

Office technology

Extra practice

1) Complete the sentences with the correct word.

USB stick smartphone computer webcam

- 1 I use the _____ on my laptop to make Skype calls.
- 2 I take photos, send emails and send messages with my _____.
- 3 When I travel, I have my documents on a _____.
- 4 I use a desktop _____ at work, but I use a laptop at home.

2) Choose the correct verb



Subject: Your presentation

Dear Arnie

Here is the link to the presentation.
¹Switch on / Click the link and then ²enter / scan your password.

³Connect / Download the PowerPoint presentation from the website. You can ⁴print / save the presentation on a USB stick or ⁵click / connect your laptop to the projector.

Also find attached the documents for your presentation. ⁶Print / Enter the documents for the clients.

Good luck with the presentation!

Sally