



中等职业学校计算机技能型
紧缺人才培养规划教材

计算机软件专业

计算机专业英语 实用教程

徐莉芳 Benjamin Dewan 等编著



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内 容 提 要

全书共分 10 个单元, 每个单元都包括课文、单词、练习、小知识点、基础语法等。课文是根据计算机系统结构要求的特点, 内容由浅入深、由易到难、循序渐进、图文并茂, 理论与实际操作相结合。这不仅使学生学到有关计算机专业方面的基本词汇、基本表达方法和较系统的英文计算机的知识, 而且还能看计算机方面的简易文章, 读计算机方面的简易手册等。

本书适用于中等职业学校计算机专业学生, 也可作为短期培训的教材。

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丛书前言

实施信息化的关键在人才,在我国各行各业都需要大批的各个层次的计算机应用专业人才。在未来几年内,我国经济和社会发展对计算机应用与软件专业初级人才具有很大的需求,而这些人才的培养主要应由中等职业教育来承担。要培养具备综合职业能力和全面素质,直接在生产、服务、技术和管理等第一线工作的技能型人才,必须在课程开发上,从职业岗位技能分析入手,以教材建设推动中等职业教育教学改革,从而提高中等职业教育质量。

人民邮电出版社根据《教育部等七部门关于进一步加强职业教育工作的若干意见》的指示精神,在深入调查研究的基础上,会同企业技术专家、中等职业学校教师、职业教育教研人员按照专业的“培养目标与规格”教学要求进行整体规划设计了本套教材。本套教材以教育部办公厅、信息产业部办公厅联合颁布的“中等职业学校计算机应用与软件技术专业领域技能型紧缺人才培养培训指导方案”为依据,遵循“以全面素质为基础,以职业能力为本位;以企业需求为基本依据,以就业为导向;适应行业技术发展,体现教学内容的先进性和前瞻性;以学生为主体,体现教学组织的科学性和灵活性”等技能型紧缺人才培养培训的基本原则。

本套教材适用于中等职业学校计算机及相关专业,按计算机软件、多媒体应用技术、计算机网络技术及应用等3个专业组织编写。在教学内容的编排上,力求着重提高受教育者的职业能力,具备如下特色特点:

(1) 在具备一定的知识系统性和知识完整性的情况下,突出中等职业教育的特点,在写作的过程中把握好“必须”和“足够”这两个“度”。

(2) 任务驱动,项目教学。让学生零距离接触所学知识,拓展学生的职业技能。

(3) 按照中等职业教育的教学规律和学生认知特点讲解各个知识点,选择大量与知识点紧密结合的案例。

(4) 由浅及深,由易到难,循序渐进,通俗易懂,理论与案例制作相结合,实用与技巧相结合。

(5) 注重培养学生的学习兴趣、独立思考能力、创造性和再学习能力。

(6) 适量介绍有关业内的专业知识和案例,使学生学习后可以尽快胜任岗位工作。

为了方便教师教学,我们提供辅助教师教学的“电子教案、习题答案以及模拟考试试卷”,其中部分教材配备为老师教学而提供的多媒体素材库,并发布在人民邮电出版社网站(www.ptpress.com.cn)的下载区中。

随着中等职业教育的深入改革,编写中等职业教育教材始终是一个新课题;我们衷心希望,全国从事中等职业教育的教师与企业技术专家与我们联系,帮助我们加强中等职业教育教材建设,进一步提高教材质量。对于教材中存在的不当之处,恳请广大读者在使用过程中给我们多提宝贵意见。联系方式: zhangmengwei@ptpress.com.cn。

编者的话

21 世纪进入信息时代, 信息技术的快速发展, 使我们对计算机的读写能力成为学习的重点之一。《计算机专业英语实用教程》的目的就是用最基本的计算机理念提供给学生来实现在信息时代成功的需求。

