Source material

Contents

Following written instructions

Data Storage

Computers have a permanent store for information, programs (applications) and data. This is called the hard disk or hard drive and it is normally a permanent part of the computer, fitted inside the tower or desktop case. The hard drive is often represented by the letter C with a colon (**C:**).

Smaller amounts of data can be stored on floppy disks or memory sticks. These are portable devices which you can carry from one computer to another. A floppy drive is usually designated as the **A:** drive. Floppy disks are still in widespread use but USB memory sticks which can hold larger amounts of data are increasingly being used instead especially by users working with graphics, audio and video files which do not fit onto floppy disks.

Using a floppy disk

1 To insert a floppy disk into the drive, hold it with the label facing upwards and the metal slider towards the computer. Push it into the drive until it clicks.

2 If the floppy disk does not go in, check you are holding it the right way round. It is not possible to insert a floppy disk the wrong way round. When the floppy disk clicks into place correctly, it will make a noise for a few moments and you may see the green light flash on.

3 To see the files on your floppy disk, open Windows Explorer or My Computer and locate the A: drive. Double click on the A: drive and the contents are displayed.

4 To remove the floppy disk again, press the button near the drive firmly.

Using diagrams

floppy drive

CD/DVD drive

power button

green light   button
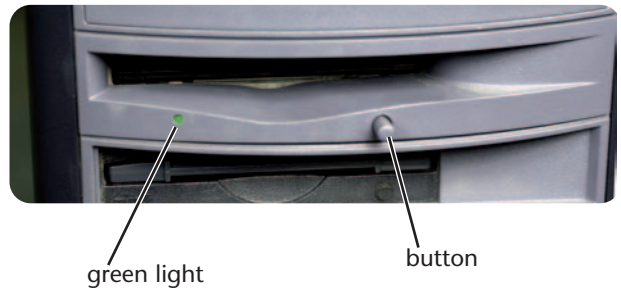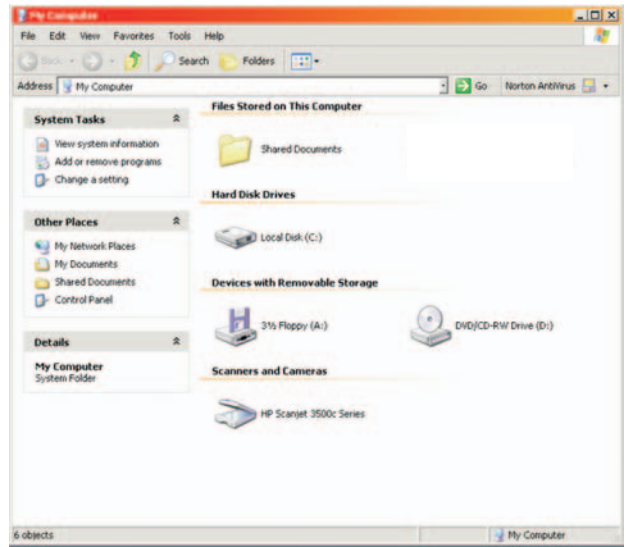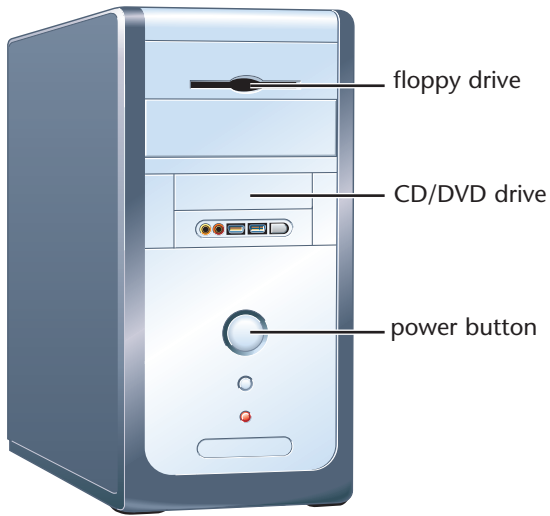
Taking notes

Formulae are used by spreadsheets to calculate numerical values. They allow you to add up columns of figures to produce a total, subtract the contents of different cells, multiply, divide and undertake more complex calculations. One of the most important features of a spreadsheet is that you can build formulae within the sheet to calculate almost anything. The mathematical operators used in Excel are:

+ add   – subtract
* multiply   / divide

Brackets are also important in that they tell Excel to calculate anything in the brackets first before going on with the remaining parts of the calculation.

