Task 1. Translate the following words and phrases:

to refer to

perform

edit

icons

Recycle Bin

thus

insert

missing

to arrange

to form

key

ordinary

chance

to reduce

existed

to ensure

tip

accessible

whether

plain

to wonder

invented

space

within

to arise

correspondence

to remind

overdue

point

habit

first place

order

to force

cull

unless

inactive

consistently

in order to

manuals

reports

transferring

searchable

embedded

lack of

launched

Features

to reduce

eliminate

to protect

environment

to protect the environment

preventing

destruction

undoubtedly

increase

essentially

via

multiple

Task 2. Translate the following phrases:

to give a name

file management

to keep the files organized and up-to-date

the goal of computer file management

after files creation

under 27 characters

bunch of files

specific names

to file as you go

dialogue box

get in the habit of using

for your convenience

a huge advantage

to come across

come in handy

for instance

I happen to…

Chief Executive Officer

searchable by keyword

International Organization for Standardization

to save paper and ink

like a text file

1. A mouse is a palm-sized device. On the top of the mouse there are two
2. buttons for communicating with the computer. A ‘tail’ or wire is extended from the mouse to the
3. back of the computer. Nowadays people use widely Bluetooth connection mouse, that means
4. the mouse communicates with the computer without wire. The mouse is designed to slide
5. around on your desktop. As it moves it moves an
6. image on the screen. What makes the mouse especially useful, is that it is a very quick
7. way to move around on the screen. Making the same movements with keyboard
8. arrows takes much longer. Mouses are widely used in graphics, because they can do things that are difficult, if not impossible, to do with
9. keyboard keys. You press the mouse button, hold it and drag the object from one place
10. to another, when you place the image where you want you just release
11. the mouse button and it stays there.