



中等职业学校教学用书(计算机技术专业)

# 计算机专业英语

◎ 樊任军 王首义 主编

本书配有电子教学参考资料包



电子工业出版社  
PUBLISHING HOUSE OF ELECTRONICS INDUSTRY

<http://www.phei.com.cn>

## 中等职业学校教学用书（计算机技术专业）

# 计算机专业英语

樊任军 王首义 主 编

李 青 董 钢 李洪志 副主编

举报电话: (010) 88254396; (010) 88258888

传 真: (010) 88254397

E-mail: dbqq@phei.com.cn

地址: 北京市东直门北大街173号

邮 编: 100036

电子工业出版社

Publishing House of Electronics Industry

北京·BEIJING

## 内 容 简 介

本书是由信息产业部国家信息化培训认证管理办公室、部分高职(中职)院校共同研发的“任务驱动式”特色系列教材之一。教材内容的组织体系与职教计算机专业学生技能结构有机地结合,以实际的职业岗位技能为主线进行编写,本书将专业英语的内容与实际的 IT 职业岗位技能、任务和项目无缝结合,进行专业英语能力的培养与强化。

本书易学易教,学生学得懂,用得上,兴趣高。

本书共分 18 个单元。内容与中等职业学校计算机专业应用技能模块相结合,涉及计算机系统、硬件、组装、维护、外设、计算机病毒、操作系统、办公自动化、程序设计语言、数据库管理系统、多媒体技术、网络、Internet 网站建设、网页制作、数字信号处理,以及新一代因特网 IPv6 协议等方面英语的应用。

本书与计算机的技能模块相结合,是中等职业学校培养技能型、应用型和操作型复合人才的“技能类”教材与参考书,是职业资格认证的培训用书,是中等职业学校学生提升职业技能、增强就业竞争力、通过计算机技能认证及英语等级考试的教学与自学教材。

本书还配有电子教案及习题答案。

未经许可,不得以任何方式复制或抄袭本书之部分或全部内容。

版权所有,侵权必究。

## 图书在版编目(CIP)数据

计算机专业英语 / 樊任军, 王首义主编. —北京: 电子工业出版社, 2007.8

中等职业学校教学用书·计算机技术专业

ISBN 978-7-121-03428-2

I. 计… II. ①樊… ②王… III. 电子计算机—英语—专业学校—教材 IV. H31

中国版本图书馆 CIP 数据核字(2006)第 133884 号

责任编辑: 关雅莉

特约编辑: 刘 皎

印 刷: 涿州市京南印刷厂

装 订: 涿州市桃园装订有限公司

出版发行: 电子工业出版社

北京市海淀区万寿路 173 信箱 邮编 100036

开 本: 787×1092 1/16 印张: 11 字数: 281.6 千字

印 次: 2007 年 8 月第 1 次印刷

印 数: 4000 册 定价: 15.30 元

凡所购买电子工业出版社图书有缺损问题, 请向购买书店调换。若书店售缺, 请与本社发行部联系, 联系及邮购电话: (010) 88254888。

质量投诉请发邮件至 [zltz@phei.com.cn](mailto:zltz@phei.com.cn), 盗版侵权举报请发邮件至 [dbqq@phei.com.cn](mailto:dbqq@phei.com.cn)。

服务热线: (010) 88258888。

## 中等职业学校教材工作领导小组

主任委员 陈 伟 信息产业部信息化推进司司长

副主任委员 辛宝忠 黑龙江省教育厅副厅长

李雅玲 信息产业部人事司处长

尚志平 山东省教学研究室副主任

马 斌 江苏省教育厅职社处处长

黄才华 河南省职业技术教育教学研究室主任

苏渭昌 教育部职业技术教育中心研究所主任

王传臣 电子工业出版社副社长

委 员 (排名不分先后)

