



双语教材

中学计算机英语

Computer English for Secondary School

张建伟 刘颖秋 编著



机械工业出版社
China Machine Press

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本书用浅显的英语介绍了计算机的基本概念和功能,包括计算机的基本组成部分、Word、PowerPoint、Outlook、Internet等。书中各部分都细致入微,步骤明确且附有清晰的图例,具有极强的可操作性和实用性。

在认真地学完本书之后,学习者不仅能在比较轻松的环境下学到很多计算机知识,积累大量计算机专业术语,为以后进一步深入学习计算机乃至其他学科打下基础,而且能够了解英语的很多用法,提高英语应用水平。

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出版说明

目前，教育部发表了全日制义务教育普通高级中学《英语课程标准》，从中不难看出我国英语教学将在教学目标、内容、方法乃至评价上进行重大改革，以提高基础教育阶段的英语教育水平，满足 21 世纪发展的需要。

提高英语教育水平，不仅需要在“课内”让学生掌握英语学科的多种知识和技能，还需要让学生学习“课外英语”——让学生从跨学科的角度、以不同的形式，尽可能多地接触和学习英语，亲身感受和体验语言及语言的运用。学科英语的学习环境不仅有助于提高学生的学习兴趣，深层次发展学生的英语思维、表达和应用的能力，还能让学生学到学科知识，为他们以后阅读外文专业书刊、成为科学家以及各个领域的专业人才打下良好的基础。为此，我们特别引进和编辑出版了多套学科英语教材，以供各级外语特色学校和双语学校作为选修教材之用，当然也可作为英语学习爱好者或者学有余力的学习者自学使用。

21 世纪的科学技术将以更加迅猛的速度发展，世界也将越来越成为一个“地球村”，在这样一个被紧密联系在一起的世界里，信息的获取、传递、处理和应用成为必需，掌握计算机和掌握目前世界上最广泛使用的语言——英语将同时成为新世纪人才的必备素质。为此我们特别出版了《中学计算机英语》(Computer English for Secondary School)。这是一本用英语写成的计算机教材，它用浅显的英语介绍了计算机的基本概念和功能，包括计算机的基本组成部分、Word、PowerPoint、Outlook、Internet 等。全书共分 5 个单元，每一单元又分为若干小节，在每小节的开头都提纲挈领地提出两个问题，既可以引导学习者进行有意识地学习，同时还可作为学习者自我评估学习效果的材料。书中各部分的介绍细致入微，每一步骤都很明确且附有清晰的图例，具有极强的可操作性和实用性。学完此书，学习者不仅能在比较轻松的环境下学到很多计算机知识，积累大量计算机专业术语，为以后进一步深入学习计算机乃至其他学科打下基础，而且还能够了解英语的很多用法，大大提高学习者的英语应用水平。

总之，《中学计算机英语》为国际学校、双语学校、外语特色学校和重点高中等学校提供了一本用英语教计算机的教材，同时它也可以成为一本自学计算机英语的教材。

北京华章图文信息有限公司

外语编辑部

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Unit 1 Introduction

Before You Read

1. Can you identify three main parts of computer?
2. Please explain how a computer does three types of work.

First Impression

A computer consists of three main parts: a keyboard, a monitor, and the computer unit. A computer does three types of work: input, processing, and output.

Some Parts

The work is done by hardware, and sets of instructions, called software, or computer programs.

Hardware

1. Keyboard and Mouse

The keyboard and the mouse are the computer's main input devices. Input devices are equipment that translates data and programs that humans can understand into a form that the computer can process. The most common input devices for microcomputers are the keyboard and the mouse.

The keyboard on a computer looks like a typewriter keyboard, but it has additional specialized keys. A standard keyboard for an IBM PC computer has about 104 keys. The keys include letters, numbers, punctuation marks and some special characters.

A mouse is a device that typically rolls on the desktop. It directs the insertion point, or cursor, on the display screen. A mouse has one or more buttons for selecting commands. It is also used to draw pictures. So the keyboard and the mouse are the computer's main input devices.

2. Microprocessor

The microprocessor, sometimes called the CPU (central processing unit),

process v. 处理

instruction n. 指令

device n. 设备

data n. 数据

additional adj. 额外的

standard adj. 标准的

punctuation n. 标点

desktop n. 桌面

insertion n. 插入

cursor n. 光标

display n. 显示

is the most important of your computer's internal "organs". It is in this place that all calculations and processing of data are carried out. It is considered the brain of the computer. The CPU is contained on a tiny integrated circuit or "microchip" that carries a large number of small electronic circuits.

