

مطور التقنية

جامعة طرابلس - كلية تقنية المعلومات

ENGLISH

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SHEET (1)

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## Section 2: Software

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## 2.1 Software: the basics

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### 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 OS X 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

**B. Insert the missing words.**

- close
- drag and drop
- find
- free up
- installed
- launch
- password
- renamed
- running
- save
- search
- start menu
- uninstalling
- user
- window

1. I couldn't open the document you emailed me. I don't have Microsoft Word \_\_\_\_\_ on my computer.

2. Click on that icon to \_\_\_\_\_ Internet Explorer.

3. I \_\_\_\_\_ an important document, and now I can't find it.

4. If your computer is \_\_\_\_\_ several applications at the same time, it's more likely to crash. It's better to \_\_\_\_\_ the applications you're not using.

5. You can access all the applications on your computer from the \_\_\_\_\_.

6. You can view two Word documents on the screen at the same time. You just open a new \_\_\_\_\_.

7. It's easy to move files into a folder. You can just \_\_\_\_\_.

8. I asked the computer to \_\_\_\_\_ for files with "English" in the name, but it didn't \_\_\_\_\_ any.

9. This is a shared computer. Each \_\_\_\_\_ has their own \_\_\_\_\_.

10. You can \_\_\_\_\_ space on your hard drive by \_\_\_\_\_ applications you never use.

11. If you \_\_\_\_\_ your photos as JPEGs instead of TIFFs, you'll use a lot less memory.

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## 2.2 Using software: useful verbs

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

### Set 1

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

### Set 2

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

### Set 3

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

### Set 4

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

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## 2.3 The control panel

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*Write the words into the spaces.*

adding	background	customising
default	digital	displayed
format	image	performance
properties	screen saver	setting up
tasks	wallpaper	wireless

The control panel provides options for 1 customising the appearance of your computer screen, 2 \_\_\_\_\_ or removing programs and 3 \_\_\_\_\_ network connections.

When you get a new computer, perhaps the first thing you will want to do is set the date and time. You can also choose the 4 \_\_\_\_\_ for dates and times. For example, November 4th 2007 can be 5 \_\_\_\_\_ as 04-11-2007, 2007-11-04 or in various other formats.

You may wish to change the desktop 6 \_\_\_\_\_ to a picture, for example a personal photo taken on a 7 \_\_\_\_\_ camera. A picture on the desktop background is also known as 8 \_\_\_\_\_.

If a computer screen shows the same 9 \_\_\_\_\_ for a very long time, it can leave a permanent impression. To avoid this, you can choose a 10 \_\_\_\_\_. This is usually a simple moving pattern which activates if the computer is not used for a set amount of time (for example, five minutes).

You can also use the control panel to set up or change internet and other network connections, including 11 \_\_\_\_\_ network connections.

In fact, you can change most aspects of your computer's 12 \_\_\_\_\_ through the control panel, such as the system 13 \_\_\_\_\_, modem settings, scheduled 14 \_\_\_\_\_, although most users prefer to leave on the 15 \_\_\_\_\_ settings rather than changing them.



## 2.4 Applications

### A. Match the descriptions on the left with these famous applications.

1. word processor

2. spreadsheet

3. virus protection

4. browser

5. image editor

6. media player

7. email software

8. presentation software

9. graphic design software

a. Adobe Photoshop

b. Internet Explorer

c. Microsoft Word

d. Microsoft Excel

e. Microsoft PowerPoint

f. Norton AntiVirus

g. Outlook Express

h. Adobe PageMaker

i. RealPlayer

### B. Crossword

1. programs which tell the computer what to do (8)

2. a piece of software which makes a computer do a task (for example, edit an image) (11)

3. any set of instructions for a computer (7)

4. software which operates a peripheral, such as a scanner or printer (6)

5. application which stores and displays digital photos (5,5)

