



Click & Play

ENGLISH  ACTIVA

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Year:

School:

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Unit 1

The Computer

Computers are machines, useful tools to perform tasks and communicate with other people. With your computer, you can do more than play games. You can use it to do your homework or have fun drawing, writing stories, creating comics...

1. The Computer.
2. Hardware.
3. Software.
4. The Windows of Windows.
5. Files and Folders.
6. Opening and Saving Files.



Unit 2

Working with Windows

Windows is one of the most popular operating systems for PCs. In order to make the most of all your computer's possibilities, you need to learn how the operating system works.

1. Windows Desktop.
2. My Computer and the Explorer.
3. Organizing Files.
4. Personalizing your Operating System.



Unit 3

The Internet

On the Internet, you can find interesting information about all kinds of topics. You can also have a great time reading stories, playing, watching animations or downloading programs.

1. The Internet and the World Wide Web.
2. Internet Addresses.
3. Searching for Information.
4. E-mail



Unit 4

Introduction to Word

Microsoft Word is a word processor that you can use to create text documents which can also contain images, titles, colors and lots of different formatting options.

1. Microsoft Word.
2. Writing and Editing Texts.
3. Formatting Texts.
4. Embedding Images.



Unit 5

Text Layout with Microsoft Word

With Word, it is very easy to improve your work's presentation by using the different paragraph formatting options. You can arrange your information in tables and columns. Use the outline view to scroll up and down the screen and to generate a document index automatically.

1. Paragraphs.
2. Organizing information.
3. Documents with more than one page.
4. Printing.

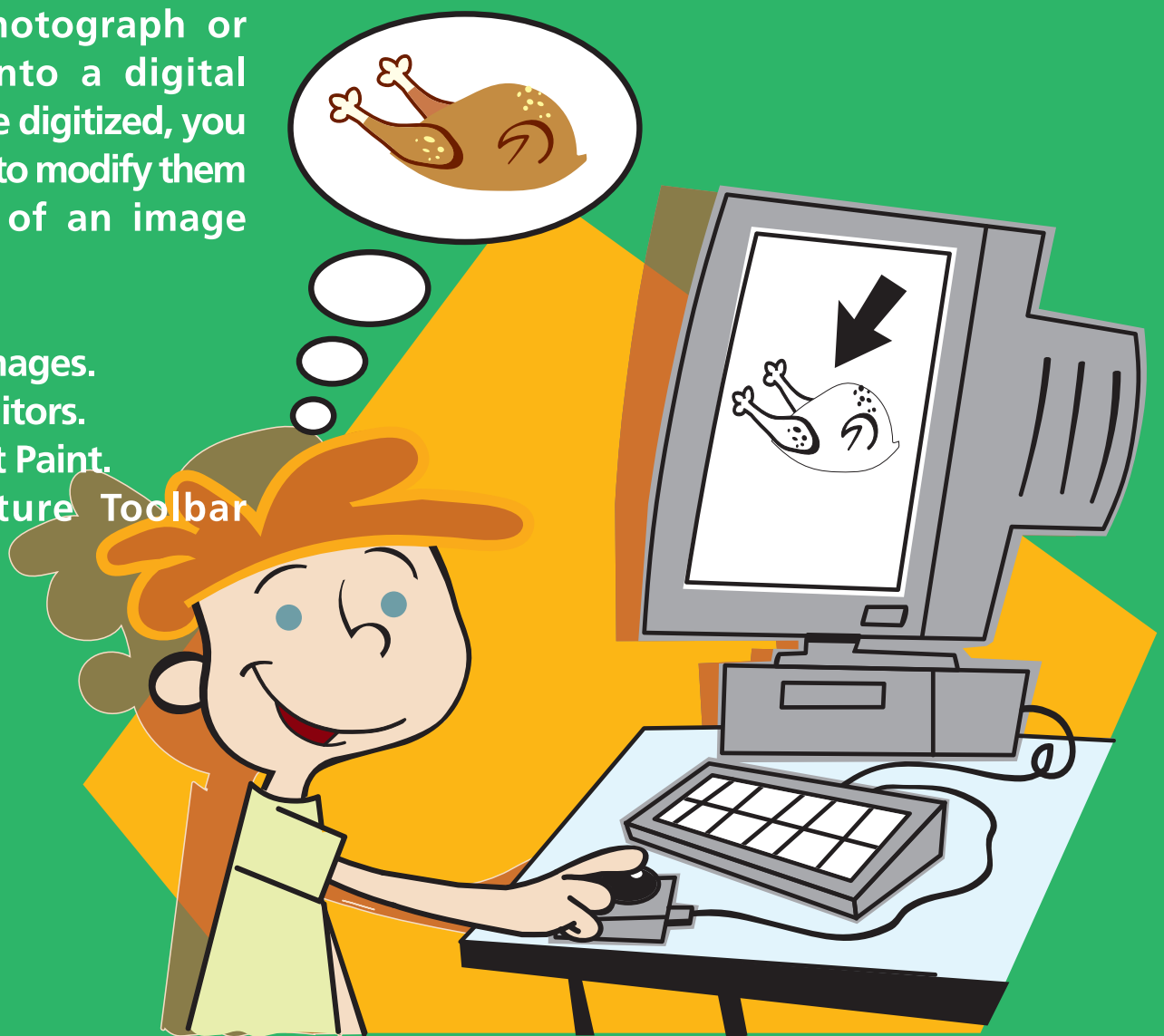


Unit 6

Digital Images

If you have a scanner, you will be able to turn any printed photograph or drawing into a digital image. Once digitized, you will be able to modify them by means of an image editor.

