

Software: the Basics. Part II

Task I. Insert the missing words into the sentences.

close	free up	password	save	uninstalling
drag and drop	installed	renamed	search	user
find	launch	running	start menu	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 _____ Google Chrome.
- 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 are 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 will use a lot less memory.