唐国庆 湖南省教科院

张志强 黑龙江省教育厅职成教处

李 刚 天津市教委职成教处

王润拽 内蒙古自治区教育厅职成教处

常晓宝 山西省教育厅职成教处

刘 晶 河北省教育厅职成教处

王社光 陕西省教育科学研究所

吴 蕊 四川省教育厅职成教处

左其琨 安徽省教育厅职成教处

陈观诚 福建省职业技术教育中心

邓 弘 江西省教育厅职成教处

姜昭慧 湖北省职业技术教育研究中心

李栋学 广西壮族自治区教育厅职成教处

杜德昌 山东省教学研究室

谢宝善 辽宁省基础教育教研培训中心职教部

安尼瓦尔·吾斯曼 新疆维吾尔自治区教育厅职成教处

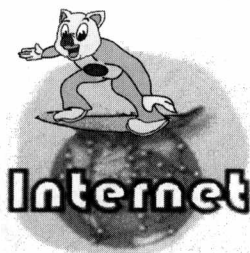
秘 书 长 李 影 电子工业出版社

副 秘 书 长 柴 灿 电子工业出版社

# 前言



本教材根据国家职业技能鉴定专家委员会和计算机专业委员会制定的计算机技能考核大纲的要求,是信息产业部国家信息化培训认证管理办公室和部分高职(中职)院校为将计算机专业英语技能教育与认证紧密结合,与计算机技能考试相适应,使计算机专业英语教材和认证考试一体化,而最新共同研发的职校技能型系列化特色教材之一,是打开语言障碍之门、通往专业英语自由殿堂的金钥匙。



本书是任务驱动式教材。教材内容的组织体系与职教计算机专业学生技能结构有机地结合,以实际的职业岗位技能任务驱动为主线进行编写,本书将专业英语的内容与实际的 IT 职业岗位技能、任务和项目无缝结合,进行专业英语能力的培养。读者通过在计算机技能的实践中掌握专业英语能力,透彻理解,深刻记忆,强化专业英语的应用技能。

多轮的教学实践证明,这样的专业英语容易学也容易教;学生学得懂,用得上,兴趣高。因而,我们经过沥血凝心研发,将这只丑小鸭展示于师生面前,诚望热情指教,谨作引玉之砖。

本书共分 18 个单元。内容从键盘应用零点起步,与中等职业学校计算机专业应用技能模块同步相融,涉及计算机系统、硬件、组装、维护、外设、计算机病毒、操作系统、办公自动化、程序设计语言、数据库管理系统、多媒体技术、网络、网站建设、网页制作、数字信号处理,以及新一代因特网 IPv6 协议等方面专业英语的应用。

从职业岗位技能组成结构的角度来分析:专业英语技能本身就是计算机应用技能的一个重要组成部分。本书将计算机技能模块与专业英语应用有机地结合在一起,力求实现专业英语学习与岗位技能学习的零距离,是中等职业学校培养技能型、应用型和操作型复合人才的教材与参考书,是 IT 技术教育与市场职业资格认证的培训用书,是中等职业学校学生提升职业技能、增强就业竞争力、通过计算机技能认证及英语等级考试的教学与自学教程。



本书主编是樊任军、王首义;副主编是李青、董钢、李洪志;编委是陈焕辉、焦迎春、樊帆;主审是许洪军。

其中,Unit 1~Unit 4 由樊任军编写,Unit 8~Unit 11 由李青编写,Unit 12~Unit 13 由董钢编写,Unit 14~Unit 15 由李洪志编写,Unit 16~Unit 18 由王首义编写,Unit 5 由焦迎春编写,Unit 6 由陈焕辉编写,Unit 7 及全书语法点由樊帆编写。

王小刚对本书给予了许多指导,在此谨表真诚的感谢。

为了方便教师教学,本书还配有电子教案及习题答案(电子版),请有需要的教师登录职业技术网([www.zyjs.net](http://www.zyjs.net))、华信教育资源网([www.hxedu.com.cn](http://www.hxedu.com.cn))下载或与电子工业出版社(E-mail:[hxedu@phei.com.cn](mailto:hxedu@phei.com.cn))联系,我们将免费提供。