There are three main areas in the CPU: the control unit; the arithmetic and logic unit (ALU); and the main storage or "memory".

The control unit takes instructions in a certain order (rather like a set of traffic lights at a crossroads) and controls the movement of data inside the computer.

The arithmetic and logic unit (ALU) performs mathematical functions and logical decisions, such as deciding whether one number is greater than another.

The main storage or "memory" allows data to be stored for processing purposes, and holds the results. It also stores programs. It is something like our own memory. If you are asked to add three numbers without using pen and paper, you would first have to put the numbers into your head, or memory, and then add them. So it is the same with computers. In order to perform any calculations or process, the computer must first have in its memory the data that is required.

A microchip containing the control unit and the ALU is called a microprocessor.

3. Memory

Memory, also known as primary storage, holds data and program instructions for processing the data. It also holds the processed information before it is output. Memory is sometimes referred to as temporary storage because it will be lost if the electrical power to the computer is cut off. Data and instructions are held in memory only as long as the electrical power to the computer is on. Memory is located in the system unit on tiny memory chips.

microprocessor n.

微处理器

internal adj. 内部的

calculation n. 计算

integrated circuit n.

集成电路

microchip n. 微芯片

logic adj. 逻辑的

primary storage n.

主存储器

temporary adj. 临时的

locate v. 位于

chip n. 芯片

4. Disk

Disk for computers come in two main types, floppy and hard.

a. Floppy disk

Floppy disks (also called simply "diskettes") hold data or programs in the form of magnetized spots on plastic platters. The size which is most common and widely used is 3.5 inch diskettes. On each side, a disk is divided into circular regions called tracks. A 3.5 - inch floppy disk has 80 tracks per side. Each track on each side of a disk is further divided into segments called sectors.

When you want the computer to read information from a floppy disk or write information on it, you insert the disk in your floppy disk drive. This mechanism reads data from the disk. That is, the magnetized spots on the disk are converted to electronic signals and transmitted to primary storage inside the computer. The disk drive can also write data. That is, it can take the electronic information processed by the computer and record it magnetically onto the disk.

b. Hard disk

A hard disk is usually fixed inside the computer unit and can hold vast quantities of information — 10G, 30G or more (G: giga). The storage capacity of a hard-disk unit is as many times as that of a floppy disk.

A hard disk contains one or more metallic disks encased within a disk drive. Like floppy disks, hard disks hold data or programs in the form of magnetized spots. They also read and write data in much the same way as floppy disks do.

c. Optical disk

Unlike floppy and hard disks, optical disks hold data and programs by changing the reflecting surface of the disk. Some types of optical disks can read and write data and some can be written to only once. The best known type of optical disk, however, can only be read from. These are called CD-ROM for compact disk-read only memory.

Floppy and optical disks are inserted into and removed from their disk dr-

floppy adj. 软的

diskette n. 软盘

magnetize v. 使磁化

platter n. 盘片

circular adj. 环行的

track n. 磁道

segment n. 段

sector n. 扇区

mechanism n.

机械装置

convert v. 转换

transmit v. 传送

vast adj. 大量的

giga n. (前缀)10 亿

capacity n. 容量

metallic adj. 金属的

encase v.

把...放入盒内

optical disk n. 光盘

remove v. 移出

ives and are stored separately. The hard disk, on the contrast, typically is not removable.

5. RAM

Computers contain a certain amount of short-term memory, called random access memory, or RAM. It holds the program and data that CPU is presently processing. It is temporary storage because as soon as you turn off the computer or restart it by pressing Ctrl-Alt-Del, the contents of RAM disappear.

RAM storage is often expressed in megabytes. Compatible computers these days have 256 megabyte (256MB) of RAM.

6. Monitor and Printer

Monitor and printer are the computer's output devices, which translate the processed information from the CPU into a form that humans can understand.

The monitor is the computer's main output device. It resembles a television screen. The quality of monitors has been improved a lot. Many monitors now offer clear images and vivid colors.

The printer is another output device that produces printed paper output. Some printer can also print in color.

7. Motherboard

Motherboard is the main circuit board which contains the primary components of a computer system. This board contains the processor, main memory, support circuitry, and bus controller and connector.

Software

Software is another name for programs. Programs are the instructions that tell the computer how to process data into the form you want. In most cases, the words "software" and "programs" are interchangeable.

