

## Advanced Computer Skills

In today's workplace, computer skills are of great importance. Of course, there are some skills that are more important than others. While everyone should know how to use email and Microsoft Word without having to ask for help every 5 seconds, there are also some computer skills that many people may wish to learn as well. In this lesson, three of these skills are discussed below (See *Brenda Hoffman Online*).

### 1/ How to Reboot a Computer

There are many computer problems that can be quickly fixed by simply rebooting your computer. Think of rebooting as refreshing your computer. This should be the first thing you do before you call for technical support. After all, you are probably going to feel really silly if this is all that is necessary and you have technical support come running to do it for you.

### 2/ How to Fix Simple Computer Problems

Many people become paralyzed whenever they have a computer problem. However computer problems are simply a part of life in our modern, technological world. Eventually, they will be worked out. Before calling somebody for help, make sure that you can provide them with specific details about the problem you have encountered. Remember, they cannot read your mind. They need to know you were doing X when Y happened so that they can replicate the problem and work on a solution to it. The more clues you are able to give them, the better able they will be to solve your problem.

### 3/ The Difference between PNG, GIF & JPEG

Whenever you are creating a logo, line drawing or icon, you should be creating a GIF (Graphics Interchange Format) because this supports 256 different colors. Now PNG (Portable Network Graphics) is an updated version of the GIF as it has more colors available. Only use a JPEG (Joint Photographic Experts Group) whenever you are working with a picture.

Hence, there are several important issues concerning computer skills. It is necessary to know that there are different types of computer skills that may be categorized in the following way: *basic computer skills*, *intermediate skills*, which may also be called computer literacy, and *advanced skills*, which are not obligatory for translators. However, it may be a good idea to develop personal skills in this sphere in order to optimize working. To learn how to edit PDF or how to calculate statistics with the help of Microsoft Office Excel may save people much time and effort.

Indeed, it may be quite helpful to improve computer skills to the intermediate level. It is necessary to understand that intermediate skills are useful for ordinary literate people but

are not enough for *Information Technology* (IT) specialists who should have advanced computer skills. They know not only how to edit PDF, but they are usually able to create and maintain their own computer programs, or to use PCs for scientific research. Regarding translators who want to develop their computer literacy into advanced skills, it may be important for them to learn several issues. It is essential to be able to work with printable material and complete different manipulations with texts. People may use Microsoft Office Word, Notepad or choose any other text editor and study all functions a program includes. There are also PDF files which are useful when you have to modify multiple objects, add links to files and do other manipulations. In this case, it is vital to find out how to edit PDF. Another important aspect is working with statistics which is possible to do not only in Microsoft Office Excel but also online. That is why it is very useful to be able to surf the web which may help to complete many tasks such as *to find valuable information, to use online programs, to send and receive documents or to load software*. In this connection, it is also essential to *know how to upload antivirus software in order to protect computers from different online threats*. Besides, it is equally essential for translators to *master typing, typesetting, having print outs*, and all other word-processing skills that are indispensable for producing and formatting their research and translation works up to standards.

It may also be interesting *to study Adobe Photoshop or Adobe Illustrator* for people who want to know more about computers and are not satisfied that they have discovered how to edit PDF or *surf the Internet*. These programs are worthy of studying as they may give a number of opportunities: *to modify images, to create pictures or vector graphics* and so on.

In sum, it may be not only valuable but also essential for language experts and translators to develop their computer skills, especially basic and essential skills. They may start using computers because their jobs require computer skills, but it is also possible that they get really interested in IT. Computers may help translators optimize their everyday efforts. Surely, computer and Internet skills are useful and highly commendable to translators in their daily chores of work, yet they are not prerequisites for a translator to be qualified as a professional translator. In all cases, I encourage all translators and language experts to be well-equipped with as many of the computer and Internet skills highlighted above as they can to make their job more convenient and successful, and to save much time.

Resources:

**Professor Hasan Said Ghazala. Translation Skills: A Textbook. Konooz Al-Marifa. Um el-Kora University of Makkah Al-Mokarrama.2013**