


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


1 Word Processing: Uses



Word Wizard is an award-winning **word processing** program. Everyone agrees it is easy, speedy and effective.

Starting from a **blank** page, you can **create** a simple **document** or use the many advanced features. This program makes it easy to edit, format or erase text. You can also save and print documents. In addition, there is a spell check, a grammar check, and a thesaurus. You will be amazed at all the versatile features it has to offer.

But Word Wizard does more than create a simple document. It has **templates** to meet every computer user's needs. Looking for a job? There is a template to create a very professional **résumé**. Are you starting your own business? Word Wizard has templates for colorful and eye-catching **business cards**. Word Wizard helps manage your business, too. Templates for meeting **agendas**, **fax covers**, **memos**, **calendars**, and **reports** save you time and money! Check our website for even more template options.



1 What is the main purpose of the text?

- ☐ A to describe a program's capabilities
 ☐ B to explain how to create a résumé
 ☐ C to compare two word processing programs
 ☐ D to give advice about creating business cards

2 Which of the following is NOT mentioned as a function of the word processing program?

- ☐ A creating memos
 ☐ B sending e-mails
 ☐ C making business cards
 ☐ D creating calendars

3 What is available at the Word Wizard website?

- ☐ A additional templates
 ☐ B printing discounts
 ☐ C résumé writing tips
 ☐ D document creation instructions

The program is easy, fast and _____, and it has many different _____ which help save _____ and money.

THE LIST OF UNKNOWN WORD FOR ME

WORD	TRANSLATION

Vocabulary

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

Vocabulary

4 Fill in the blanks with the correct words or phrases from the word bank.

word BANK

résumé memo blank calendar template business card

1 The boss sent out a regarding the company dress code.

2 When you open a word processing document for the first time, it will be .

3 A helps you see what appointments you have for the week.

4 The salesman gave the CEO his so that the CEO could contact him.

5 A good shows the applicant's job experience.

6 Use a when creating certain documents so that you don't have to figure out the formatting on your own.


THE LIST OF UNKNOWN WORD FOR ME

WORD	TRANSLATION

Reading

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

2 Word Processing: Actions



Undo

Redo

Save

Cut

Copy

Paste

Thank you for purchasing WritePress Office Edition. This guide will show you the basics of our newest word processing program. Let's get started!

Open WritePress and look at the start-up screen. To create a new blank document, click on the New Document icon. To open an existing document, click on Open.

Use the dropdown menus to **edit** your document. To **select** an area, drag your cursor over the text. Then open the Edit menu. You can **copy**, **cut**, and **paste** the selected text. To **delete** selected text, simply press the Delete button on your keyboard. If you make a mistake, the Edit menu has **Undo** and **Redo** functions.

To **save** your document, pull down the File menu and click Save. To save a file with a new name, click on **Save As**. Enter your new file name and choose the appropriate file extension. Then click Save. After saving, you can **close** your document.

1 What is the main purpose of the text?

- ☐ A to describe documents the program creates
- ☐ B to give an overview of basic functions
- ☐ C to explain changes to the new program
- ☐ D to answer commonly asked questions

2 Where are the Cut and Paste functions?

- ☐ A in the File menu
- ☐ B in the Tools menu
- ☐ C in the Insert menu
- ☐ D in the Edit menu

3 Which of these functions is NOT mentioned in the guide?

- ☐ A printing a document
- ☐ B saving a document
- ☐ C selecting text
- ☐ D copying text

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.

Vocabulary

3 Match the words or phrases with the definitions (A-H).

open

copy

save as

select

edit

close

redo

delete

A to end or put away

B to remove text from a document

C to make changes to a document

D to repeat an action

E to access a document or program

F to choose or mark text

G to duplicate text

H to assign a specific file name or type

Vocabulary

4 Read the sentences and choose the correct words.

1 Liz her document to make sure she didn't lose her changes.

2 When you make a mistake, you often have to it.

3 After finishing his work, John the program.

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WORD	TRANSLATION

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

3 Word Processing: Formatting

The image shows a word processing interface. On the left, a 'Spreadsheet Tips' window lists several tips: 'margin' (or business spreadsheets are an important e... don't use them effectively. Follow these helpful h...), 'bold' (Filter out unnecessary data for focused calc...), 'bullets' (To add new information to a table, insert cell...), and 'column' (You can clear contents to delete information...). On the right, a 'MEMO' window contains the following text:

MEMO

To: Department Heads
From: Juliana Cooper, Assistant
Date: 18 January
Subject: Budget Report - Format

Notice that all budget reports should use the same format. Please review these guidelines:

- All margins of the document should be 2.5 cm.
- Use the font type 'Arial' and 12 pt size. Set the spacing at 8 pt before and after each paragraph. Use single line spacing.
- The title of your report should appear in **bold** text at the top right corner of the page. Please underline your name below the title.
- Include the department's name at the **center** of the page.
- Use **columns** for the budget, with the headings Budgeted, Spent, and Remaining. In the rows, use *italic* text to list budget categories.
- Indent 1 cm at the beginning of each new paragraph.
- At the bottom of the report, use **bullets** for important feedback.
- Finally, please remember to use the **spell check**!

Cheers,
Juliana

1 What is the main idea of the text?

- ☐ A to explain how to format a type of report
- ☐ B to show the formatting errors in a report
- ☐ C to suggest tips on producing reports faster
- ☐ 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
- ☐ C the employee's name
- ☐ D expenditure summaries

3 Which of the following is NOT a formatting instruction?

- ☐ A Use italic text in rows.
- ☐ B Enter the report title in bold.
- ☐ C Include three columns for the budget.
- ☐ D Underline the department name.

The type and , as well as the use of bold, and underline, are about the text itself.

Vocabulary

3 Match the words or phrases with the definitions (A-J).

font spell check column format bold bullet italic center margin spacing

- A the middle of a page
- B a vertical section of text on a page
- C the size of the blank areas between lines in a text
- D being darker and thicker than normal text
- E the size and shape of letters
- F the space around the edge of a page
- G being slanted
- H the layout and design of a page
- I a large dot at the start of a paragraph
- J an editing tool

Vocabulary

4 Read the sentence pairs. Choose which word or phrase best fits each blank.

underline indent

- 1 A) at the start of a new paragraph.
- B) To draw attention to a word, you can it.

spell check format

- 2 A) The for different documents is specific.
- B) When I am finished writing, I always use the .

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WORD	TRANSLATION

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