Surfing the World Wide Web

To locate a particular website you need to know its address or Universal Resource Locator. When this is entered into the Address bar and the Enter key is pressed the browser then searches for the website which is then shown in the browser window.

Website addresses are unique and are structured in a similar way to a postal or street address. The address, or Universal Resource Locator, for the British Broadcasting Corporation is http://www.bbc.co.uk

Delete text

You have two different keys which both work from the position of your cursor.

The **backspace key** removes text character by character to the left of the cursor position. The **delete key** removes text character by character to the right of the cursor position.

Switching off your computer

Switching off your computer must be done in the correct way or you run the risk of damaging your system. To switch off a computer using the Microsoft Windows operating system requires you to click on the Start button. A menu of options will appear and if you select the Shut Down option then a small box entitled Shut Down Windows will appear.

The Shut Down Windows box provides several options and in most cases you will want to select Shut Down. You select an option by clicking in the small circular area and a black dot will appear in its centre to indicate that it has been selected. If the dot is already present you do not need to select it. If you now click on the OK button then the computer will begin to shut down. If you click on the cancel button you will return to the desktop.

Icons

Icon	Function	Used frequently (✓ or ✗)

Index

Internet search page

Web Images Groups News

Food allergies   Search   Advanced Search
                                     Preferences

Search: ◯ the web ⊙ pages from the UK

Web   Results **1 - 10** of about **289,000,000**

Food allergies?
www.FoodAllergy.org   Information on Variety of **Allergies** Tips and Recipes Too!

Allergies
www.newtoasthma.com.org   Easy to understand information on how to manage your allergy

Book results for **food allergies**

Food allergies - by Tanya Wright - 258 pages

The Vegetarian Society - **Food Allergy** & Intolerance Information Sheet
Food allergy is often mistaken for **food** intolerance. It is important to not that **allergy** is only
one of a number of possible reasons for **food** intolerance.
www.vegsoc.org/info/allergy.html - 11k - Cached - Similar pages

Food Allergies and Allergens
A guide, including lists of **food** colors, additives and chemicals that also trigger hyper activity in
children. Causes, symptoms, treatments, **allergy ...**
www.lactose.co.uk/**foodallergies**/ - 50k - Cached - Similar pages

Homepage - Home in on Health - Homeinonhealth is your one stop to...
Mail order blood testing service to detect **food** sensitivity problems for over 90 **foods**, books
and other products.
www.allergy.co.uk/ - 13k - 13 Jun 2005 - Cached - Similar pages

Web page 1

Food Levels People .co.uk

● **BEANSTEP** & CO ●

Congratulations!! You are a **Winner**

Click **HERE** to find out more...

Home
News
Diet and Health
Salads for Summer
Cooking tips
Special menus
Food alternatives
Vitamins and minerals
Dear Doctor
Food and obesity
Diets
Are you what you eat?
Food and exercise
Food for children
Causes of food allergies
Slimming tips
Hygiene in the kitchen
Government guidelines
Reading labels
GM Foods
Home truths
Have your say
The food industry
Rules and Regs
Science and Research

Allergic reactions to food

The substance in a food that can cause an allergic reaction is called an allergen. There is generally more than one kind of allergen in each food.

Symptoms

The symptoms of food allergy can affect almost any part of the body, including the skin, the heart, the digestive system and breathing. Symptoms can appear very quickly or not until several hours after the person has eaten the food they are allergic to. The symptoms can include:

- itchy or painful rashes
- tingling sensation in the mouth
- swelling of the lips, tongue, face and throat
- difficulty breathing
- diarrhoea
- vomiting
- abdominal cramps

Serious reactions

On rare occasions, food allergy can also cause someone's blood pressure to drop and lead to loss of consciousness. These symptoms are usually linked to anaphylaxis, which is a life-threatening form of allergy. More

FOOD INTOLERANCE

- Allergic reactions
- What are allergens?
- Foods that cause allergies
- New treatments
- Why people get allergies
- Q & A

Search site

[   ] GO

Advanced search

Directory A–Z

ASK TORI

I am low in Zinc, could you tell me which food is best to eat?