本书根据教育部建议“采用项目教学”的要求, 在教材中体现项目教学的精神, 采用知识点配合实例的方法进行讲解。本书充分体现了计算机专业英语的现代性、科学性、前瞻性、趣味性和可操作性, 同时注意到知识的完整性、系统性和实用性。全书共分 10 个单元, 每个单元都包括课文、单词、练习、小知识点、基础语法等。课文是根据计算机系统结构要求的特点, 内容由浅入深、由易到难、循序渐进、图文并茂, 理论与实际操作相结合。这不仅使学生学到有关计算机专业方面的基本词汇、基本表达方法和较系统的英文计算机的知识, 而且还能看计算机方面的简易文章, 读计算机方面的简易手册等。

在更新教学理念和内容体系的总体思路的指导下, 本书主要遵循“透、扣、够、授”的原则。

透: 通俗易懂、图文并茂、一目了然。不仅重视语言技能的训练, 更重视计算机实际操作运用的能力。

扣: 紧扣计算机相关的知识, 如计算机的基础知识、计算机的硬件、办公自动化、多媒体、计算机软件、程序设计等。

够: 出于职业教育的特点和要求, 以“够用为度”。

授: 传授整套的科技翻译技巧及相关的英语语法知识。并用大量的与主题相关的启发性的图片, 为语言学习提供形象的立体的训练情景, 加强学生对学习和使用语言的实际体验。

本书的作者都是学校的主讲计算机专业课程的英语教师, 他们具有丰富的教学实践经验, 并总结出了一套容易让学生接受的任务驱动式教学方法, 使教学的效率和质量得以提高。在教学过程中, 建议教师在使用该教材进行教学时, 侧重培养学生阅读和理解计算机专业英语的能力, 将重点放在科技英语的书面语言表达方式上, 而不是口头语言表达训练。

本书主编: 徐莉芳。副主编: Benjamin Dewan、徐屹、苏燕羽。其他参编人员有: 田陌子、何燕、沈昕、肖柠朴、刘璐、姜树昕、耿文杰、刘宇昕、耿大伟、陈一兵、毕凌云、胡野红、李征、王玲、闵光岳、朱学亮、郝侠、刘庆荣、崔元如、于金霞、康生强等。

本书在编写过程中, 得到了许多同事、朋友的帮助与支持, 在此向他们表示衷心的感谢。

编者深知自己才疏学浅, 知识有限, 书中肯定存在着许多缺点和错误, 望广大师生和读者, 及各位专家学者不吝指教, 编者预先表示诚挚的谢意。

编者

2005 年 1 月

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What is the Computer and the Internet?

The fast development of computers has brought Information Technology into our lives. Today nearly everybody can easily use a micro-computer together with the Internet for work and entertainment.

Among the four types of computers—supercomputers, mainframe computers, mini-computers and micro-computers—the most widely used and the fastest-growing type is the micro-computers, and the other three types are solely professional computers used in large organizations. Micro-computers include desktop computers (See Figure 1-1), notebook computers (See Figure 1-2), and Personal Digital Assistants (PDAs) (See Figure 1-3). PDAs are also known as palmtop computers or handheld computers.

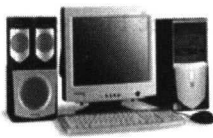


Figure 1-1



Figure 1-2

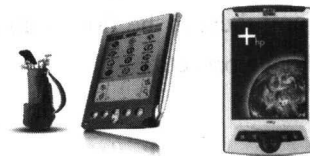


Figure 1-3

A micro-computer system involves a variety of devices called hardware essentials. * Micro-computer hardware includes the system unit(See Figure 1-4)—holding the microprocessor, the memory, the expansion slots and expansion cards etc., input devices(See Figure 1-5 ~ Figure 1-7)—including the keyboard, the mouse, and the scanner etc., output devices(See Figure 1-8 ~ Figure 1-10)— including the monitor, the printer, the speakers etc., and secondary storage devices(See Figure 1-11 ~ Figure 1-13)— including the hard disk, the floppy disk, and the optical disk etc.

