Technology

Instructions:

Drag and drop the sequence words to organize the ideas. Then choose the correct word to complete the sentence.

1 **How to Cancel an Online Order**

_____, _____ to your account on the website.

_____, _____ your order history and _____ the order you want to cancel.

_____, _____ the order and _____ the option to cancel it.

_____, _____ the details and _____ your decision.

_____, _____ for the confirmation message or email.

Finally,	First,	Then	Next,	After that

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2 **How to Upload a Video**

_____, _____ your device and _____ the internet.

_____, _____ the website or app where you want to _____ the video.

_____, _____ the upload button and _____ the video file.

_____, _____ for the video to upload and _____ a title or description.

_____, _____ the video and _____ that it is online.

Finally,	First,	Then	Next,	After that

LIVEWORKSHEETS

3 How to Attach a Document in an Email

_____, _____ your email account and _____ a new message.

_____, _____ the email text and _____ the recipient's email address.

_____, _____ the attachment icon and _____ the document you want to

attach.

_____, _____ for the file to upload and _____ the attachment.

_____, _____ the email.

Finally,	First,	Then	Next,	After that

4 How to Make a Copy

_____, _____ the copy machine and _____ the paper tray.

_____, _____ the document on the glass or in the tray.

_____, _____ the number of copies and _____ the settings.

_____, _____ the start button and _____ for the machine to finish.

_____, _____ the copies and _____ the machine.

Finally,	First,	Then	Next,	After that

5 **How to Post Information on Social Media**

_____, _____the social media app and _____ to your account.

_____, _____ "create post" and _____the information you want to share.

_____, _____ a photo or link if necessary.

_____, _____ the post and _____ any mistakes.

_____, _____ the information.

Finally,	First,	Then	Next,	After that