	1	Word Processing	g: Uses	
	Word	Processing Program	calendar Calendar	Charles Manager and American A
	processing progrit is easy, speedy of Starting from a bit create a simple do many advanced it makes it easy to e and print docume	ank page, you can ocument or use the eatures. This program idit, format or erase text. You can also save entit in addition. Here is a spell check, a nd a thesaurus. You will be amazed at all the		fax cover
	But Word Wizard of the has templates	does more than create a simple document. to meet every computer user's needs. b? There is a template to create a very	templates	The second secon
	professional résu Word Wizard has business cards. 1 too. Templates fo calendars, and re	me. Are you starting your own business? templates for colorful and eye-catching Word Wizard helps manage your business, ir meeting agendas, fax covers, memos, ports save you time and money! Check our nore template options.		And the state of t
What is the mai	professional résu Word Wizard has business cards. 1 too. Templates fo calendars, and re	me. Are you starting your own business? it emplates for colorful and eye-catching Word Wizard helps manage your business, ir meeting agendae, fax covers, memos, profits save you time and money! Check our nore template options.		Agent and a second
O A to de	professional result Word Wizard has business cards. I too. Templates fo calendars, and re wabsite for even in purpose of the total cardinal results.	me. Are you starting your own business? it emplates for colorful and eye-catching Word Wizard helps manage your business, ir meeting agendae, fax covers, memos, profits save you time and money! Check our nore template options.		D to give advice about creating business card
○ A to de program	professional result Word Wizard has business cards. I too, Tempiates for calendars, and rewelste for even in purpose of the tescribe a m's capabilities	me. Are you starting your own business? it emplates for colorful and eye-catching Word Wizard helps manage your business, ir meeting agendae, fax covers, memos, prorts save you time and money! Check curnors template options. Text? B to explain how to	C to compare two word processing programs	
A to de program Which of the fo	professional result Word Wizard has business cards. I too, Tempiates for calendars, and rewelste for even in purpose of the tescribe a m's capabilities	me. Are you starting your own business? it emplates for colorful and eye-catching Word Wizard helps manage your business, ir meeting agendae, fax covers, memos, prorts save you time and money! Check our nore template options. Text? B to explain how to create a résumé	C to compare two word processing programs	creating business card
O A to de program	professional result Word Wizard has business cards. I too. Tempiates for calendars, and rewebsite for even a website for even a secribe a m's capabilities ollowing is NOT results.	me. Are you starting your own business? is templates for colorful and eye-catching Word Wizard helps manage your business, or mosting agendae, fax covers, memos, ports save you time and money! Check our nore template options. Text? B to explain how to create a resume mentioned as a function of the	C to compare two word processing programs word processing program?	creating business card
O A to de program Which of the fo A creat	professional result Word Wizard has business cards. I too. Tempiates to calendars, and rewelse for even in purpose of the tescribe a m's capabilities ollowing is NOT ring memos	me. Are you starting your own business? is templates for colorful and eye-catching Word Wizard helps manage your business, or mosting agendae, fax covers, memos, ports save you time and money! Check our nore template options. Text? B to explain how to create a resume mentioned as a function of the	C to compare two word processing programs word processing program?	creating business card
O A to de program Which of the fo O A creat	professional result Word Wizard has business cards. I too. Tempiates to calendars, and reweste for even in purpose of the testing memos and the word with th	me. Are you starting your own business? it emplates for colorful and eye-catching Word Wizard helps manage your business, ir meeting agendae, fax covers, memos, profits save you fine and money! Check our note template options. B to explain how to create a résumé mentioned as a function of the B sending e-mails izard website?	C to compare two word processing programs word processing program? C making business cards	D creating calendars D document creation instructions