ANSWER

...More Questions ↗

TODAY'S FEATURE

The food law – what does it say about preparing food?

DAILY QUIZ

Web page 2

Food Levels People .co.uk

YOU COULD BE GOING FOR GOLD IF YOU JOIN FREE TODAY!

Homepage > Diet and Health > Food Intolerances > Foods That Cause Allergy

Home
News
Diet and Health
Salads for Summer
Cooking tips
Special menus
Food alternatives
Vitamins and minerals
Dear Doctor
Food and obesity
Diets
Are you what you eat?
Food and exercise
Food for children
Causes of food allergies
Slimming tips
Hygiene in the kitchen
Government guidelines
Reading labels
GM Foods
Home truths
Have your say
The food industry
Rules and Regs
Science and Research

Foods that cause allergy

In theory, any food can cause a **food allergy.** But in fact, just a handful of foods are to blame for 90% of ALLERGIC REACTIONS to food. These foods are known as the big 'eight'. They are:

- milk
- eggs
- peanuts (groundnuts)
- nuts from trees (including Brazil nuts, hazelnuts, almonds and walnuts)
- fish
- shellfish (including mussels, crab and shrimp)
- soya
- wheat

Allergies and food intolerances

In children, most allergic reactions to food are to milk, peanuts, nuts from trees, eggs, soya and wheat. Most children grow out of most allergic reactions to food in early childhood. In adults, most allergic reactions are to peanuts, nuts, fish, shellfish, citrus fruit and wheat.

This section mainly describes foods that can cause food allergy, but it also includes lactose intolerance and gluten intolerance/sensitivity (coeliac disease). These are types of food intolerance, but they aren't allergies. Types of food allergies

FOOD INTOLERANCE

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Search site

[   ] GO

Advanced search

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DAILY QUIZ

Spreadsheet formulae

	A	B	C	D	E
1					
2		**Total calories**	**Calories from fat**	**Non-fat calories**	**Percentage of fat**
3	**Cheeseburger**	350	150	200	43%
4	**Large Fries**	500	220	280	44%
5	**Chocolate shake**	410	120	?	?
6					
7	**Total**	?			
8					

	A	B	C
1			
2	**Month**	**Av. Temp. (°C)**	**Av. Temp. (°F)**
3	Jan	−12	10.4
4	Feb	−5	?
5	Mar	8	46.4
6	Apr	14	57.2
7	May	16	60.8
8	Jun	20	68
9	Jul	22	71.6
10	Aug	20	68
11	Sept	16	60.8
12	Oct	16	60.8
13	Nov	6	42.8
14	Dec	−1	30.2

	A	B	C
1			
2	**Year**	**Total Population of the UK**	**Population of Scotland**
3	**1951**	50.2 million	5,096,415
4	**1971**	55.9 million	5,228,963
5	**2001**	58.2 million	5,062,011
6	**Population increase between 1951 and 2001**	?	?
7			

Graphs and charts

	A	B	C
1			
2	**Year**	**Salary**	
3	2002	£12,000	
4	2003	£14,000	
5	2004	£14,750	
6	2005	£15,050	
7			

Salary increase 2002-2005
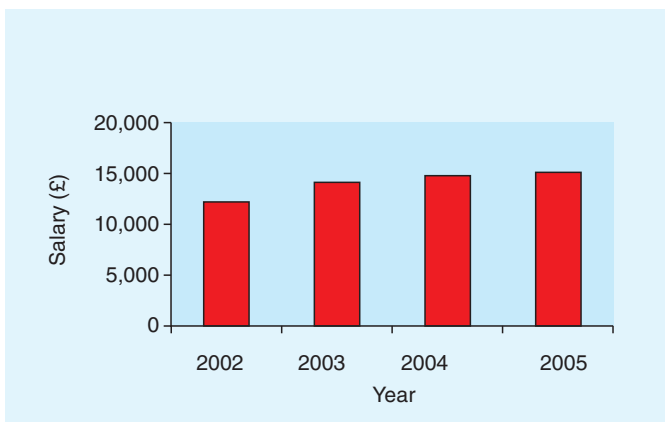
	A	B	
1			
2	Ownership of private transport		
3	2002	£12,000	
4	**Vehicle**	**Number of people**	
5	car	16	
6	motorbike	4	
7	bicycle	9	
8	other	1	