欢迎通过电子邮箱 [fanrenjun@126.com](mailto:fanrenjun@126.com) 与编者联系。

编者

2007 年 7 月



# 目 录



|                                                          |      |
|----------------------------------------------------------|------|
| <b>Unit 1 Using Keyboard</b>                             | (1)  |
| <b>Technical Skill 1: Mastering Goal</b>                 | (1)  |
| Task-1 Using Keyboard                                    | (1)  |
| Task-2 Let's Go Deep into Their Functions                | (2)  |
| Task-3 Little Game for Combined Keys                     | (2)  |
| <b>Technical Skill 2: Nuclear Words</b>                  | (3)  |
| <b>Technical Skill 3: Practice and Enhancement</b>       | (4)  |
| Task-1 Notice to the Text                                | (4)  |
| Task-2 Phrase and Abbreviation                           | (5)  |
| Task-3 Your Understanding Check                          | (5)  |
| <b>Technical Skill 4: Applied Synthesis Development</b>  | (6)  |
| Task-1 Using Combined Keys                               | (6)  |
| Task-2 Print Screen                                      | (7)  |
| <b>Unit 2 Hardware and Software</b>                      | (8)  |
| <b>Technical Skill 1: Mastering Goal</b>                 | (8)  |
| Task-1 Getting to Know the Hardware of a Computer        | (8)  |
| Task-2 Hardware and Software                             | (10) |
| <b>Technical Skill 2: Nuclear Words</b>                  | (10) |
| <b>Technical Skill 3: Practice and Enhancement</b>       | (11) |
| Task-1 Notice to the Text                                | (11) |
| Task-2 Phrase and Abbreviation                           | (12) |
| Task-3 Your Understanding Check                          | (12) |
| <b>Technical Skill 4: Applied Synthesis Development</b>  | (13) |
| Task-1 Install One Assembled PC                          | (13) |
| Task-2 Fix the Data Wires of Hard Disk and CD-ROM Driver | (14) |
| <b>Unit 3 Input and Output Devices</b>                   | (16) |
| <b>Technical Skill 1: Mastering Goal</b>                 | (16) |
| Task-1 Structure of Computer                             | (16) |
| Task-2 Input Devices                                     | (17) |
| Task-3 Output Devices                                    | (18) |
| <b>Technical Skill 2: Nuclear Words</b>                  | (19) |
| <b>Technical Skill 3: Practice and Enhancement</b>       | (20) |
| Task-1 Notice to the Text                                | (20) |
| Task-2 Phrase and Abbreviation                           | (21) |
| Task-3 Your Understanding Check                          | (21) |

|                                                       |             |
|-------------------------------------------------------|-------------|
| Technical Skill 4: Applied Synthesis Development..... | (22)        |
| Task-1 Three Kinds of Buses .....                     | (22)        |
| Task-2 Mouse .....                                    | (23)        |
| <b>Unit 4 Binary Number System .....</b>              | <b>(24)</b> |
| Technical Skill 1: Mastering Goal.....                | (24)        |
| Task-1 Meet a Binary File .....                       | (24)        |
| Task-2 CPU Only Understand 0 or 1 .....               | (24)        |
| Task-3 Binary Number System .....                     | (24)        |
| Technical Skill 2: Nuclear Words.....                 | (26)        |
| Technical Skill 3: Practice and Enhancement.....      | (26)        |
| Task-1 Notice to the Text .....                       | (26)        |
| Task-2 Phrase and Abbreviation.....                   | (27)        |
| Task-3 Your Understanding Check.....                  | (27)        |
| Technical Skill 4: Applied Synthesis Development..... | (28)        |
| Task-1 CMOS Setup.....                                | (28)        |
| Task-2 Memory .....                                   | (30)        |
| <b>Unit 5 Secondary Storage .....</b>                 | <b>(31)</b> |
| Technical Skill 1: Mastering Goal.....                | (31)        |
| Task-1 Typical Secondary Storage .....                | (31)        |
| Task-2 Floppy Disk .....                              | (31)        |
| Task-3 Hard Disk .....                                | (32)        |
| Technical Skill 2: Nuclear Words.....                 | (32)        |
| Technical Skill 3: Practice and Enhancement.....      | (33)        |
| Task-1 Notice to the Text .....                       | (33)        |
| Task-2 Phrase and Abbreviation.....                   | (34)        |
| Task-3 Your Understanding Check.....                  | (34)        |
| Technical Skill 4: Applied Synthesis Development..... | (35)        |
| Task-1 USB .....                                      | (35)        |
| Task-2 Set up Boot-up Sequence by the CMOS.....       | (35)        |
| <b>Unit 6 Problems When Booting Up.....</b>           | <b>(38)</b> |
| Technical Skill 1: Mastering Goal.....                | (38)        |
| Task-1 POST and Password .....                        | (38)        |
| Task-2 Not a System Diskette .....                    | (39)        |
| Technical Skill 2: Nuclear Words.....                 | (40)        |
| Technical Skill 3: Practice and Enhancement.....      | (41)        |
| Task-1 Notice to the text .....                       | (41)        |
| Task-2 Phrase and Abbreviation.....                   | (42)        |
| Task-3 Your Understanding Check.....                  | (42)        |
| Technical Skill 4: Applied Synthesis Development..... | (43)        |
| Task-1 Interface Circuit and Bus .....                | (43)        |
| Task-2 Fatal Damage Occurred .....                    | (43)        |

