

商务英语口语会刊No.24 PDF转换可能丢失图片或格式，建议
阅读原文

https://www.100test.com/kao_ti2020/462/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_462800.htm 日常办公室用语电脑

(2) 1.Laptop/Desktop 笔记本电脑/台式机 A:Would you like to have a laptop or a desktop?B:Laptop would be better. I can work at home that way.A：你想要笔记本电脑还是台式机？B：笔记本电脑好一些，那样我在家里也可以工作。

2. Microsoft Project 微软项目管理A: Do you know how to use Microsoft Project?B: I know a little bit. What do you want to do?A：你知道怎样使用微软项目管理吗？B：我知道一点儿，你想要做什么

？3.Network card 网卡A: The network card is not working.B: I will replace one for you.A：这个网卡不好用。B：我会给你换一个。

4.Slow speed 慢速度A: The speed of my computer is so slow. Do you know whats wrong?B: You have too many applications open.A：我电脑的速度太慢了，你知道是怎么回事吗？B：你打开的应用软件太多了。

5.Toolbar 工具栏A: How do you get the toolbar for Picture?B: Its in View, Toolbars.A：你怎么找到图片工具栏的？B：在“工具栏”中的“视图”里。

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