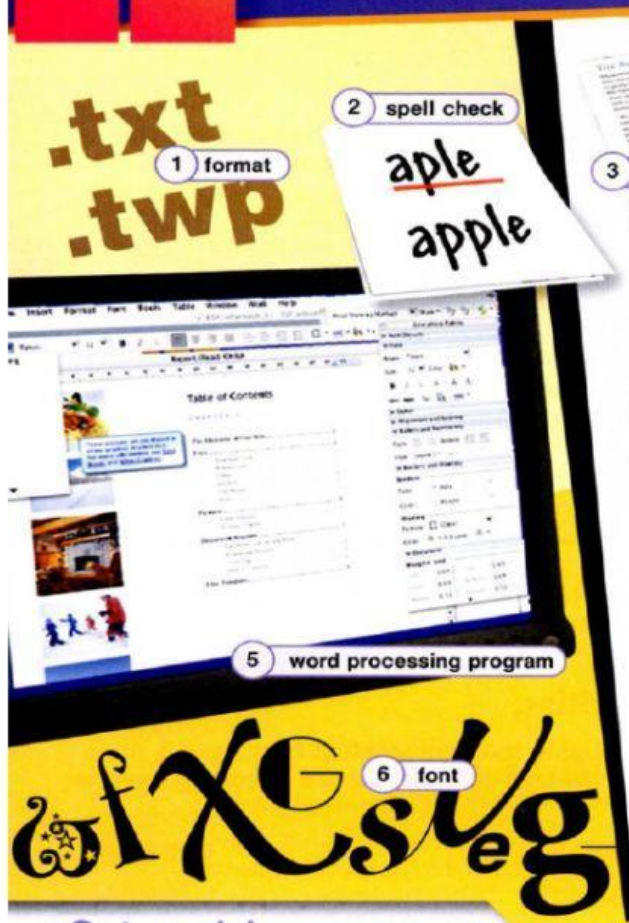


7 Word processing



INTRODUCING TypeWrite 4.0

You need the perfect **word processing** program. And the new TypeWrite 4.0 is our best version yet. Write **bold**, striking **documents**. Use our many stylish **fonts**. Change your **layout** with a single click. Browse the new customizable **templates**. Customize toolbars for easier **formatting**.

It's more than a new look. TypeWrite 4.0 eliminates most **compatibility** issues. Now dozens more file **formats** work with TypeWrite. And TypeWrite 4.0 allows up to 500 **macros**, so save time as you type! TypeWrite 4.0 also features the most accurate **spell check** to date.

WORD PROCESSING
TypeWrite 4.0

Because your documents speak for you.

Get ready!

- Before you read the passage, talk about these questions.
 - When do people use word processing programs?
 - What kinds of word processing programs are there?

Reading

- Read the advertisement for a new word processing program. Then, mark the following statements as true (T) or false (F).
 - Macros determine the layout of a document.
 - TypeWrite 4.0 features customizable fonts.
 - Not all file formats work with TypeWrite 4.0

Vocabulary

- Fill in the blanks with the correct words and phrases from the word bank.

word BANK

compatibility document font format layout
macro spell check word processing program

- Use a _____ to type out phrases that you use a lot.
- My file won't open in other programs due to a _____ problem.
- Instead of writing by hand, use a _____.
- This file is in a _____ that doesn't open in TypeWrite.
- Save each _____ with a different name so you have a copy of each.
- The letter's _____ is wrong. The heading is in the wrong place.
- Increase the _____ size to make the file easier to read.
- Most word processors offer _____ to help you find mistakes.

4 Choose the word that is closest in meaning to the underlined part.

- 1 The style you use for this document makes it hard to read.
A macro B formatting C compatibility
- 2 To write a business letter, use the appropriate document pattern.
A word processing B compatibility C template
- 3 She did not think that her typing command was saving her any time.
A formatting B macro C template

5 Listen and read the advertisement for a new word processing program again. What does the advertisement say about compatibility problems?

Listening

6 Listen to a conversation between an IT professional and a computer user. Choose the correct answers.

- 1 What is the dialogue mostly about?
A how to open a file
B common word processing errors
C types of word processing programs
D ways to change file formats
- 2 What solution does the IT Professional suggest?
A buy the TypeWrite program
B download the file and try again
C get the file in a different format
D ask the client to send a program

7 Listen again and complete the conversation.

IT Professional: Technical Support, can I help you?
User: Yes, I have a 1 _____ problem.
IT Professional: Okay. What seems to be wrong?
User: I have a file from a client, but it won't 2 _____.
IT Professional: What kind of file is it? And what program are you using?
User: It's in ".tpw" 3 _____. I use Typing Suite.
IT Professional: Oh, that's a TypeWrite file. It isn't 4 _____ with Typing Suite.
User: Oh no. I need that 5 _____.
IT Professional: Have the client send it as a ".txt" file. That opens in most 6 _____.
User: Great, thanks!