THE LIST OF UNKNOWN WORD FOR ME

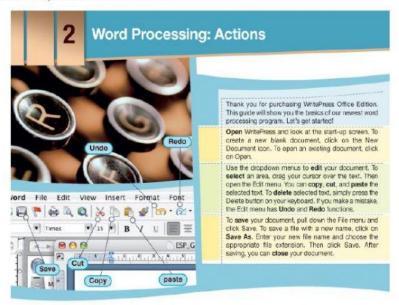
TRANSLATION		

Vocabi	ılary
3 Match	the words or phrases with the definitions (A-F).
	create template agenda report memo fax cover
	A the first sheet sent with a fax
	B a short letter
	C a description of a meeting or other information
	D to make something
	E a list of things to be addressed in a specific time
	F a preformatted file containing fields ready for information to be entered into them
A CONTRACTOR OF THE PARTY OF TH	dary
The second section	
The second section	the blanks with the correct words or phrases from the word bank.
Vocabu 4 Fill in	the blanks with the correct words or phrases from the word bank.
4 Fill in	the blanks with the correct words or phrases from the word bank.
4 Fill in	the blanks with the correct words or phrases from the word bank. WORDER MANKE Tesumé memo blank calendar template business card
4 Fill in	the blanks with the correct words or phrases from the word bank. WORD BANK résumé memo blank calendar template business card poss sent out a regarding the company dress code.
1 The b	the blanks with the correct words or phrases from the word bank. WORD BANK résumé memo blank calendar template business card poss sent out a regarding the company dress code. regarding the first time, it will be
1 The b	the blanks with the correct words or phrases from the word bank. WORD BANK résumé memo blank calendar template business card poss sent out a regarding the company dress code. a you open a word processing document for the first time, it will be helps you see what appointments you have for the week. alesman gave the CEO his so that the CEO could contact him.
1 The to 2 When 3 A 4 The s	the blanks with the correct words or phrases from the word bank. WORDENK résumé memo blank calendar template business card boss sent out a regarding the company dress code. a you open a word processing document for the first time, it will be helps you see what appointments you have for the week. alesman gave the CEO his so that the CEO could contact him. and shows the applicant's job experience.

WORD	TRANSLATION		

Reading

2 Read the manual. Then, choose the correct answers.



1 What is the main purpose of the text? O D to answer commonly ○ A to describe documents ○ B to give an overview of ○ C to explain changes to the program creates basic functions the new program asked questions 2 Where are the Cut and Paste functions? O A in the File menu O B in the Tools menu O C in the Insert menu O D in the Edit menu 3 Which of these functions is NOT mentioned in the guide? O C selecting text O D copying text O A printing a document O B saving a document paste remove

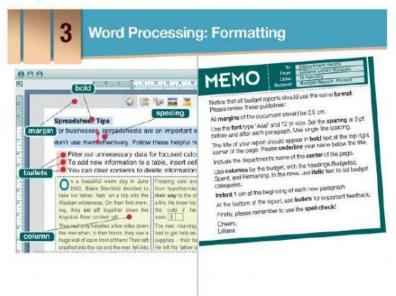
You might use the Cut function to ______ a section of text from one part of a document so you can ______ it somewhere else.

A to end or put away				
B to remove text fro				
	m a document			
C to make changes t	o a document			
D to repeat an action	1			
E to access a docum	ent or program			
F to choose or mark	text			
\mathbf{G} to duplicate text				
H to assign a specifi	c file name or typ	e		

THE LIST OF UNKNOWN WORD FOR ME

WORD	TRANSLATION		

2 Read the memo. Then, choose the correct answers.



- 1 What is the main idea of the text?
 - O A to explain how to format a type of report
- O B to show the formatting O C to suggest tips on errors in a report
 - producing reports faster
- O D to explain the types of reports to produce
- 2 What part of the budget report should employees center on the page?
 - A the department name B paragraph headings
- O C the employee's name
- O D expenditure summaries

- 3 Which of the following is NOT a formatting instruction?
- bold.
- O A Use italic text in rows. O B Enter the report title in O C Include three columns O D Underline the for the budget.
 - department name.

bulary					
atch the wor	ds or phrases with the	e definitions (A-J).			
f	ont spell check co	lumn format bold	bullet ital	ic center marg	in spacing
	A the middle of a p	page			
	B a vertical section	of text on a page			
	C the size of the bl	ank areas between line	es in a text		
	D being darker and	thicker than normal to	ext		
	E the size and shap	oe of letters			
	F the space around	the edge of a page			
	G being slanted				
	H the layout and d	esign of a page			
	I a large dot at the	start of a paragraph			
	J an editing tool				
bulary					
ad the sente	nce pairs. Choose wh	ich word or phrase b	est fits each blan	k.	
		underlin	Indent		
)	at the start of	a new paragraph.			
) To draw at	tention to a word, you		it.		
		10 10	ck format		

THE LIST OF UNKNOWN WORD FOR ME

WORD	TRANSLATION