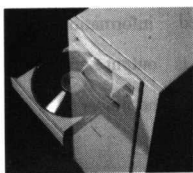


Figure 1-4



Figure 1-5



Figure 1-6



Figure 1-7

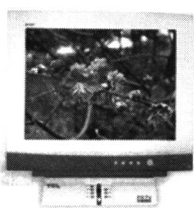


Figure 1-8

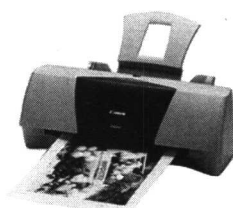


Figure 1-9



Figure 1-10

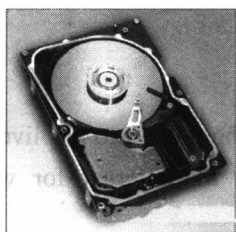


Figure 1-11

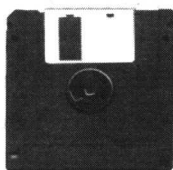


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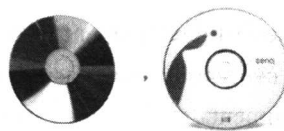


Figure 1-13

The system unit is a container that houses most of the electronic components that make up the computer system. Inside the system unit, the major part is the system board (See Figure 1-14) that holds the microprocessor (mainly CPU), Memory (Random Access Memory & Read Only Memory), and expansion slots with expansion cards. Other components include disk drives—the hard disk drive, the floppy disk drive and the optical disk drives—and power supply. Outside the system unit there is the floppy disk drive unit, the optical drive unit (See Figure 1-15), USB ports, microphone ports etc.

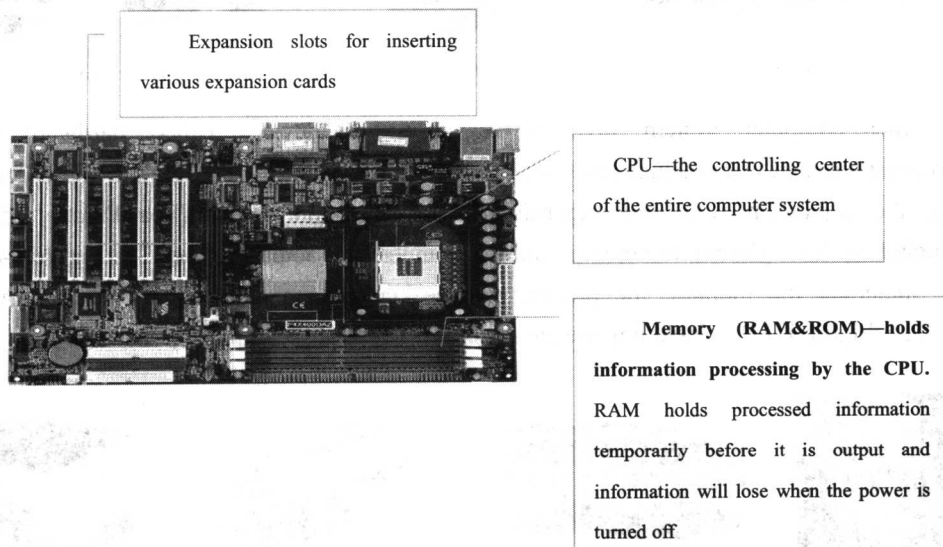


Figure 1-14

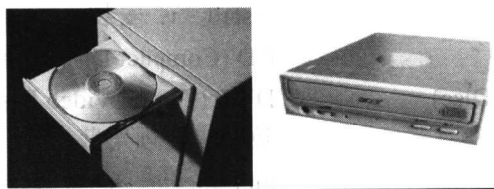


Figure 1-15

* Input and output devices translate data and programs between languages that people can understand and that the computer can recognize and process.

Secondary storage devices are designed to hold data and programs even after the power to the computer system is turned off. The important kinds of secondary media are floppy, hard, and optical disks. Optical disks are commonly known as CDs (Compact Discs) and DVDs (Digital Versatile/Video Discs).

