotech

English for computer users

Fourth Edition

Student's Book

CAMBRIDGE UNIVERSITY PRESS

Santiago Remacha Esteras

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Contents

Map of the book iv
Thanks and acknowledgments viii

Module 1 Computers today 1
Unit 1 Living in a digital age 2
Unit 2 Computer essentials 7
Unit 3 Inside the system 11
Unit 4 Buying a computer 16

Module 2 Input/Output devices 21
Unit 5 Type, click and talk! 22
Unit 6 Capture your favourite image 27
Unit 7 Display screens and ergonomics 32
Unit 8 Choosing a printer 37
Unit 9 Devices for the disabled 42

Module 3 Storage devices 47
Unit 10 Magnetic storage 48
Unit 11 Optical storage 52
Unit 12 Flash memory 57

Module 4 Basic software 62
Unit 13 The operating system (OS) 63
Unit 14 Word processing (WP) 68
Unit 15 Spreadsheets and databases 73

Module 5 Faces of the Internet 78
Unit 16 The Internet and email 79
Unit 17 The Web 84
Unit 18 Chat and conferencing 89
Unit 19 Internet security 94

Module 6 Creative software 99
Unit 20 Graphics and design 100
Unit 21 Desktop publishing 105
Unit 22 Multimedia 110
Unit 23 Web design 114

Module 7 Programming / Jobs in ICT 119
Unit 24 Program design and computer languages 120
Unit 25 Java™ 125
Unit 26 Jobs in ICT 129

Module 8 Computers tomorrow 134
Unit 27 Communication systems 135
Unit 28 Networks 140
Unit 29 Video games 145
Unit 30 New technologies 150

Appendix: a model CV 155
Glossary 156
Irregular Verbs 166
Acronyms and abbreviations 168

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	UNIT	LISTENING	READING
Module 1 **Computers today**	**1** Living in a digital age	Computers at work	The digital age The magic of computers
	2 Computer essentials	Different types of computer	Advertising slogans What is a computer?
	3 Inside the system	A PC system	Technical specifications What is inside a PC system? How memory is measured
	4 Buying a computer	In a computer shop Choosing the right computer	Computer adverts Technical specifications
Module 2 **Input/Output devices**	**5** Type, click and talk!	Describing input devices Mouse actions	Interacting with your computer Speech recognition systems
	6 Capture your favourite image	Scanners	The eyes of your computer Press release: a digital camera
	7 Display screens and ergonomics	Choosing the right display device Ergonomics	How screen displays work
	8 Choosing a printer	Multi-function printers	Which type of printer should I buy? Printer adverts
	9 Devices for the disabled	Assistive technologies for the blind	Computers for the disabled
Module 3 **Storage devices**	**10** Magnetic storage	Buying a portable hard drive	Magnetic storage
	11 Optical storage	CDs and DVDs	Optical discs and drives
	12 Flash memory	Flash drives	Memory in a flash!
Module 4 **Basic software**	**13** The operating system (OS)	Windows Vista	GUI operating systems
	14 Word processing (WP)	The Cut and Paste technique	WP tools
	15 Spreadsheets and databases	The Excel spreadsheet program	An invoice and covering letter Databases