|                                                         |      |
|---------------------------------------------------------|------|
| <b>Unit 7 Operating System</b>                          | (45) |
| <b>Technical Skill 1: Mastering Goal</b>                | (45) |
| Task-1 The Operating System (OS)                        | (45) |
| Task-2 Windows XP Operating System                      | (45) |
| Task-3 Multi-users and Network                          | (46) |
| <b>Technical Skill 2: Nuclear Words</b>                 | (47) |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (47) |
| Task-1 Notice to the Text                               | (47) |
| Task-2 Phrase and Abbreviation                          | (48) |
| Task-3 Your Understanding Check                         | (48) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (50) |
| Task-1 Linux Operating System                           | (50) |
| Task-2 Install the CD-ROM Driver                        | (50) |
| <b>Unit 8 Anti Viruses</b>                              | (52) |
| <b>Technical Skill 1: Mastering Goal</b>                | (52) |
| Task-1 Worry about Viruses                              | (52) |
| Task-2 Typical Kinds of Virus                           | (52) |
| Task-3 Update your Anti-Virus Software in Time          | (53) |
| <b>Technical Skill 2: Nuclear Words</b>                 | (54) |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (55) |
| Task-1 Notice to the Text                               | (55) |
| Task-2 Phrase and Abbreviation                          | (56) |
| Task-3 Your Understanding Check                         | (56) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (57) |
| Task-1 You need a Firewall                              | (57) |
| Task-2 Integrated Circuit (IC)                          | (58) |
| <b>Unit 9 Office Automation</b>                         | (60) |
| <b>Technical Skill 1: Mastering Goal</b>                | (60) |
| Task-1 The Office Automation                            | (60) |
| Task-2 Word 2003 Window                                 | (60) |
| Task-3 Useful Icons                                     | (61) |
| Task-4 Inserting Operations                             | (62) |
| <b>Technical Skill 2: Nuclear Words</b>                 | (62) |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (63) |
| Task-1 Notice to the Text                               | (63) |
| Task-2 Phrase and Abbreviation                          | (64) |
| Task-3 Your Understanding Check                         | (64) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (65) |
| Task-1 The Function of Office 2003                      | (65) |
| Task-2 HP LASER Printer Hardware Setup Guide            | (65) |

|                                                         |      |
|---------------------------------------------------------|------|
| <b>Unit 10 C Programming Language</b>                   | (67) |
| <b>Technical Skill 1: Mastering Goal</b>                | (67) |
| Task-1 Commands on Main Menu                            | (67) |
| Task-2 Powerful Function                                | (67) |
| Task-3 C Language is a Structural Language              | (68) |
| Task-4 Fit for Many Kinds of Operating Systems          | (68) |
| <b>Technical Skill 2: Nuclear Words</b>                 | (69) |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (69) |
| Task-1 Notice to the Text                               | (69) |
| Task-2 Phrase and Abbreviation                          | (70) |
| Task-3 Your Understanding Check                         | (70) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (71) |
| Task-1 Visual BASIC                                     | (71) |
| Task-2 BIOS Errors Information                          | (73) |
| <b>Unit 11 Access Database</b>                          | (74) |
| <b>Technical Skill 1: Mastering Goal</b>                | (74) |
| Task-1 Overview of Access 2003                          | (74) |
| Task-2 Creating Data Tables                             | (75) |
| <b>Technical Skill 2: Nuclear Words</b>                 | (76) |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (77) |
| Task-1 Notice to the Text                               | (77) |
| Task-2 Phrase and Abbreviation                          | (77) |
| Task-3 Your Understanding Check                         | (77) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (79) |
| Task-1 Overview of Visual FoxPro Features               | (79) |
| Task-2 Oracle Database                                  | (79) |
| <b>Unit 12 Working with Digital Images</b>              | (81) |
| <b>Technical Skill 1: Mastering Goal</b>                | (81) |
| Task-1 The Photoshop Desktop                            | (81) |
| Task-2 The Toolbox and Particular Tools                 | (82) |
| Task-3 Rulers                                           | (82) |
| Task-4 Getting Images into Photoshop                    | (83) |
| <b>Technical Skill 2: Nuclear Words</b>                 | (84) |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (84) |
| Task-1 Notice to the Text                               | (84) |
| Task-2 Phrase and Abbreviation                          | (85) |
| Task-3 Your Understanding Check                         | (85) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (87) |
| Task-1 Palettes                                         | (87) |
| Task-2 AutoCAD                                          | (87) |