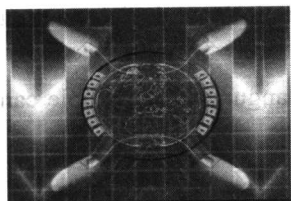


Figure 1-16

Using cables and satellites, electronic networks establish communications among computers throughout the world. The Internet is a worldwide network for countless connected computers to share information and make communications. (See Figure 1-16) * The World Wide Web or WWW is an Internet service that provides an easy-to-use multimedia interface to connect to the Internet and to access numerous resources available on the Internet. Users with their

computers logged on to the Internet can share information with others, send E-mail, use instant message to chat with friends, conduct commercial transactions, etc. With a modem, an Internet connection and a browser, your PC is ready for you to surf the Internet and send E-mail.

Words and Expressions

micro-computer *n.* 微型计算机
 notebook *n.* 笔记本
 device *n.* 装置, 设备
 microprocessor *n.* 微处理器
 memory *n.* 内存
 ROM (Read Only Memory) 只读存储器
 disk *n.* (disc) 磁盘, 唱片
 hard disk 硬盘
 interface *n.* 界面
 USB(Universal Serial Bus)
 通用串行总线架构
 involve *v.* 涉及, 卷入
 temporary *adj.* 暂时的
 electronic *adj.* 电子的

desktop *adj.* 台式的 *n.* 台式计算机
 PDA (Personal Digital Assistant) 掌上电脑, 掌中宝
 system unit *n.* 硬件系统装置
 CPU (Central Processing Unit) 中央处理器
 Random Access Memory 随机存储器
 expansion slot 扩充槽
 drive *n.* 驱动器
 floppy disk 软盘
 optical disk 光盘
 system *n.* 系统
 coordinate *v.* 调整, 整理
 data *n.* 数据, 资料
 storage *n.* 存储
 capacity *n.* 容量

program *n.* 程序

access *v.* 存取

DVD (Digital Versatile Disc)

数码通用磁盘

network *n.* 网络

World Wide Web

环球网, 万维网

surf *v.* 在...冲浪

install *v.* 安装

CD (Compact Disc) 压缩盘, 光盘

DVD (Digital Video Disc)

数字化视频光盘

multimedia *n.* 多媒体

modem *n.* 调制解调器

PC (Personal Computer)

个人电脑, 个人计算机



Notes:

1. "Micro-computer hardware includes the system unit...and the optical disk etc."

本句中由破折号引导的 4 个现在分词短语分别作: the system unit, input devices, output devices, secondary storage devices 的同位语, 对其补充说明。
2. "Input and output devices translate data and programs between languages that people can understand and that the computer can recognize and process."

本句中两个由 that 引导的定语从句共同修饰 languages.
意为: 人能够理解的语言和计算机能够识别和处理的语言。
3. "The World Wide Web or WWW is an Internet service that provides an easy-to-use multimedia interface to connect to the Internet and to access numerous resources available on the Internet."

本句中由 that 引导的定语从句修饰 an Internet service, 在该定语从句中 to connect to the Internet 和 to access numerous resources...两个动词不定式短语同作 interface 的后置定语, available on the Internet 又作 resources 的后置定语。
意为: 环球网(万维网)属于因特网的一种服务系统, 它提供了使用简便的多媒体界面来连接因特网和存取因特网上的大量资源。

Exercises:

I. Choose the best answer to each question with the information from the passage.

1. What are the most commonly used computers in our daily life?
 - A. Mini-computer, desktop computer, notebook computer and PDA.
 - B. Micro-computer, desktop computer, notebook computer and PDA.
 - C. Supercomputer, mainframe computer, mini-computer and micro-computer.
 - D. Mini-computer, handheld computer, notebook computer and palm computer.
2. The computer system hardware is composed of _____.
 - A. hardware like CPU, memory, input and output devices, and software like the operating system.
 - B. a variety of hardware like CPU, memory, input and output devices, secondary storage