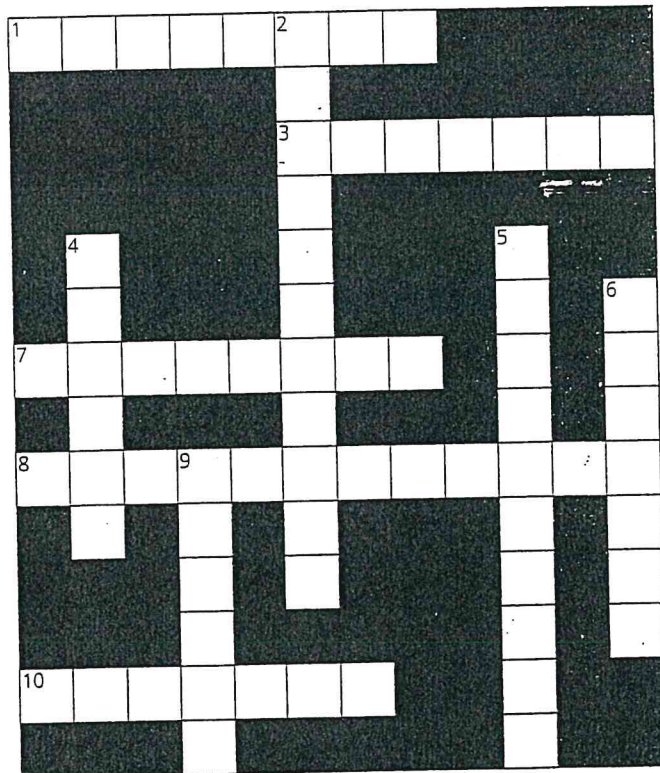
6. you enter a security code to prove that you have a \_\_\_\_\_ to use the software (7)

7. software which prevents unauthorised access to your computer over the internet (8)

8. a series of letters and numbers which you have to enter before installing some programs (8,4)

9. download new features for an application (6)

10. an unauthorised copy of a program (7)



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## 2.5 Some useful adjectives

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### A. Choose the best words.

1. Software which is easy to use is...  
a. user-easy                      b. user-friendly                      c. usable
2. Software which is obvious to use is...  
a. intuitive                      b. guessable                      c. comprehensible
3. Software which is not obvious to use is...  
a. counter-intuitive                      b. unintuitive                      c. non-intuitive
4. Software for use by children and schools is...  
a. learning                      b. teaching                      c. educational
5. Software for use by businesses is...  
a. commercial                      b. businesslike                      c. busy
6. Software made specially for one company is...  
a. one-off                      b. unique                      c. tailor-made
7. Software for use at home is...  
a. for home use                      b. for house use...                      c. for household use
8. Software which has been illegally copied is...  
a. unreal                      b. pirated                      c. fake
9. Software which has been bought from the company that produced it is...  
a. real                      b. justified                      c. licensed