|                                                         |       |
|---------------------------------------------------------|-------|
| <b>Unit 13 Network</b>                                  | (89)  |
| <b>Technical Skill 1: Mastering Goal</b>                | (89)  |
| Task-1 Computer Network                                 | (89)  |
| Task-2 Network Devices                                  | (90)  |
| <b>Technical Skill 2: Nuclear Words</b>                 | (91)  |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (93)  |
| Task-1 Notice to the Text                               | (93)  |
| Task-2 Phrase and Abbreviation                          | (93)  |
| Task-3 Your Understanding Check                         | (94)  |
| <b>Technical skill 4: Applied Synthesis Development</b> | (95)  |
| Task-1 Topology Structure of LAN                        | (95)  |
| Task-2 Cisco Routers Introduction                       | (96)  |
| <b>Unit 14 Internet</b>                                 | (97)  |
| <b>Technical Skill 1: Mastering Goal</b>                | (97)  |
| Task-1 Internet and Modern Society                      | (97)  |
| Task-2 Using Internet                                   | (97)  |
| Task-3 Keep the Computer Secure                         | (99)  |
| <b>Technical Skill 2: Nuclear Words</b>                 | (99)  |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (100) |
| Task-1 Notice to the Text                               | (100) |
| Task-2 Phrase and Abbreviation                          | (101) |
| Task-3 Understanding Check                              | (101) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (102) |
| Task-1 Electronic Mail                                  | (102) |
| Task-2 The JPEG File Format                             | (103) |
| <b>Unit 15 Making Website</b>                           | (104) |
| <b>Technical Skill 1: Mastering Goal</b>                | (104) |
| Task-1 What is Dreamweaver                              | (104) |
| Task-2 Dreamweaver Interface                            | (104) |
| Task-3 The Properties Inspector                         | (106) |
| Task-4 Insert Images                                    | (106) |
| Task-5 Change the Image Size                            | (107) |
| <b>Technical Skill 2: Nuclear Words</b>                 | (107) |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (108) |
| Task-1 Notice to the Text                               | (108) |
| Task-2 Phrase and Abbreviation                          | (109) |
| Task-3 Your Understanding Check                         | (109) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (110) |
| Task-1 Using Flash Scenes                               | (110) |
| Task-2 Hypermedia & HTML                                | (111) |

|                                                         |       |
|---------------------------------------------------------|-------|
| <b>Unit 16 You can Control a Robot</b>                  | (112) |
| <b>Technical Skill 1: Mastering Goal</b>                | (112) |
| Task-1 Control and Embedded System                      | (112) |
| Task-2 You can Control a Robot                          | (112) |
| <b>Technical Skill 2: Nuclear Words</b>                 | (113) |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (114) |
| Task-1 Notice to the Text                               | (114) |
| Task-2 Phrase and Abbreviation                          | (114) |
| Task-3 Your Understanding Check                         | (114) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (116) |
| Task-1 Multimedia Software                              | (116) |
| Task-2 Image Processing                                 | (116) |
| Task-3 Java and C#                                      | (116) |
| <b>Unit 17 IP Address</b>                               | (118) |
| <b>Technical Skill 1: Mastering Goal</b>                | (118) |
| Task-1 The IP Address                                   | (118) |
| Task-2 Using Subnet Technique                           | (119) |
| <b>Technical Skill 2: Nuclear Words</b>                 | (119) |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (120) |
| Task-1 Notice to the Text                               | (120) |
| Task-2 Phrase and Abbreviation                          | (121) |
| Task-3 Your Understanding Check                         | (121) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (122) |
| Task-1 The Internet Security and Reliability            | (122) |
| Task-2 A Special Type of IP Address                     | (122) |
| <b>Unit 18 IPv6 will Change our World</b>               | (123) |
| <b>Technical Skill 1: Mastering Goal</b>                | (123) |
| Task-1 What is IPv6                                     | (123) |
| Task-2 IPv6 will Change our World                       | (124) |
| <b>Technical Skill 2: Nuclear Words</b>                 | (124) |
| <b>Technical Skill 3: Practice and Enhancement</b>      | (125) |
| Task-1 Notice to the Text                               | (125) |
| Task-2 Phrase and Abbreviation                          | (126) |
| Task-3 Your Understanding Check                         | (126) |
| <b>Technical Skill 4: Applied Synthesis Development</b> | (127) |
| Task-1 Active Server Pages                              | (127) |
| Task-2 Internet in the Future                           | (128) |
| <b>附录 A 缩略词</b>                                         | (129) |

|                   |       |
|-------------------|-------|
| 附录 B 词缀 .....     | (131) |
| 附录 C 核心单词汇总 ..... | (135) |
| 附录 D 参考答案 .....   | (147) |
| 参考文献 .....        | (158) |