- devices, etc.
- C. system unit, input and output devices, secondary storage devices and ROM.
- D. RAM, ROM, microprocessor, CPU, input and output devices and disk drives.
3. What is the system board?
- A. The system board is the most important computer hardware which coordinates data to produce information.
- B. The system board is another name of the system unit.
- C. The system board is composed of a microprocessor and memory, the two most important system components.
- D. The system board consists of both hardware essentials and software essentials.
4. Input and output devices refer to _____.
- A. keyboard, mouse, monitor, printer, various disks and all these translating languages between the computer and the user
- B. such hardware that provides an interface between the user and the computer, such as the keyboard, mouse, monitor, printer and so on
- C. storage devices, monitor, keyboard, mouse, printer, scanner, etc
- D. data ready to be processed by the system unit and information ready to be provided to the user
5. Which of the following expressions is true about the Internet?
- A. The Internet is part of the World Wide Web.
- B. The Internet is a worldwide network.
- C. The Internet is another name for network.
- D. WWW, Internet and network all refer to the same thing.

II. Fill in the blanks with the words given below. Change the form when necessary.

coordinate	data	system	interface	Internet
program	involve	temporary	access	device

- Office automation requires not only computers and networks but also different secondary _____ for achieving managerial communications.
- Sending and receiving E-mail through the _____ has greatly replaced manpower mail delivery.
- Any _____ that is inputted or outputted by the computer system has been processed by the CPU.
- Microsoft Windows provides a/an _____ between people and the computer.
- China's educational _____ is undergoing great changes as it heads toward international education practice.
- Computer essential application _____ both hardware and software knowledge.

7. A wise man is capable of _____ a balance between work and entertainment.
8. The difficulties and frustrations are only _____ hurdles on our way to the success of the welfare project.
9. With a floppy disk you can _____ data on any particular computer.
10. Shows on TV and software used on the computer are usually called _____.

III. Complete the following sentences with phrases or expressions from the passage. Change the form where necessary.

bring into	be known as	a variety of	make up of
be designed to	log on	share with	

1. New York City _____ "The Big Apple".
2. Taking full advantage of the Internet, we need _____ relevant software applications.
3. We have known that all substances _____ atoms.
4. Colorful skins of Apple desktop computers _____ meet the demands of young people.
5. Want to get details? Please _____ to the Website: www. haha.com.
6. Globalization of the economy means every country is expected to abandon exclusion and _____ IT _____ other countries in the world.
7. The government's new labor act _____ the nationwide strike.

IV. Match each numbered item with the most closely related lettered item. Combining your answers with the line.

- | | |
|---------------------|--|
| 1. hard disks | a. the largest network in the world |
| 2. optical disks | b. consists of the step-by-step instructions that tell the computer how to do its work |
| 3. information | c. data that has been processed through the computer |
| 4. output device | d. the least powerful and most widely used type of computer |
| 5. computer network | e. translates processed information from the computer into a form that humans can understand |
| 6. the Internet | f. typically used to store programs and very large data files |
| 7. micro-computers | g. uses laser technology and has the greatest capacity of all secondary storage |
| 8. program | h. communications system connecting two or more computers |

V. Translate the following statements.

1. 这是一台计算机。
2. 你知道第一台电子计算机什么时候发明的吗?
3. 学习计算机, 还能使人们接触获得及处理信息的各种新方法。
4. 在计算机中, 这种记忆或存储数据位(比特)的非常重要的功能是由不同类型的触发

器实现的。

5. 为什么计算机在当今的工作岗位上如此重要呢?

6. 计算机由存储器和计算单元两个主要部分组成。

How To Do: Improving Your Current System



When your computer seems to be getting slower and slower, consider the following suggestions that might improve your current

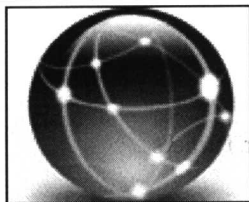
system.

1. Uninstall programs you no longer need. Use **Control Panel—Add and Remove Programs** to access the **Uninstall** feature.
2. Remove unneeded fonts. Use **Control Panel—Fonts** to determine the different font types stored on your system and delete those you will not need.
3. Empty the Recycle Bin. Open the **Recycle Bin** and use **File—Empty Recycle Bin**.

