

2.1 Software: the basics

A. Choose the correct word to fill the spaces.

1. Turn on your computer. It will usually take a few minutes to _____.

- a. boot itself b. boot up c. get booted

2. Windows XP, Macintosh OSX and Linux are _____.

- a. operating systems b. operating tools c. operators

3. On my computer, I have a picture of my cat as the _____.

- a. desktop background b. desktop picture c. desktop scene

4. Microsoft Word, Adobe Acrobat and CorelDraw are programs or _____.

- a. applicators b. appliers c. applications

5. To open Microsoft Word, click on the _____.

- a. picture b. symbol c. icon

6. I keep all my digital photos in a _____ called "Photos".

- a. folder b. packet c. box

7. Is it possible to open Microsoft Excel _____ in Word?

- a. texts b. files c. pages

8. In Microsoft Word, to start typing a new letter, open a new _____.

- a. document b. page c. paper

9. When you _____ a document, it's sent to the recycle bin.

- a. destroy b. erase c. delete

10. Deleted documents stay in the recycle bin until you _____ it.

- a. wash b. empty c. clean

11. In Windows, the icon is just a _____ to the application. If you delete the icon, the application will still be on your computer.

- a. connector b. shortcut c. link

12. If the computer crashes, you can try pressing the _____ button.

- a. restart b. recommence c. replay

13. When I've finished using my computer, I always _____.

- a. close it down b. shut it down c. shut it off

14. If I leave my computer on without using it, after a while it goes into _____ mode.

- a. stand down b. waiting c. standby

2.2 Using software: useful verbs

Match the words on the left with the words on the right.

Set 1

- | | |
|--------------------------------|--------------------------|
| 1. arrange the | a. a Microsoft Word file |
| 2. cut and paste | b. a new window |
| 3. install | c. photo. It's too big. |
| 4. open the document in | d. an application |
| 5. resize the | e. some text |
| 6. save it as | f. icons on the desktop |

Set 2

- | | |
|--------------------------|-----------------------------|
| 1. copy the | a. for a lost file |
| 2. customize your | b. a program |
| 3. launch | c. "search" function |
| 4. search | d. text into a new document |
| 5. send the file | e. to a different folder |
| 6. use the | f. desktop |

Set 3

- | | |
|-----------------------------------|--------------------|
| 1. accidentally deleted an | a. menu |
| 2. exit | b. important file |
| 3. click on that button | c. an application |
| 4. pull down a | d. as a web page |
| 5. replace the existing | e. on the task bar |
| 6. view | f. file |

Set 4

- | | |
|-------------------------|------------------------|
| 1. close down an | a. after a session |
| 2. log off | b. all folders |
| 3. look in | c. application |
| 4. put the file | d. hard drive |
| 5. run a | e. on a USB memory key |
| 6. wipe the | f. program |