# Unit 1 Using Keyboard



## Technical Skill 1: Mastering Goal

### Task-1 Using Keyboard

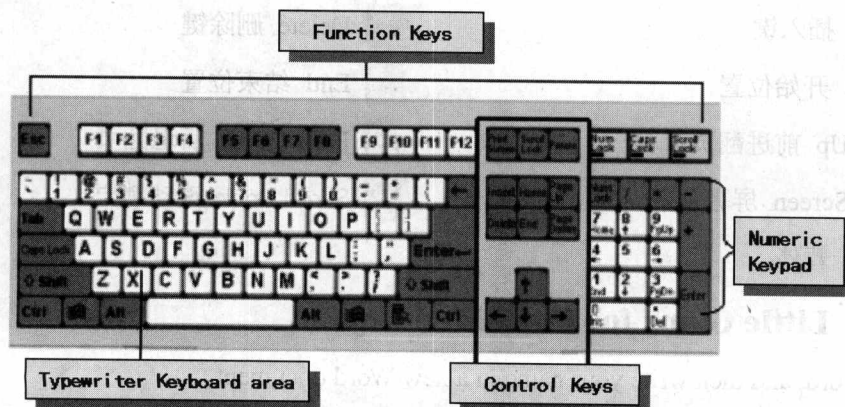
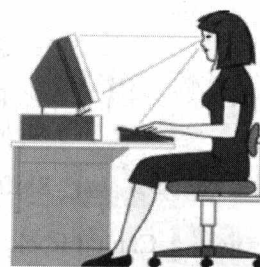


Keyboard (键盘) is the most important input device (设备). Information (信息) is usually inputted into a computer by typing characters (字符) with the keyboard.

When you are working at a computer desk, please pay much attention to your sitting posture (姿态), and it's good for your health.

There are four parts of a keyboard.

- ◆ A typewriter keyboard area
- ◆ A Numeric keypad
- ◆ Function keys
- ◆ Control keys

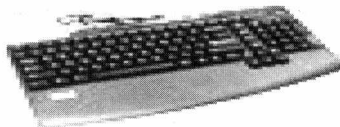




## 任务1 使用键盘

键盘是最重要的输入设备。通常，我们在键盘上敲击字符，将信息输入计算机。当你在计算机桌前工作时，请注意你的坐姿，正确的坐姿对于你的健康是大有益处的。键盘可分为四个部分：

- ◆ 字符键盘区；
- ◆ 数字键区；
- ◆ 功能键组；
- ◆ 控制键组。



## Task-2 Let's Go Deep into Their Functions

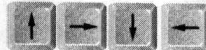
### 任务2 让我们进一步看看它们的功能

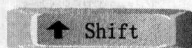
**G** A set of character keys, the main part of a keyboard for typing characters in. 字符键，键盘的主要部分，用来输入字符。

**@ 2** Numeric keys. E.g. simultaneously press "Shift" key together to print the upper symbol "@". 数字键。例如，同时按下 Shift 键与该键，可输出上部的符号 "@"。

**F** Allocation key. You can find a small bulge (小突起) on it to judge your finger position. 定位键。其上的突起部分可用来判定手指的位置。

**F8** A set of shortcut function keys, normally from F1 to F12. 快捷功能键，通常指 F1~F12 键。

 A set of navigation keys. Control the cursor or insertion point on the screen by pressing one of them. 导航键。敲击其中之一可以控制屏幕上的光标或者插入点的位置。