Ownership of private transport

Ownership of private transport
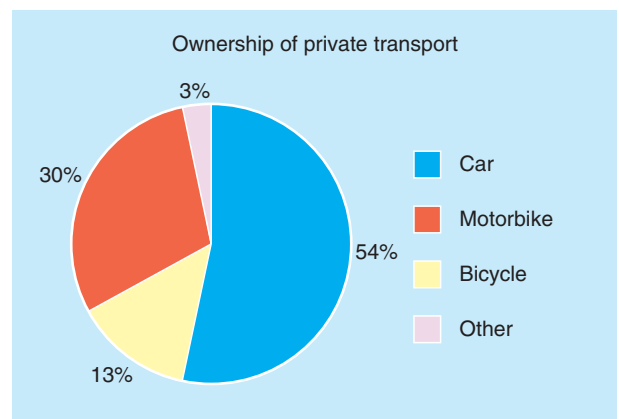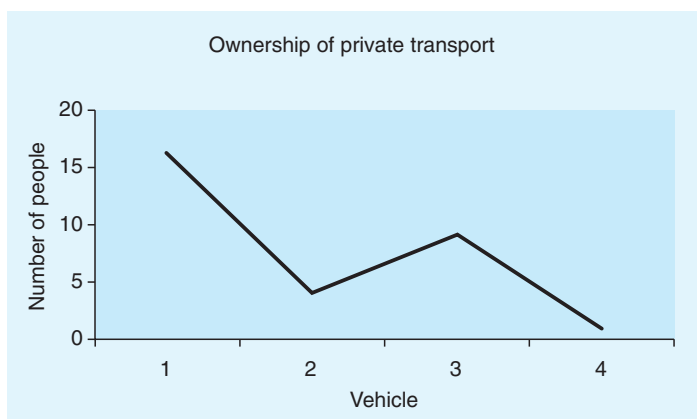
Glossary

abbreviated shortened (see **abbreviation** and **acronym**)

abbreviation a shortened form of a word, for example Tue (Tuesday), rep (representative). They are used to save time, space and repetition in writing.

abbreviations see abbreviation

acronym a word formed from the initial letters (e.g. NATO – North Atlantic Treaty Organisation) or syllables (e.g. Oxfam – Oxford committee for famine relief) of other words. Acronyms are used to save time, space and repetition in both speech and writing.

allergy something that causes a severe reaction in the body

alphabetical order listing from A to Z

bar chart chart showing numbers as horizontal bars of different lengths

capital letter upper case letter, used at the beginning of a proper noun or special name (e.g. London), made by using the Shift + letter key or Caps Lock

cell the box made where a row and column cross over

cell reference the label for a cell made by the letter code for the column and the number code for the row

column box made by lines going vertically up and down a chart

column heading heading that tells you the type of information being recorded in that column

combination mixture

comma used to help read large whole numbers with 5 or more digits, when the digits are shown as separated by commas in groups of three, e.g. 15,908

comma style when large whole numbers, with 5 or more digits, are shown as separated by commas, e.g. 15,908

conditional something (for example an instruction) that only needs to be done in certain circumstances

conjunctions words that connect parts of a sentence, for example 'and', 'but '

contents page page at the beginning of a book or training manual with chapter or section headings listed in page order

contractions short forms of words put together, for example 'is not' becomes 'isn't'

currency money

cursor blinking flashing bar that shows you where to type on a computer screen

decimal places the places to the right of the decimal point, showing parts of whole numbers, e.g. 15.879 has three decimal places

decimal point the dot that separates whole numbers from parts of whole numbers, for instance in measures, e.g. 4.5 km

desktop what you see on the screen when you first start up the PC

diagram a drawing that explains how something works or shows the relationship between the individual parts

directory an alphabetical listing of names, addresses, contacts, e.g. an e-mail address book

edit make changes to text in order to improve it

equals exactly the same as

estimate guess based on the information you have; rough calculation

figure (fig.) a diagram or drawing

font the particular style of letters (what they look like). On a computer most fonts can be made bold, underlined or italic.

formal language language that follows set rules, for instance in a workplace situation careful language is used in writing, with full sentences, attention to punctuation and grammar

format the style used for different texts to help people find their way round the information. This includes things like subheadings, bullet points, numbers, pictures, symbols, graphics, different sized or styled writing, colour, capital letters, etc.