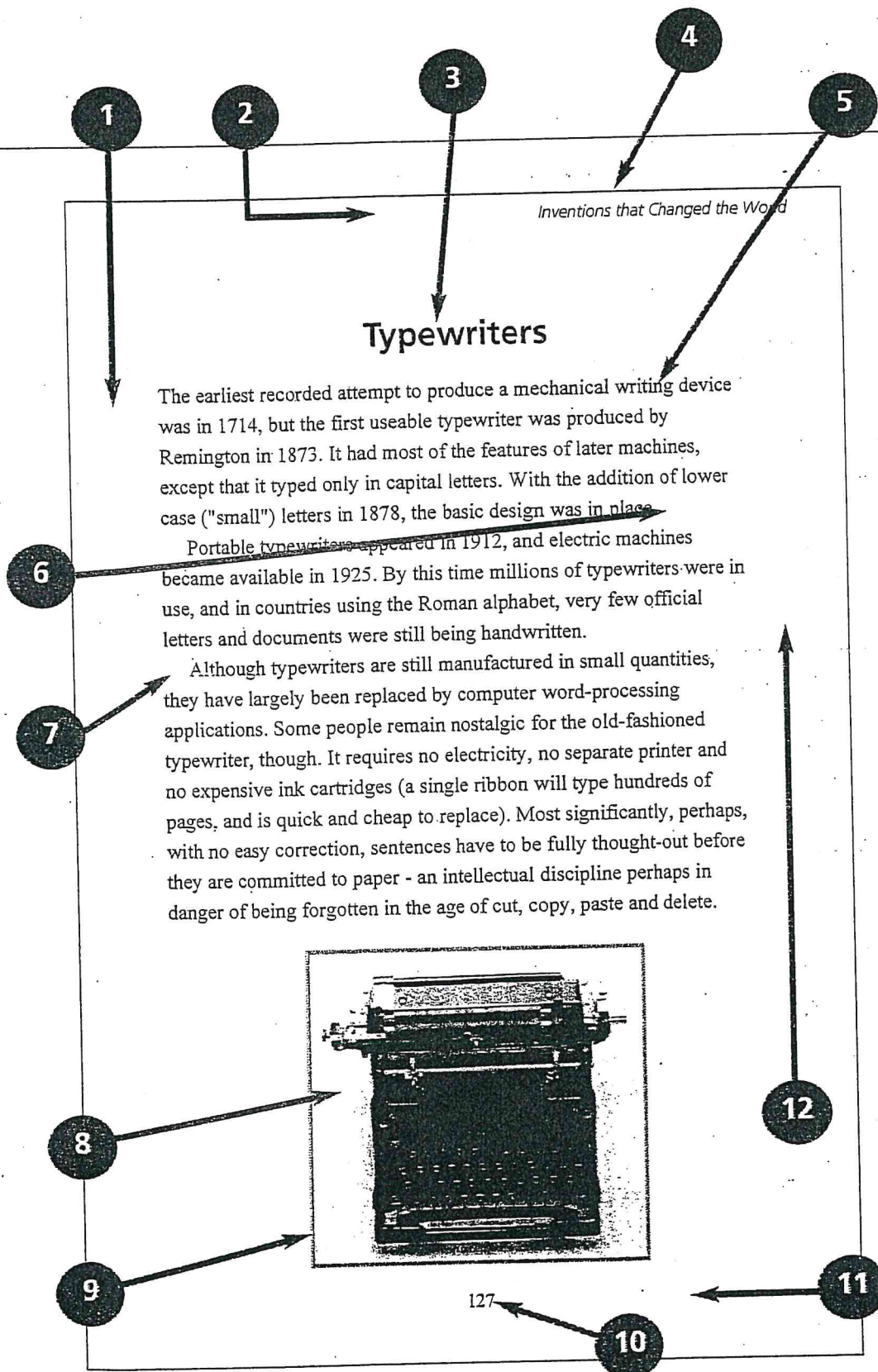
### Types of software

#### B. Match the type of software with the definition.

1. trial version                      a. A **simplified** version which is cheaper to buy.
2. shareware                      b. Software which is in the **public domain**. Anybody can use it without paying.
3. freeware                      c. The **full version** with all the features.
4. home-use version                      d. You can try it for a while for free. Then if you want to keep using it, you are expected to pay a small **fee** to the writer.
5. professional version                      e. You can use it for free for a while (often a month). When the **trial period** finishes, you have to pay, or the program will **de-activate**.



## 2.6 Word processing 1



**A. Write the numbers next to the words.**

2	top margin
	bottom margin
	left-hand margin
	right-hand margin
	heading (or title)
	body text
	paragraph break
	indent
	illustration
	border (or frame)
	page number
	page border (or edge of the page)

**B. Match the words with the types of lettering**

bold    bold italic    italic  
lower case (or small letters)

outline    plain text    shadow  
strikethrough    underline  
upper case (or capital letters)

1. \_\_\_\_\_ ABCDEFG
2. \_\_\_\_\_ abcdefg
3. \_\_\_\_\_ Typewriters
4. \_\_\_\_\_ **Typewriters**
5. \_\_\_\_\_ *Typewriters*
6. \_\_\_\_\_ ***Typewriters***
7. \_\_\_\_\_ Typewriters
8. \_\_\_\_\_ ~~Typewriters~~
9. \_\_\_\_\_ Typewriters
10. \_\_\_\_\_ **Typewriters**

