

## UNIT 3. BUSINESS ADMINISTRATION AND FINANCE

### 7.-. COMPLETE THE SENTENCES WITH WORDS BELOW

Complete the sentences with the words below. Drag the answers.

comment

desktop

post

strikethrough

paste

copy

log in

1. Before you start working on the computer, you have to .
2. If you want to use the same sentence in a different place, you can  the sentence and then  it.
3. I've finished the report for the intranet, so I'll  it in the morning for everyone to read.
4. If there's a word in the document with , that means you should delete it.
5. I keep all my important files on my .
6. Someone wrote a very nice  about the article I posted on the intranet.

### 8.-COMPLETE THE SENTENCES WITH THE WORDS BELOW

**8 Complete the sentences with the words below.**

strikethrough • desktop • copy • post • paste  
comment • log in

1. Before you start working on the computer, you have to .....
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