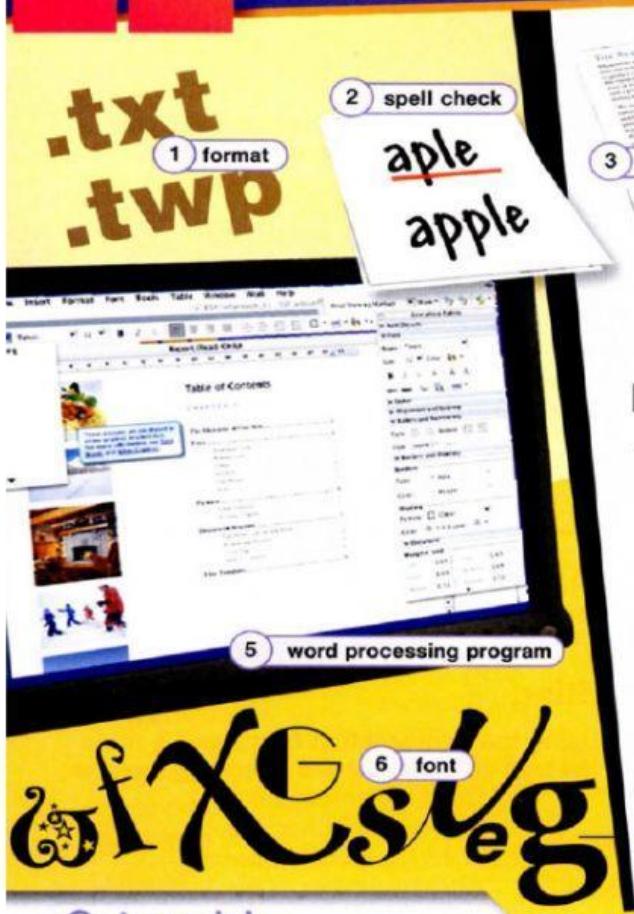


7

Word processing



Get ready!

1 Before you read the passage, talk about these questions.

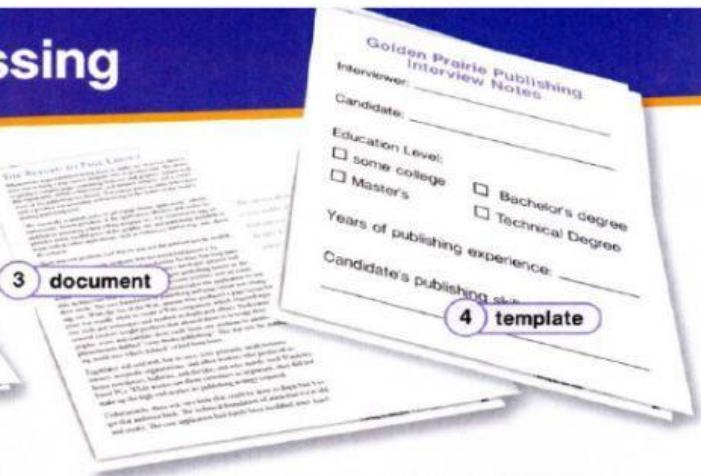
- 1 When do people use word processing programs?
- 2 What kinds of word processing programs are there?

Reading

2 Read the advertisement for a new word processing program. Then, mark the following statements as true (T) or false (F).

- 1 Macs determine the layout of a document.
- 2 TypeWrite 4.0 features customizable fonts.
- 3 Not all file formats work with TypeWrite 4.0.

16



INTRODUCING WORD PROCESSING 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.

Vocabulary

3 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

- 1 Use a _____ to type out phrases that you use a lot.
- 2 My file won't open in other programs due to a _____ problem.
- 3 Instead of writing by hand, use a _____.
- 4 This file is in a _____ that doesn't open in TypeWrite.
- 5 Save each _____ with a different name so you have a copy of each.
- 6 The letter's _____ is wrong. The heading is in the wrong place.
- 7 Increase the _____ size to make the file easier to read.
- 8 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!