**C. Choose the best words.**

1. The text about typewriters is divided into three \_\_\_\_\_.  
a. sections                      b. paragraphs                      c. chunks
2. Times, Arial and Courier are types of \_\_\_\_\_.  
a. lettering                      b. character                      c. font
3. The text about typewriters is \_\_\_\_\_.  
a. single spaced                      b. double spaced                      c. one-and-half spaced
4. "Inventions that Changed the World" is the \_\_\_\_\_.  
a. header                      b. footer                      c. footnote
5. Do you think the margins are too \_\_\_\_\_ or \_\_\_\_\_?  
a. big / small                      b. wide / narrow                      c. long / short
6. Do you like the page \_\_\_\_\_?  
a. layout                      b. organisation                      c. pattern

## 2.7 Word processing 2

### Sunnydays Coach Tours

#### Winter / Spring Tours

**Dec 1st: Paris**

Five nights in a four star hotel just 200 metres from the Eiffel Towers. All meals included. Depart London 10 am.

**Dec 7th: Amsterdam**

Three nights in simple guest house overlooking a canal in the heart of Amsterdam. Breakfast and a canal tour included in the price. Depart 8.00 am Bristol, 10.15 am London.

**Dec 11th / Dec 16th: Christmas Markets in Vienna**

Discover the magic of Austria's Christmas markets. Five nights half-board. Optional extra trip to Innsbruck. Depart Cardiff 8 am Dec 11th, and London 9 am Dec 16th.

**Dec 29th: New Year in Verona**

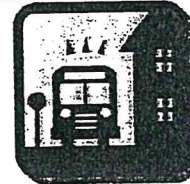
Three nights half board in one of northern Italy's most beautiful cities. On the evening of Dec 31st enjoy a five course gourmet meal in one of Verona's finest restaurants, followed by the traditional firework display in Piazza Bra.

**January 13th to March 10th: Skiing in the French Alps**

Avoid the airport crowds – go by coach! Departures Saturdays 9am London. Drop-off points throughout SW France. Wide range of accommodation packages available.

**March 20th / March 27th: Berlin**

Five nights full board in a two star hotel conveniently located a short metro ride from the city centre. Price includes a three-day travel pass. Depart 8.00 am Bristol, 10.15 am London



**April 4th: Easter in San Sebastian**

Enjoy the traditional Easter celebrations in one of northern Spain's most elegant and atmospheric cities. 6 nights half board in a three star sea-front hotel. Depart London 8.30 am.

**April 11th / April 17th: The Tulip Fields of Holland**

Experience the beauty of rural Holland in spring, based in a comfortable guesthouse in the historic city of Delft. Five nights half board. Depart Cardiff 8 am April 11th, and London 9 am April 17th.

**April 24th: Barcelona**

Five nights in a centrally-located one-star hotel on a bed-and-breakfast basis. Price includes a three-day city transport card. Optional extra excursion to the Salvador Dali museum in Figueres. Depart London 8 am

#### A. Choose the best words.

- "Winter / Spring Tours" is the \_\_\_\_\_.  
 a. under-heading                      b. sub-heading                      c. below-heading
- The body text is divided into two \_\_\_\_\_.  
 a. columns                                  b. pillars                                  c. strips
- The body text is \_\_\_\_\_.  
 a. left-aligned                              b. centred                              c. justified
- The illustration isn't original artwork. It's \_\_\_\_\_.  
 a. screen art                                  b. free art                                  c. clipart
- The clipart has been given \_\_\_\_\_.  
 a. an under shadow                      b. a drop shadow                      c. a sub-shadow
- This poster has been given a 10% grey background \_\_\_\_\_.  
 a. wash    b. fill    c. colour
- The design of this poster is \_\_\_\_\_.  
 a. a bit amateurish                      b. highly professional                      c. state-of-the-art