format the way a text is presented, for example as an e-mail or letter, and the way it is structured, e.g. using a heading, greeting

formatting applying choices relating to the style of text and graphics in a document

formula (formulae) a quick way of writing down a rule in maths, where letters are used instead of words

fraction part of a whole number, can be written as $\frac{1}{2}$, as a decimal (0.5) or as a percentage (50%)

full stop punctuation mark used to end a sentence

function action carried out by a computer, e.g. filing

gif graphic interchange format

gist general idea

glossary an alphabetical list of words related to a specific topic, with definitions, often placed at the end of a book

gluten a substance found in wheat, barley and rye

heading a short line of text that tells you what the text below is about

homophone words which sound the same as other words but have a different spelling and meaning, e.g. their/there

HTML Hypertext Markup Language

hyphens dashes

icon a small picture or symbol that represents a function, or an action that a computer can do, e.g. a picture of a disc means 'save'

imperative the form of the verb that expresses a command or instruction

income money coming in as a result of sales; what you are paid

index found at the end of a book or training manual. Lists topics covered in alphabetical order (and the page numbers where they can be found).

informal language language that does not follow set rules, for instance in a social situation where everyday language is used, simple, incomplete sentences, not so much attention to punctuation and grammar

Internet the connection of computers across the whole world allowing the sharing of information. The most commonly known part of the Internet is the World Wide Web (www) also known as the Web (see separate glossary entry).

intolerance unable to tolerate or digest certain foods

lactose a sugar substance found naturally in milk

layout the way information is arranged on a page

line graph graph showing number points joined by a line

menu a list of options to choose from

million one thousand times one thousand, shown as 1 followed by six zeros, separated in threes by a space or a comma (1,000,000 or 1 000 000)

minimise reduce the size of a window. There is a button on the taskbar to perform this operation.

minus less, take away, so 10 minus 3 equals 7

mouse a device for controlling the computer

narrow a search something you do to produce fewer search results in a search engine

negative number number whose value is below zero

numerical data information in number form, such as money, dates, measures

overheads the costs of running a business; how much it costs to sell something

page range a number of pages, e.g. pages 12–16 means pages 12 to 16

PC personal computer

percent when a whole number is divided into 100 equal parts, e.g. 10% means 10 parts out of 100

percentage a proportion of an amount given in percent

phrase a small group of related words; a group of words

pie chart chart showing numbers as different-sized slices of a pie

presentation style how information is presented or displayed

preview glance over something to check it

profit what is left of your income after you have paid the costs; sales minus costs = profit

program a type of operation done by a computer, for instance writing using a word-processing program

proofread check for mistakes in the content of text, in spelling, grammar, layout or punctuation

proper noun name of a special or particular place, person or thing, e.g. London, Patel, Taj Mahal

round up or down when you take a number up or down to the nearest whole number, 5, 10 or another number, in order to make it easier to calculate

row box made by lines going horizontally across a chart

scan move your eyes quickly over a text to search for a key word or phrase

scanning to pass your eyes quickly over a text looking for key words, as (for example) when looking up a name in a telephone directory

screenshot a picture or shot of a computer screen

search engine a program that helps Web users find information on the Internet (normally by searching for a string of key words)

sensitivity likely to react to certain things

skim run your eyes quickly over a text to get the general idea of the subject matter

style the choice of words and sentence structure which are used for a particular purpose, e.g. to write an informal letter or a formal e-mail

subheading a smaller heading found under another larger main heading

sum the total of adding two or more numbers or quantities together

surname last name, family name

symbol small picture that stands for something by association, e.g. a picture of a disc means 'save'

table a chart made with a grid of horizontal and vertical lines, with information in each box

taskbar contains icons of the main controls, usually along the bottom of the screen

text any continuous piece of writing, in any format

theory idea or assumption

thousand ten times one hundred, shown as 1 followed by three zeros (1000)

toolbar contains icons of the more common commands or actions, usually at the top of the screen

URL Universal Resource Locator. A web address, for example http://www.bbc.co.uk

value the numerical data in a cell in a spreadsheet

world wide web (www) the connection of information pages across the world using interlinked 'web pages'. Web pages can include pictures, sound, video and other features and are connected to other pages by hyperlinks.