 Shift Key 换档键

 Capital Lock 大写锁定键

 Back Space 退格键

 Control 控制键

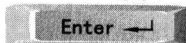
 Insert 插入键

 Home 开始位置

 Page Up 前进翻页

 Print Screen 屏幕复制

 Pause 暂停

 Enter Key 回车键

 Escape 退出键

 Num Lock 数字锁定键

 Alternate 切换键

 Delete 删除键

 End 结束位置

 Page Down 后退翻页

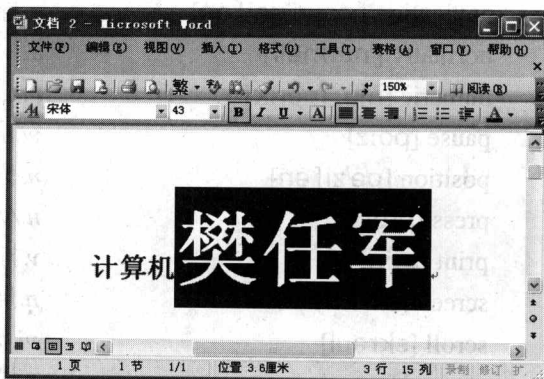
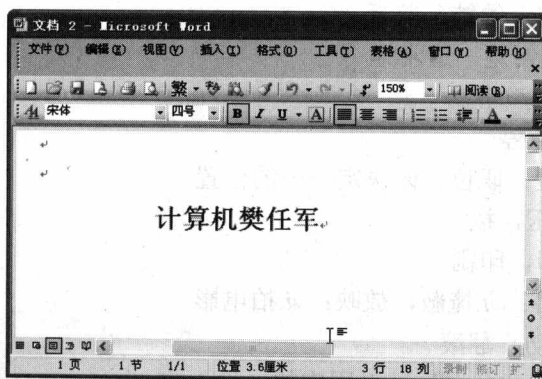
 Scroll Lock 滚动锁定

## Task-3 Little Game for Combined Keys

Start the Word, and then write your name in a new Word document.

- ◆ Choose your name first, and then press "Ctrl+]" at the same time.
- ◆ After that, press "Ctrl+[". Tell me, what do you see on the screen?

- ◆ Then, press “Ctrl+Z”, watch your screen carefully.



### 任务3 组合键小游戏

启动 Word, 在新的 Word 文件中写下你的名字。

- ◆ 选中你的名字, 然后同时按下 “Ctrl+I” 键。
- ◆ 按下 “Ctrl+[” 键, 你在屏幕上看到了什么?
- ◆ 按下 “Ctrl+Z” 键, 注意看屏幕。

### Technical Skill 2: Nuclear Words

allocation [ˌæləu'keɪʃən]

alternate ['ɔ:lte:neɪt]

bulge [bʌldʒ]

capital ['kæpɪtəl]

character ['kærɪktə]

combined [kəm'baɪnd]

computer [kəm'pjʊ:tə]

control [kən'trəʊl]

cursor ['kə:sə]

delete [dɪ'li:t]

device [dɪ'vaɪs]

document ['dɒkjumənt]

enter ['entə]

escape [ɪs'keɪp]

function ['fʌŋkʃən]

information [ˌɪnfə'meɪʃən]

input ['ɪnpʊt]

insert [ɪn'sɜ:t]

insertion [ɪn'sɜ:ʃən]

key [ki:]

keyboard ['ki:bɔ:d]