## Punctuation and symbols

### B. Match the words with the punctuation marks and symbols.

- |                     |            |
|---------------------|------------|
| 1. full stop        | a. !       |
| 2. comma            | b. @       |
| 3. exclamation mark | c. ,       |
| 4. question mark    | d. &       |
| 5. single quotes    | e. .       |
| 6. double quotes    | f. =       |
| 7. dollar sign      | g. 'Hello' |
| 8. percentage sign  | h. →       |
| 9. ampersand        | i. *       |
| 10. asterisk        | j. "Hello" |
| 11. hash            | k. -       |
| 12. brackets        | l. -       |
| 13. left bracket    | m. ?       |
| 14. square brackets | n. /       |
| 15. underscore      | o. ( )     |
| 16. hyphen          | p. \$      |
| 17. plus sign       | q. \       |
| 18. equals sign     | r. [ ]     |
| 19. colon           | s. %       |
| 20. semicolon       | t. (       |
| 21. "at" sign       | u. #       |
| 22. forward slash   | v. :       |
| 23. backward slash  | w. +       |
| 24. arrow           | x. ;       |

### C. Look at this table, and answer true or false.

**Departure times**

Bristol	London	Dover
8.15	10.30	12.45
14.00	16.15	18.30
17.45	19.00	21.15

- All the cells are the same size.
- There are four columns and three rows.
- The text in the top bar is reversed-out.
- The middle column has a lighter flood fill.
- The text is centred within its cells.
- The table gridlines are grey.



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## 2.8 Word processing 3

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### A. Match the word processing tool with the task.

- |                  |   |
|------------------|---|
| 1. word count    | a. produces form letters and address labels                             |
| 2. spell checker | b. counts the number of words, lines and paragraphs                     |
| 3. auto format   | c. finds all instances of a word or phrases in a document               |
| 4. template      | d. checks the text for spelling errors                                  |
| 5. find          | e. automatically changes the styles of headings, lists etc.             |
| 6. replace       | f. shows how a document has been altered                                |
| 7. print preview | g. records a sequence of commands, and applies them when required       |
| 8. track changes | h. a pre-formatted blank document – just type your text into the fields |
| 9. mail merge    | i. shows how the document will look in print                            |
| 10. macro        | j. replaces words or phrases in a document with new text                |

### B. Match the words with the examples.

1. Times 10 point

2. Times 24 point

3. bullet points

4. superscript

5. subscript

6. justified text

7. highlighted text

8. text wrap

a. Jane stared at the screen

b. Jane stared at the screen. The document had disappeared! She hadn't made a back-up copy. Hours of work wasted!



c. Possible courses of action:

- Re-type the entire document.
- Get a computer engineer to find if the text could be retrieved.
- Resign, and get another job.

d. Jane stared at the screen.

e. Jane stared at the screen.

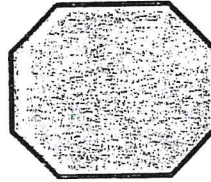
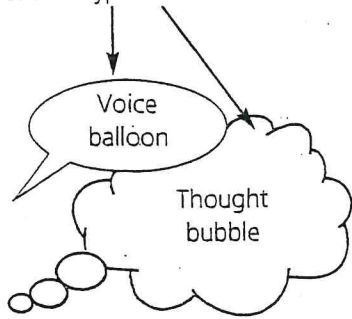
f. Jan. 24<sup>th</sup>

g. A<sub>2</sub>

h. Jane stared at the screen. The document had disappeared! She hadn't made a back-up copy. Hours of work wasted!

**C. True or false?**

1. This text has been rotated 45 degrees anti-clockwise.
2. This text box has no border.
3. This is an AutoShape with a 2pt black border and a 30% grey fill.
4. These are types of callout.



Jane stared at the screen. The document had disappeared! She hadn't made a back-up copy. Hours of work wasted!