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	SPEAKING	WRITING	LANGUAGE WORK	VOCABULARY
	Discussing what computers do	A short summary of a discussion	Collocations 1	Basic computer terms, computers in education, banks, offices, airports, libraries, entertainment, etc.
	Describing a diagram	An email explaining the benefits of laptops and tablet PCs	Classifying	Basic hardware and software terminology
	Describing your ideal computer system	Notes about your ideal computer system	Defining relative clauses	*Processor, chip, control unit, arithmetic logic unit*, etc. Units of memory: KB, MB, GB, etc.
	Role play – buying a computer	An email recommending a computer	Language functions in a computer shop	Vocabulary tree: revision of vocabulary from Module 1
	Describing input devices		Describing functions and features	Input/Output devices, groups of keys, mouse actions
	Describing a camera		Superlatives Suffixes	Scanners, cameras
	Discussing which display devices you would most like to own	Guidelines for an ergonomic school or office	Instructions and advice	Display screens, ergonomics
	Choosing the right printer	An email to a friend comparing two printers	Connectors 1 Comparatives	Types of printer, printer technology
	Discussing assistive technology	An email summarizing the different assistive technologies available	Noun phrases	Devices for the disabled
	Discussing how to protect your data	An email explaining hard drive precautions	Precautions Word building	Types of magnetic storage, technical details of magnetic storage
	Choosing storage devices	A post on a forum discussion about format wars	Connectors 2	Types of optical storage, technical details of optical storage
	Describing flash drives	A text message to a friend explaining the difference between MP3 and MP4	Word building	Types of flash drive, technical details of flash memory
	Comparing user interfaces	A summary of a text	Countable and uncountable nouns Articles	GUIs, the WIMP environment, desktop features, etc.
	Giving instructions for carrying out tasks in Word	Instructions for using *Find and Replace* in Word	Giving and following instructions	Functions and features of word processors
	Discussing the software you use at home and at work	A fax of complaint	Plurals	Functions and features of spreadsheets and databases

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	UNIT	LISTENING	READING
Module 5 **Faces of the Internet**	**16** The Internet and email	Internet basics	Internet FAQs Email features
	17 The Web	E-commerce and online banking	A typical web page The collectives of cyberspace
	18 Chat and conferencing	At a cybercafé	Virtual meetings Netiquette
	19 Internet security	Safety online for children	Security and privacy on the Internet The history of hacking
Module 6 **Creative software**	**20** Graphics and design	The toolbox	Computer graphics
	21 Desktop publishing	Steps in a DTP publication	What is desktop publishing? Steps in a DTP publication
	22 Multimedia	Components and system requirements	Multimedia magic!
	23 Web design	Designing a website	Web page design
Module 7 **Programming / Jobs in ICT**	**24** Program design and computer languages	Steps in programming	Computer languages
	25 Java™	The history of Java	Java applets The Java language
	26 Jobs in ICT	IT professionals A job interview	Job adverts A letter of application
Module 8 **Computers tomorrow**	**27** Communication systems	VoIP technology	Channels of communication
	28 Networks	Small networks	Networking FAQs
	29 Video games	Present and future trends in gaming	Game genres
	30 New technologies	RFID tags	Future trends

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	SPEAKING	WRITING	LANGUAGE WORK	VOCABULARY
	Discussing the Internet and what you use it for	A reply to an email about the history of the Internet	Questions	Internet basics, internet and email features
	Discussing what you use the Web for	An article about internet phenomena	Collocations 2 The prefixes *e-* and *cyber-*	Web basics, web addresses Online shopping and banking
	Discussing online chat Planning your own cybercafé and presenting your plans	An online conversation	Chat abbreviations	Online chat and conferencing
	Discussing internet issues	A summary of a discussion	The past simple	Internet security, types of internet crime
	Choosing graphics software	Describing graphics	The *-ing* form	Types of graphics, the toolbox
	A debate: e-publishing vs. paper publishing	A letter to a newspaper	Order of adjectives	Desktop publishing basics
	Discussing applications of multimedia	A blog entry about the use of multimedia	Conditional sentences	Multimedia components and features
	Discussing blogs	A home page A blog entry	Modal verbs	Aspects and tools of web design
	Describing computer languages	Notes from a training course	Word building The infinitive	Programming, computer languages
	Discussing your experience with computers		The *-ed* form	Java applets
	Discussing the personal qualities needed for certain jobs	A letter of application for a job A CV	*For, since, ago, until* The present perfect	IT professions, professional skills and qualities
	Explaining VoIP technology from a diagram Describing and discussing mobile phones	A summary of a discussion for a blog post	The passive	ICT systems, mobile phones
	Presenting a description of a network	A description of a network	Phrasal verbs	Types of network, network architecture, network topology
	Discussing your favourite games and game platforms Discussing the pros and cons of gaming	An essay: The pros and cons of gaming	Adverbs	Game platforms, game genres
	Discussing and comparing predictions	Captions for short texts Predictions	Future forms	Future trends in technology: nanotechnology, AI, biometrics, etc.

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