n. 定位, 安置

v. 替换, 交替

n. 凸出部分

n. 大写字母, 首都

n. 字符, 特性

adj. 组合的, 结合的

n. 计算机

n./vt. 控制

n. 光标, 指针

vt. 删除

n. 设备, 装置

n. 文件, 文档

vt. 进入, 回车

n./v. 退出, 逃亡

n. 功能, 作用

n. 消息, 资料, 信息

n./vt. 输入

vt. 插入; n. 插入物

n. 插入

n. 键

n. 键盘



|                                  |                                                 |
|----------------------------------|-------------------------------------------------|
| keypad ['ki:pæd]                 | <i>n.</i> 小键盘, 键区                               |
| navigation [ˌnævɪ'geɪʃən]        | <i>n.</i> 导航, 领航, 航行                            |
| normally ['nɔ:məli]              | <i>adv.</i> 正常地, 通常地                            |
| numeric [nju:'merɪk]             | <i>adj.</i> 数字的                                 |
| pause [pɔ:z]                     | <i>vi./n.</i> 暂停                                |
| position [pə'zɪʃən]              | <i>n.</i> 位置, 职位; <i>vt.</i> 决定……的位置            |
| press [pres]                     | <i>n./vt.</i> 压, 按                              |
| print [prɪnt]                    | <i>v.</i> 打印, 印刷                                |
| screen [skri:n]                  | <i>n.</i> 屏幕; <i>vt.</i> 掩蔽, 放映; <i>vi.</i> 拍电影 |
| scroll [skrɔ:l]                  | <i>vi.</i> 滚动, 翻滚                               |
| set [set]                        | <i>v.</i> 放置; <i>n.</i> 一批; <i>adj.</i> 固定的     |
| shift [ʃɪft]                     | <i>n.</i> 换档键, 移动                               |
| shortcut ['ʃɔ:tkʌt]              | <i>n.</i> 快捷, 捷径                                |
| simultaneously [sɪməl'teɪniəsli] | <i>adv.</i> 同时地                                 |
| symbol ['sɪmbəl]                 | <i>n.</i> 符号, 记号, 象征                            |
| type [taɪp]                      | <i>n.</i> 类型 <i>v.</i> 打字                       |
| typewriter ['taɪpraɪtə]          | <i>n.</i> 打字机                                   |
| upper ['ʌpə]                     | <i>adj.</i> 上面的, 上部的                            |

## Technical Skill 3: Practice and Enhancement

### Task-1 Notice to the Text

#### 1. Cursor 光标

A bright, usually blinking, movable indicator on a display, marking the position at which a character can be entered, corrected, or deleted.

显示器上明亮的、通常闪动的、可移动的指示符, 用于标明可以输入、修改或删除字符的位置。

#### 2. Keypad 小键盘

An input device, sometimes part of a standard typewriter keyboard, consisting of a separate area of numerical and function keys arranged for efficient data entry.

一种输入装置, 通常是标准打字机键盘的一部分, 包括独立的用于快速信息输入的数字和功能键区。

#### 3. Grammatical point 语法要点

① Information is usually inputted into a computer by typing characters with the keyboard.

句中“...by typing characters with the keyboard”是由by引出的方式状语, 用于说明“以在键盘上敲击字符的方式”输入信息。

② When you are working at a computer desk, please pay much attention to your sitting posture, and it's good for your health.



句中 "...is good for..." 源自常用词组 be good for (对……有好处, 对……有益), 类似的还有 be good at (擅长) 等。

③ A set of shortcut function keys, normally from F1 to F12.

句中 a set of 意思是 “一系列……, 一组……”, 是计算机英语学习阶段一个很重要的词组, 类似的词组还有 a series of, a team of, a group of 等。

一定要注意词组及其固定搭配的学习, 这对今后的灵活应用有很大帮助。

## Task-2 Phrase and Abbreviation

- |         |           |     |
|---------|-----------|-----|
| 1. Num  | numeric   | 数字的 |
| 2. Ctrl | control   | 控制  |
| 3. Esc  | Escape    | 退出  |
| 4. Alt  | Alternate | 切换  |

## Task-3 Your Understanding Check

### Activity I Choose the best answer

- Information is usually inputted into a computer by typing characters with the \_\_\_\_\_.  
A. screen                      B. mouse                      C. keyboard                      D. printer
- There are \_\_\_\_\_ parts of a keyboard.  
A. two                      B. three                      C. four                      D. five
- A set of shortcut function keys, normally from \_\_\_\_\_.  
A. F5 to F10                      B. F6 to F12                      C. A to E                      D. F1 to F12
- A set of \_\_\_\_\_ keys, the main part of keyboard for typing characters in.  
A. Num Lock                      B. character                      C. Page Up                      D. insert
- We can press one numeric key and “\_\_\_\_\_” key at the same time to print the upper symbol “@”.  
A. Ctrl                      B. Esc                      C. Delete                      D. Shift

### Activity II Fill in the blanks with proper words

- \_\_\_\_\_ is the main part of keyboard for typing characters in.
- \_\_\_\_\_ into a computer by typing characters with the keyboard.
- \_\_\_\_\_ is to control the cursor or insertion point on the screen by pressing one of them.
- You can find a small bulge on it to judge \_\_\_\_\_.
- Tell me, what do you see \_\_\_\_\_?

### Activity III Translate the following into English

- |              |             |             |
|--------------|-------------|-------------|
| 1. 键盘_____   | 2. 设备_____  | 3. 回车键_____ |
| 4. 字符_____   | 5. 打字机_____ | 6. 小键盘_____ |
| 7. 换档键_____  | 8. 符号_____  | 9. 光标_____  |
| 10. 计算机_____ | 11. 信息_____ | 12. 文档_____ |