**ROTATED TEXT**

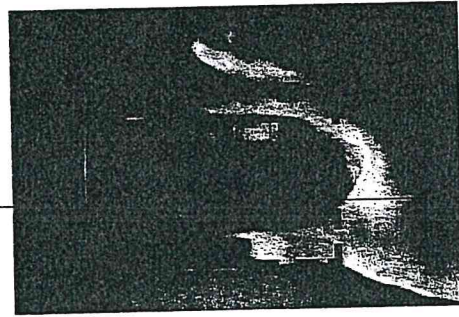
**D. Choose the best words.**

1. Making changes to a text is called \_\_\_\_\_.  
a. altering                      b. renewing                      c. editing
2. To change normal text to italic, first you must \_\_\_\_\_ the text you want to format.  
a. choose                      b. take                      c. select
3. A very pale image behind the text is called \_\_\_\_\_.  
a. an ink mark                      b. a watermark                      c. a grey mark
4. To divide the text into two pages, insert a \_\_\_\_\_.  
a. page break                      b. page stop                      c. page change
5. The numbers at the bottom of the page are \_\_\_\_\_.  
a. page numbers                      b. sheet numbers                      c. paper numbers
6. An extra note at the bottom of the page (usually in a smaller font size) is called a \_\_\_\_\_.  
a. bottom note                      b. foot                      c. footnote
7. In word processing, to put things into alphabetical order is to \_\_\_\_\_.  
a. sort                      b. organise                      c. order
8. A list of contacts, addresses etc. is called \_\_\_\_\_.  
a. an archive                      b. a list                      c. a database
9. Producing a document on your computer and sending it direct to a printing press is \_\_\_\_\_.  
a. computer publishing                      b. desktop publishing                      c. electronic publishing
10. Cut or copied text is temporarily stored in the \_\_\_\_\_.  
a. clipboard                      b. clip                      c. clipart

## 2.9 Image editing

### A. Match the word with the definition.

- |               |  |
|---------------|--|
| 1. crop       | a. turn an image   |
| 2. sharpen    | b. reverse an image  |
| 3. soften     | c. improve the appearance of an image                      |
| 4. zoom in    | d. remove part of an image                                 |
| 5. zoom out   | e. copy part of an image to another point in that image    |
| 6. flip       | f. view part of the image in more detail                   |
| 7. rotate     | g. view more of the image in less detail                   |
| 8. touch up   | h. convert a vector image to a bitmap image (see B5 below) |
| 9. clone      | i. make the image less blurred                             |
| 10. rasterize | j. make the image more blurred                             |



### B. True or false?

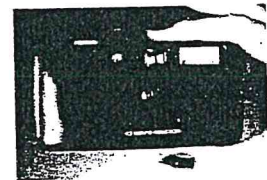
1. **Greyscale** images take up more disk space than **colour** images.
2. It's often preferable to scan **line drawings** as **black and white images** rather than greyscale images. This takes up less disk space, and produces sharper lines. This type of image is also known as **lineart**.
3. On most computers, you can view photos as a **slideshow** – each photo is shown for a few seconds.
4. You can also view photos as **fingernails** – small versions of the photos, with lots shown on the screen at the same time.
5. A **vector image** (for example, a **clipart** image) can be expanded to any size without loss of **resolution**. A **bitmap image** (for example, a photo) is made of **pixels**, so it loses resolution when it is expanded.



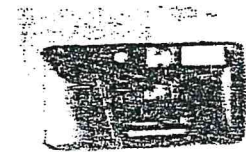
*greyscale*



*black and white*



*high contrast*



*high brightness*



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## 2.10 Graphic design

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Choose the best words from each pair in **bold**.

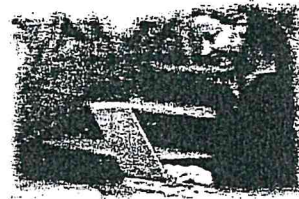
1. It's usually possible to <sup>1</sup> **import** / **introduce** Adobe PageMaker files into Adobe InDesign. The majority of graphic design applications can <sup>2</sup> **export** / **send off** documents as PDF files, or as HTML web pages.



2. This box has a black <sup>3</sup> **frame** / **outside**, also known as a "stroke". Inside the frame, the fill is a <sup>4</sup> **fade** / **gradient** from dark grey to light grey.

The difference between the two versions of "wave", is that <sup>5</sup> **curling** / **kerning** has been applied to the top version.

3. A frame, graphic or block of text is known as <sup>6</sup> **an object** / **a thing**. These are arranged in <sup>7</sup> **levels** / **layers** – the top layer <sup>8</sup> **overlaps** / **overruns** the layer below.



4. This image is <sup>9</sup> **blurred** / **soft** at the edges (see unit 1.6 for the original). This <sup>10</sup> **result** / **effect** is also known as <sup>11</sup> **feathering** / **birding**.

