Homework

Complete the words in brackets so they can replace the words in bold.

1 I get lots of **unwanted emails** at work, usually advertisements for things I don't want. (s ....)

2 You should **make a copy of** your files at least once a month. (b ....)

3 If I receive a funny email or message, I usually **send** it to my friends. (f ....)

4 I use software to stop **small windows with adverts suddenly appearing on websites**. (p .... - .... s)

5 I never put too much personal information on my social media **description of myself**. (p ....)

Choose the correct word or phrase to complete the sentences.

1 I would never **back up** / **spam** / **post** a photo online of a friend without asking them first.

2 Could you please **tag** / **post** / **forward** me the email that Joo-yeon sent you?

3 You shouldn't **tag** / **profile** / **post** yourself in photos in case your boss sees them!

4 I never use a hard drive to **tag** / **back up** / **forward** my work – I keep all my work in the cloud.

5 If you haven't received the email, check in your **spam** / **back up** / **pop-up** folder.

6 I have so many different **usernames** / **pop-ups** / **profiles** and passwords that I can never remember which one to use to log on.

LIVEWORKSHEETS

Complete the sentences with the words in the box.

download	folder	icon	inbox	network
refresh	scroll	swipe	tap	upload

1 You can _____ travel guides for free from their website.

2 If you _____ to the end of the document, you'll be able to see the answers.

3 To turn the phone off, _____ the screen twice.

4 Can you see the email _____? It's the one that looks like an envelope.

5 I've got over 200 unread emails in my _____ after being on holiday for two weeks.

6 If you're in the office, it's quicker to use the local _____ to share files than the internet.

7 I'm almost finished – I just need to _____ these documents and store them in the cloud.

8 If you _____ left on the screen with your finger, you'll see the rest of the photos.

9 I've moved all my personal files on my work computer into a _____ called 'Yasmine'.

10 If you click there to _____, we'll be able to see if there have been any updates.

LIVEWORKSHEETS