UNIT 9. TEXT 9 A. DATA PROCESSING.

Task 1. Match the term with the definition. WRITE ONLY A LETTER, lower-cased (e.g. a ***)***

1. Computer 2. Computer literacy 3. A program 4. Data 5. Data Processing 6. Storing 7. Input 8. Output 9. Useful information 10. Data bank information	a) the set of instructions that direct the operations of computers; b) a part of a computer, entering data into the device; c) facts unorganized but able to be organized; d) the output of a data processing system; e) possessing sufficient knowledge of how computers work and what they can do to use them as problem-solving tools; f) a series of operations that results in the conversion of data system into useful information; g) an electronic device performing calculations on numerical data; h) the data processing results from the computer and displaying them; i) a set of related files; j) saving data or information so that they are available for initial or for additional processing.

Task 2.Match these words with their definitions. WRITE ONLY A LETTER, lower-cased (e.g. a ***)***

1. word processor 2. font specifications 3. layout 4. graphics 5. merge 6. spell checker 7. thesaurus 8. find and replace 9. word wrap	a. allows you to direct the word processor to search for a particular word or phrase b. allows you to include illustrations and graphs in a document c. allows you to merge text from one file into another file d. allows you to check the spelling of words e. allows you to change fonts within a document f. allows you to search for synonyms without leaving the word processor g. allows you to specify different margins within a single document and to specify various methods for indenting paragraphs h. a program used for preparing documents and letters i. makes inputting a text much easier and then using a typewriter