如果发现你的计算机运行越来越慢, 请参考下面的建议来改善你的计算机现行系统。

1. 卸载不用的程序。使用**控制面板——添加和删除程序**命令来读取卸载信息。
2. 删除不用的字体。使用**控制面板——字体**命令确定系统中各种字体类型并删除不需要的字体。
3. 清空回收站。打开回收站使用**文件——清空回收站**命令。

How To Work: A Server



A server on the Web, known as an Application Service Provider (ASP), provides access to programs such as word processors, spreadsheets, and more. After registering with an ASP, you can use the Web to access these applications and store data files at the ASP rather than on your hard disk. You can run programs and access data using the Web from any location in the world.

网站上的服务器, 被称为服务供应商(以下简称 ASP)。它为诸如文字处理程序、扩展表等程序提供了访问路径。只要在一个 ASP 上注册后, 就可以通过网站访问这些程序以及将数据文件存储在该 ASP 上, 而不是存储在硬盘上。在世界各地任何地方都可以通过网站运行程序和存取数据。

Grammar Focus: 名词、代词、形容词及副词

名词: 可以分为专有名词和普通名词。专有名词是某个(些)人、地方、机构等专有的名称。普通名词是一类人或东西, 是一个抽象概念的名词。

代词: 形容词和副词都有级的变化。用来代替名词、数词、短语或从句的词叫代词。按其意义、特征及在句中的作用分为: 人称代词、物主代词、指示代词、反身代词、关系代词和不定代词等。

形容词及副词: 形容词修饰名词, 说明事物或人的性质或特征。副词主要用来修饰动词、

形容词、介词短语或其他副词。形容词和副词都有级的变化。

同等比较句型:

- 1) 肯定句式: “A + 谓语 + as + *adj./adv.* 原级 + as + B” 表示 A 与 B 一样。
- 2) 否定句式: “A + 谓语 + not as (so) + *adj./adv.* 原级 + as + B” 表示 A 与 B 不同, 或 A 不如 B。

比较级常用句型:

- 1) “A + 谓语 + *adj./adv.* 比较级 + than + B” 表示 A 比 B 更……
- 2) “which is + *adj./adv.* 比较级, A or B?” 表示两者之间选择。
- 3) “*adj./adv.* 比较级 + and + *adj./adv.* 比较级” 表示越来越……
- 4) “the + 比较级 … the + 比较级 …” 表示越…… 越……

最高级常用句型:

- 1) “*adj./adv.* 最高级 + of (in) + 比较范围” 表示 “在…… (范围) 中, 最……”
- 2) “one of the + *adj.* 最高级 + 名词复数” 表示 “其中之一”。
- 3) “this is / was the + *adj.* 最高级 + 单数名词或不可数名词 + that 定语从句” 表示 “这是……最……”

倍数表示法:

- A is + 基数词 + times + as + *adj.* + as B.
Your house is twice as large as his.
- A is + 基数词 + times + 比较级 + than B
Your house is three times larger than his.
- A is + 基数词 + times the size (length) of B
Your house is one third the height of his.

VI. Select the best choice for each statement.

1. This is not our house. It belongs to _____.
A. the Turner B. the Turners C. Turners D. Mr. Turners
2. _____ rooms are both large and comfortable.
A. Jack's and Jane's B. Jack and Jane's
C. Jack's and Jane D. Jack and Jane
3. These days I hire two _____ in my house.
A. man servants B. men servant C. man servant D. men servants
4. There are 600 _____ students and 40 _____ teachers in this school.
A. girl; woman B. girls; woman
C. girls; women D. girl; women
5. If by any chance someone comes to see me, ask him to leave a _____.
A. message B. letter C. sentence D. notice
6. Mrs. Turner is washing the _____ of her sitting room.
A. ground B. top C. floor D. land
7. John is _____.
A. a friend of me B. a friend of my