

Table of Contents

Book

1

Unit 1 – Types of Computers	4
Unit 2 – Monitors	6
Unit 3 – Keyboards	8
Unit 4 – Mice	10
Unit 5 – Inside the Computer	12
Unit 6 – Memory Storage Devices	14
Unit 7 – Printers	16
Unit 8 – Scanners	18
Unit 9 – Cameras	20
Unit 10 – Smartphones	22
Unit 11 – The User Interface	24
Unit 12 – E-mail 1	26
Unit 13 – E-mail 2	28
Unit 14 – E-mail 3	30
Unit 15 – Instant Messaging	32
Glossary	34

Book

2

Unit 1 – Word Processing: Uses	4
Unit 2 – Word Processing: Actions	6
Unit 3 – Word Processing: Formatting	8
Unit 4 – Spreadsheets: Uses	10
Unit 5 – Spreadsheets: Actions	12
Unit 6 – Spreadsheets: Formatting	14
Unit 7 – Desktop Publishing 1	16
Unit 8 – Desktop Publishing 2	18
Unit 9 – Image and Design 1	20
Unit 10 – Image and Design 2	22
Unit 11 – Web Design and Web Development	24
Unit 12 – Web Browsing: Parts	26
Unit 13 – Web Browsing: Actions	28
Unit 14 – Video Conferencing	30
Unit 15 – Social Media	32
Glossary	34

Book

3

Unit 1 – Operating Systems	4
Unit 2 – Media	6
Unit 3 – Networking: Devices and Equipment	8
Unit 4 – Networking: Types of Networks	10
Unit 5 – Networks: Troubleshooting	12
Unit 6 – Viruses	14
Unit 7 – Internet Crime	16
Unit 8 – Anti-virus Software	18
Unit 9 – Firewalls	20
Unit 10 – Online Banking	22
Unit 11 – Telecommuting and Remote Access	24
Unit 12 – Careers in Computing	26
Unit 13 – Cloud Computing: Types of Clouds	28
Unit 14 – Cloud Computing: SaaS	30
Unit 15 – Cloud Computing: IaaS and PaaS	32
Glossary	34

13 Cloud Computing: Types of Clouds

INFORMATION TECHNOLOGY TODAY

Cloud Computing

Cloud computing

is a new approach to software. It offers benefits to businesses and customers alike. In a cloud system, resources and products are hosted in a central location. Businesses either host the system on their own network servers or hire a company to manage the resources. Customers can access the product from anywhere over a standard Internet connection.

Typically customers who access these **public clouds** interact only with a system's **front end** software. They no longer deal with the more complex **back end** implementation. Because many customers use a single service, the costs are shared between them. Customers pay a **metered fee**, which covers only what they use. As a result, cloud computing is usually less expensive for users.

Businesses may also want to implement internal cloud systems. They can establish **private clouds** exclusively for their employees. **Community clouds**, which share resources with other users, are another option. They may even build **hybrid cloud** systems to permit complex interactions across group boundaries.

Businesses will conclude that their investment in cloud computing is a good one. Cloud services are designed to be flexible and long lasting. The **scalability** and **elasticity** of cloud computing makes it the right choice for large or small businesses.

Reading

2 Read the magazine article. Then, choose the correct answers.

- 1 What is the main idea of the article?
A to describe the benefits of cloud computing
B to explain how cloud computing developed
C to compare cloud computing providers
D to recommend a cloud computing service
- 2 Why are customer costs lower with cloud computing?
A Networks are faster.
B Cloud services are shared.
C There is less maintenance.
D Cloud systems are more flexible.
- 3 Which is NOT a benefit of cloud computing?
A scalability
B metered fees
C simple modification
D guaranteed access

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What kind of cloud computer services can you name? What makes them cloud services?
- 2 What is the difference between a document created on the Internet and one on your computer?

Vocabulary

3 Match the words or phrases (1-6) with the definitions (A-F).

- 1 ___ public cloud 4 ___ back end
 2 ___ community cloud 5 ___ elasticity
 3 ___ cloud computing 6 ___ hybrid cloud

- A a shared computer service
 B a cloud accessible to customers
 C a cloud for many kinds of groups
 D the part of a program not seen by users
 E the ability to be easily modified
 F a cloud shared by many businesses

4 Choose the sentence that uses the underlined part correctly.

- 1 A A metered fee charges only for the services used.
 B Community clouds are the least-accessible cloud type.
- 2 A If a system has scalability, it can be altered for large or small users.
 B A software program with elasticity cannot be adapted to different systems.
- 3 A People use cloud computing so they can focus on back end implementation.
 B A front end program is what users access.
- 4 A A private cloud is designed for only one group.
 B Programs in the public cloud are designed for employees of a specific company.

5 Listen and read the magazine article again. Where are cloud computing systems hosted?

Listening

6 Listen to a conversation between an IT employee and a co-worker. Mark the following statements as true (T) or false (F).

- 1 ___ Cloud software must be downloaded.
 2 ___ The woman's e-mail program is on her computer.
 3 ___ The man prefers web-based e-mail.

7 Listen again and complete the conversation.

- IT Employee:** Well, let's use a 1 _____. You know the new e-mail service we have?
- Co-worker:** Sure. It's all 2 _____ - _____ now.
- IT Employee:** That's right. Previously, everyone had software 3 _____ on their computer.
- Co-worker:** Yes, I had to 4 _____ and download my e-mails every morning.
- IT Employee:** Exactly – but now the software is 5 _____.
- Co-worker:** Right. I can just use my Internet browser. I don't have to 6 _____.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

- Can you help me out with ...?*
How is it different from ...?
You can access your ...

Student A: You are an office employee. Talk to Student B about:

- cloud computing software
- how it differs from desktop software
- where cloud data is saved

Student B: You are an IT specialist. Explain cloud computing to your colleague.

Writing

9 Use the magazine article and the conversation from Task 8 to complete a report about cloud computing. Include: the difference between a public cloud and a private cloud, metered fees, and front end programs.