

A. Choose the correct word to fill the spaces.

1. Turn on your computer. It will usually take a few minutes to _____.
a. boot itself b. boot up c. get booted
2. Windows XP, Macintosh OSX and Linux are _____.
a. operating systems b. operating tools c. operators
3. On my computer, I have a picture of my cat as the _____.
a. desktop background b. desktop picture c. desktop scene
4. Microsoft Word, Adobe Acrobat and CorelDraw are programs or _____.
a. applicators b. appliers c. applications
5. To open Microsoft Word, click on the _____.
a. picture b. symbol c. icon
6. I keep all my digital photos in a _____ called "Photos".
a. folder b. packet c. box
7. Is it possible to open Microsoft Excel _____ in Word?
a. texts b. files c. pages
8. In Microsoft Word, to start typing a new letter, open a new _____.
a. document b. page c. paper
9. When you _____ a document, it's sent to the recycle bin.
a. destroy b. erase c. delete
10. Deleted documents stay in the recycle bin until you _____ it.
a. wash b. empty c. clean
11. In Windows, the icon is just a _____ to the application. If you delete the icon, the application will still be on your computer.
a. connector b. shortcut c. link
12. If the computer crashes, you can try pressing the _____ button.
a. restart b. recommence c. replay
13. When I've finished using my computer, I always _____.
a. close it down b. shut it down c. shut it off
14. If I leave my computer on without using it, after a while it goes into _____ mode.
a. stand down b. waiting c. standby

B. Insert the missing words.

close
drag and drop
find
free up
installed
launch
password
renamed
running
save
search
start menu
uninstalling
user
window

1. I couldn't open the document you emailed me. I don't have Microsoft Word _____ on my computer.

2. Click on that icon to _____ Internet Explorer.

3. I _____ an important document, and now I can't find it.

4. If your computer is _____ several applications at the same time, it's more likely to crash. It's better to _____ the applications you're not using.

5. You can access all the applications on your computer from the _____.

6. You can view two Word documents on the screen at the same time. You just open a new _____.

7. It's easy to move files into a folder. You can just _____.

8. I asked the computer to _____ for files with "English" in the name, but it didn't _____ any.

9. This is a shared computer. Each _____ has their own _____.

10. You can _____ space on your hard drive by _____ applications you never use.

11. If you _____ your photos as JPEGs instead of TIFFs, you'll use a lot less memory.