

Office technology

Extra practice

1) Complete the sentences with the correct word.

USB stick smartphone computer webcam

- 1 I use the _____ on my laptop to make Skype calls.
- 2 I take photos, send emails and send messages with my _____.
- 3 When I travel, I have my documents on a _____.
- 4 I use a desktop _____ at work, but I use a laptop at home.

2) Choose the correct verb



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⁴print / save the presentation on a USB stick or ⁵click / connect your laptop to the projector.

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Sally