

Software: the Basics

Task 1. Choose the correct word to fill the spaces. Also, check whether you know the highlighted words.

- 1) Turn on your computer. It will take a few minutes to _____.
a) boot itself b) boot up c) get booted
- 2) Windows, 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 have finished using my computer, I always _____.
a) close him down b) shut it down c) shut it on
- 14) If I leave my computer on without using it, after a while it goes into _____ mode.
a) stand down b) waiting c) standby