5. <sup>12</sup> **Full bleed** / **total bleed** means that the page is printed right up to the edges – there are no white margins. The <sup>13</sup> **snail** / **slug** area is the area outside the area to be printed where instructions for the printer are written.

6. This image has been <sup>14</sup> **pulled** / **stretched** (see unit 2.8 for the original).



7. Before a document goes <sup>15</sup> **to press** / **for printing**, it's essential to check the <sup>16</sup> **examples** / **proofs** for errors.

8. Like desktop printers, most colour printing <sup>17</sup> **machines** / **presses** print in four colours: cyan (light blue), magenta (dark pink), yellow and black. Before printing, a document must be divided into the four colours. this process is called colour <sup>18</sup> **separation** / **division**. These separations are then turned into <sup>19</sup> **plates** / **stamps** – one for each of the inks that will be used.

9. Prior to colour separation, coloured images, graphics and text have to be <sup>20</sup> **transformed** / **converted** from RGB (Red Green Blue), the colour format of computer displays, to CMYK (Cyan Magenta Yellow Black) the colour format of printing presses.

10. The process of preparing documents from a graphic designer for the printing press is called <sup>21</sup> **regraphics** / **reproduction**.



**B. Add the arithmetic operator symbols to the table below.**

\*   /   ^   -   +

symbol	verb	noun	everyday speech
	add	addition	"five plus three equals eight"
	subtract	subtraction	"five minus three equals two"
	multiply	multiplication	"five multiplied by three equals fifteen" "five times three equals fifteen"
	divide	division	"fifteen divided by three equals five"
	raise to the power of		"ten to the power of five is 100,000"

**C. Answer true or false.**

0.75 → 7.5

1. The decimal point has been shifted one place to the right.

TRUE / FALSE

188  
102  
65  
12

2. The four numbers above have been sorted in ascending order.

TRUE / FALSE

0.005  
0.05  
5,000  
5,055.5

3. The four numbers above have been sorted in descending order.

TRUE / FALSE

apples  
bananas  
pears  
pineapples

4. The four words above have been sorted in alphabetical order.

TRUE / FALSE

**D. Choose the best words from each pair in grey type.**

Three useful features in Microsoft Excel:

- Cells can contain 1 **text / language**, numerical 2 **values / details** and formulas. It's also possible to add pop-up comment 3 **boxes / squares** containing additional information (choose **Comment** from the **Insert** menu).
- The **Fill** and **Autofill** commands can be used for making multiple copies of the contents of a cell. Autofill can also be used to automatically create a 4 **list / series** of months, numbers etc.
- You can improve the 5 **looks / appearance** of a spreadsheet very quickly by using the **AutoFormat** feature.



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## 2.12 Presentation software

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1. In Microsoft PowerPoint, when creating a new presentation, you can choose between a blank presentation, a design template and the AutoContent \_\_\_\_\_.

- a. witch                      b. wizard                      c. bogeyman

2. PowerPoint can be used to create presentation \_\_\_\_\_.

- a. slideshows                      b. picture shows                      c. exhibitions

3. You can choose a \_\_\_\_\_ to move from one slide to another.

- a. changing effect                      b. moving effect                      c. transition effect

4. You can include moving pictures in your presentation. These are called \_\_\_\_\_.

- a. films                      b. movies                      c. animations

5. You can choose a \_\_\_\_\_ for your presentation.

- a. colour pattern                      b. colour arrangement                      c. colour scheme

6. You can give your presentation over the internet as an \_\_\_\_\_.

- a. online broadcast                      b. online show                      c. online spectacle

7. It's usually clearer to present statistics in the form of a table or \_\_\_\_\_.

- a. chart                      b. figure                      c. track

8. If you wish, the software will help you \_\_\_\_\_ of your presentation.

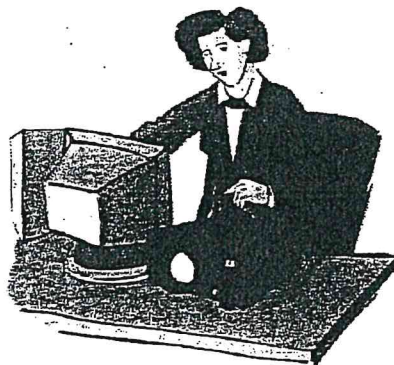
- a. practice the times                      b. rehearse the timing                      c. try out the times

9. You can choose to record the \_\_\_\_\_ on your computer...

- a. narration                      b. speaking                      c. voice

10. ...rather than giving it \_\_\_\_\_.