There are two kinds of software, applications software and systems software. Applications software may be custom written or come in the pac-

random access memory n.
随机存取内存

megabyte n. 兆字节

resemble v. 类似

motherboard n. 主板
component n. 部件
support circuitry 支持电路
bus controller 总线控制器
connector n. 接插件

application n. 应用
system n. 系统

kaged form. It does "End-User" work, while the systems software does "Background" work. In another word, you can think of applications software as the kind you use and the systems software as the kind the computer use.

1. Applications software

Application software, which may be packaged or custom-made, performs useful work on general-purpose tasks such as word processing and cost estimating.

- (1) Packaged software are programs prewritten by professional programmers that are typically offered for sale on a diskette.
- (2) Custom-made software are programs written for special company computers to perform whatever tasks the organization wants.

2. Systems software

Systems software, which enables the applications software to interact with the computer, includes programs that help the computer manage its own internal resources.

The most important systems software program is the operating system, which interacts between the applications software and the computer. The operating system handles such details as running programs, storing data and programs and processing data. Some of the most popular microcomputer operating systems are DOS, Windows, Unix and so on.

custom adj. 自定义的
packaged adj. 封装的
end-user n. 最终用户
background n. 后台

cost estimating
成本预算

interact v. 交互

Unit 2 Word

Lesson One

Before You Read

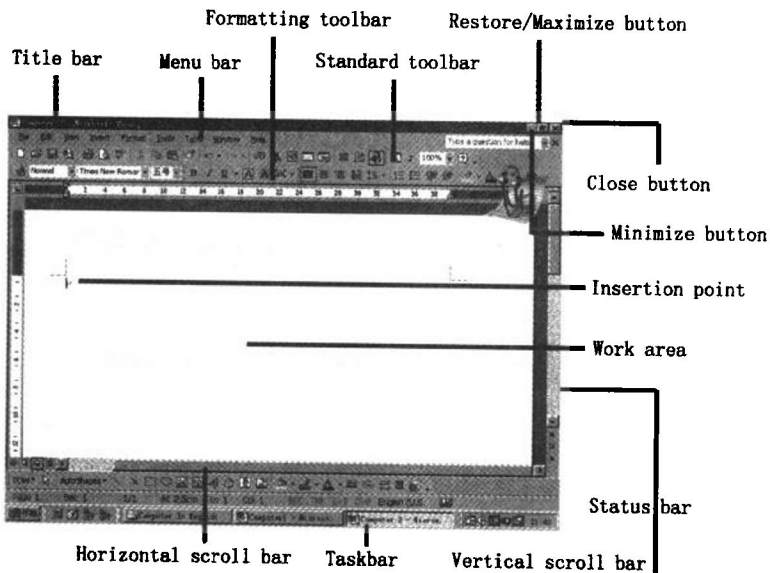
1. How to start word for windows?
2. What is the function of each bar or button?

Starting Word for Windows

To start Word, follow these steps:

1. Open the start menu by clicking the Start button.
2. On the Start menu, click Programs.
3. On the next menu, click Microsoft Word.

Understanding the Word Screen



Title Bar

The document name and Microsoft Word appear in the title bar. Docu-

click v. 单击
menu n. 菜单

title bar n. 标题栏
formatting toolbar n.
格式工具栏
standard toolbar n.
常用工具栏
restore v. 恢复
maximize v. 最大化
minimize v. 最小化
status bar n. 状态栏
horizontal scroll bar n.
水平滚动条
task bar n. 任务栏
vertical scroll bar n.
垂直滚动条

ment 1 is a temporary name Word uses until you assign a new one.

Menu bar

The nine menus provide access to all Word options. Click a menu to display a list of related commands, and then click the command you want.

Standard and formatting toolbars

These and other toolbars contain buttons that provide quick access to a variety of Word commands and features. If you are not sure what a specific button does, move the mouse pointer over it to display its name.

Click this button to close Word.

Restore/Maximize button

Click this button to enlarge Word to full-screen or shrink Word to a partial-screen window.

Minimize button

Click this button to temporarily hide Word. Then, click the Microsoft Word button on the taskbar at the bottom of your screen to re-display Word.

Vertical/Horizontal scroll bars

You click on the scroll bars to move around in your document.

Work area (Document)

Your document displays here for text entry and editing. (You enter text and graphics here.)

Insertion point

The blinking insertion point (also called a cursor) shows you where the next character you type appear.

Mouse pointer

In the document, the mouse pointer appears as an I-beam. The pointer changes shape depending on where you point in the window.

Document view buttons

Click to see your document in different ways. Normal view is the best for

assign v. 确定

related adj. 相关的

full-screen n. 全屏

shrink v. 缩小

text n. 文本

graphics n. 图形

blink v. 闪烁