1. Digital Images.
2. Image Editors.
3. Microsoft Paint.
4. The Picture Toolbar in Office.

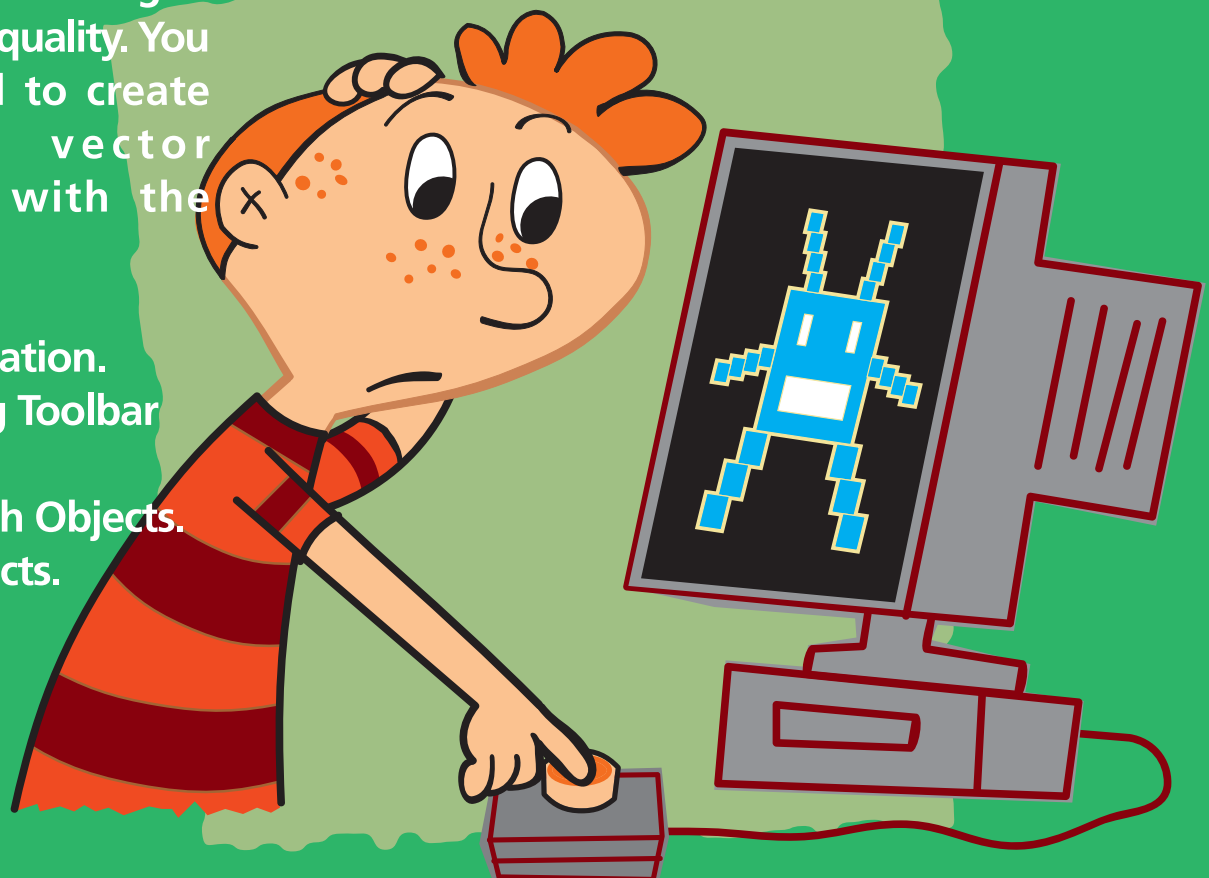


Unit 7

Vector Illustration

Vector illustration programs create complex drawings with simple elements. One of the advantages of vector illustrations is the fact that their size can be changed without losing quality. You can use Word to create your own vector illustrations with the Picture toolbar.

1. Vector Illustration.
2. The Drawing Toolbar in Office.
3. Working with Objects.
4. Fills and Effects.



Unit 8

Music and Sound in your Computer

A PC can become a versatile sound studio. You can use your computer to listen to audio CDs, play MIDI files and sounds and many other things. Also, if you have a microphone, you will be able to record your own voice.

1. Digital Sound.
2. Reproducing Sounds.
3. Sound in Windows.
4. Changing System Sounds.
5. Multimedia Player.
6. Recording Sounds.
7. Editing Sounds.
8. MIDI Files.



Unit 9

Multimedia Presentations

Multimedia CD-ROMs contain different kinds of information: texts, pictures, animations, sounds... You can create your own multimedia works by using a presentation program such as Microsoft PowerPoint.

1. Multimedia.
2. Multimedia Presentations.
3. Slides and Objects.
4. Creating a Presentation.
5. Transitions and Effects.