- a. in real life                      b. for real                      c. live



## 2.13 Problems with software

Choose the correct preposition. Then match the problem with the solution.

1. The operating system **in / on** my computer doesn't support the latest version **of / from** this application.

2. These files are too big.

3. My computer says it hasn't got enough memory **for / to** run this program.

4. I can't understand this program. It's too complicated.

5. I think there's a bug **in / inside** this software.

6. There doesn't seem to be an icon for the program **in / on** the desktop.

7. I can't use this program. It's all **in / with** French!

8. I can't get the driver for my new printer **to / at** work.

9. I haven't got a media player **in / on** my computer.

a. You can download one for free **to / from** the internet.

b. Perhaps you could get an older version – or buy a new computer!

c. What about uninstalling the driver for your old printer?

d. Have you checked to see if there are any updates available **in / on** the internet?

e. Why don't you close **off / down** all those other applications you've got open?

f. You can get a manual. I've seen one in the local bookshop.

g. How about compressing them **with / by** WinZip?

h. Go **to / on** the "start" menu, and click **at / on** "All Programs".

i. Change the language setting.

1. ____	2. ____	3. ____	4. ____	5. ____	6. ____	7. ____	8. ____	9. ____
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## 2.14 Which program?

Match the operations with the application types.

	word processor	spreadsheet	image editor	media player
1. select text	x	x		
2. save as JPEG				
3. insert table				
4. play				
5. touch up				
6. import photo				
7. exit				
8. copy from CD				
9. check internet for updates				
10. copy a block of cells				
11. insert text box				
12. page set-up				
13. optimise for internet				
14. uninstall				
15. add border				
16. insert bullet points				
17. convert to MP3				
18. paste into new document				
19. check spelling				
20. change text direction				
21. flip, crop and rotate				
22. sort				
23. alter formula values				
24. create playlist				
25. print				
26. clear all cells				
27. maximise window				
28. insert column break				
29. convert to greyscale				
30. open				



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## 2.15 Revision Quiz

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1. Can you name three operating systems?
2. Where do deleted documents go?
3. What's another word for the desktop background? (It begins with W.)
4. Where do you go to customise the appearance and other settings of your computer?
5. What type of application can be used to touch up photos?
6. What type of application can be used to store and play music?
7. What do you call software that can be used by anybody without a licence?
8. How would you describe this text?

### **REVISION QUIZ**

9. Which will fit more text onto a page, Arial 9 point double spaced, or Arial 36 point single spaced?
10. What do you call a pre-formatted blank document?
11. Where is a section of cut or copied text (or image) temporarily stored?
12. How is a flipped image different to the original?
13. What's the opposite of sharpening an image?
14. What do you call very small versions of images?
15. What word means to put in alphabetical or numerical order?
16. What do you call one box in a table or spreadsheet?
17. What word beginning with S means a series of displays in a presentation?
18. What do you call a small technical problem in a piece of software?
19. What does WinZip do? (Clue: is the file too big?)
20. What kind of software operates printers, scanners etc?
21. Tables and spreadsheet grids are made up of \_\_\_\_\_ (vertical) and \_\_\_\_\_ (horizontal).
- 22 to 30. Can you name these symbols?
22. \$ 23. & 24. \* 25. # 26. ( ) 27. / 28. \ 29. ? 30. +



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## 2.16 Your software

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*Can you answer these questions in English?*

1. Which application do you use most often? Why?

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2. How does it help you in your work?

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3. Which features do you find most useful?

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4. Does it have any limitations which annoy you? What are they?

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5. Is there an application you'd like to learn to use? What would you use it for?

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