

Using software: useful verbs

Match the words on the left with the words on the right.



Set 1

1. **arrange** the
2. **cut** and **paste**
3. **install**
4. **open** the document in
5. **resize** the
6. **save** it as

- a. a Microsoft Word file
- b. a new window
- c. photo. It's too big.
- d. an application
- e. some text
- f. icons on the desktop

Set 2

1. **copy** the
2. **customize** your
3. **launch**
4. **search**
5. **send** the file
6. **use** the

- a. for a lost file
- b. a program
- c. "search" function
- d. text into a new document
- e. to a different folder
- f. desktop

Set 3

1. accidentally **deleted** an
2. **exit**
3. **click** on that button
4. **pull down** a
5. **replace** the existing
6. **view**

- a. menu
- b. important file
- c. an application
- d. as a web page
- e. on the task bar
- f. file



Set 4

1. **close down** an
2. **log off**
3. **look in**
4. **put** the file
5. **run** a
6. **wipe** the

- a. after a session
- b. all folders
- c. application
- d. hard drive
- e. on a USB memory key
- f. program

