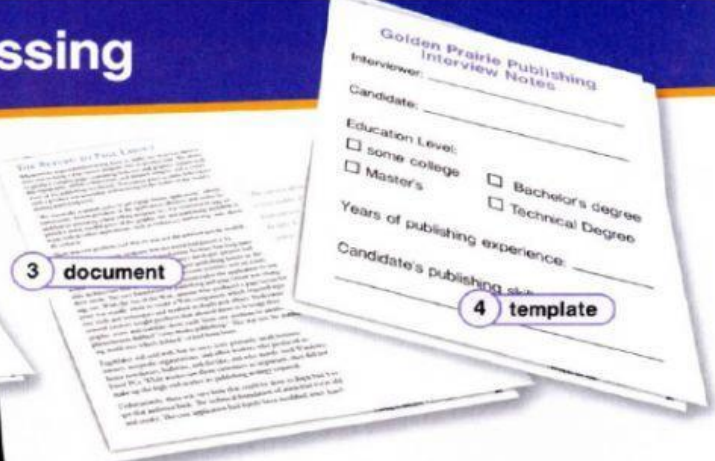
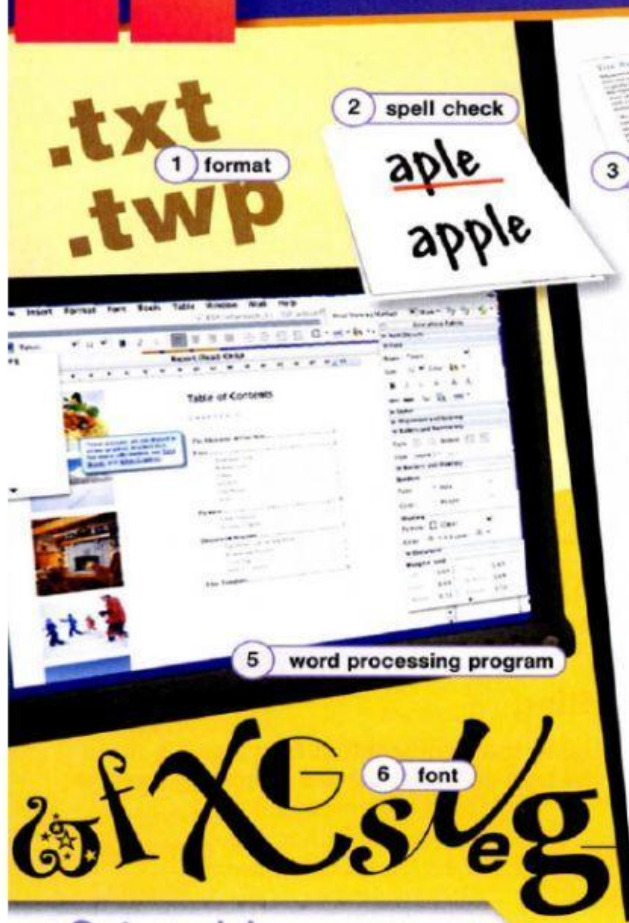


# 7 Word processing



## INTRODUCING TypeWrite 4.0

You need the perfect **word processing** program. And the new TypeWrite 4.0 is our best version yet. Write **bold**, striking **documents**. Use our many stylish **fonts**. Change your **layout** with a single click. Browse the new customizable **templates**. Customize toolbars for easier **formatting**.

It's more than a new look. TypeWrite 4.0 eliminates most **compatibility** issues. Now dozens more file **formats** work with TypeWrite. And TypeWrite 4.0 allows up to 500 **macros**, so save time as you type! TypeWrite 4.0 also features the most accurate **spell check** to date.

WORD PROCESSING  
**TypeWrite 4.0** Because your documents speak for you.

### Get ready!

- Before you read the passage, talk about these questions.
  - When do people use word processing programs?
  - What kinds of word processing programs are there?

### Reading

- Read the advertisement for a new word processing program. Then, mark the following statements as true (T) or false (F).
  - Macros determine the layout of a document.
  - TypeWrite 4.0 features customizable fonts.
  - Not all file formats work with TypeWrite 4.0

### Vocabulary

- Fill in the blanks with the correct words and phrases from the word bank.

#### word BANK

compatibility document font format layout  
macro spell check word processing program

- Use a \_\_\_\_\_ to type out phrases that you use a lot.
- My file won't open in other programs due to a \_\_\_\_\_ problem.
- Instead of writing by hand, use a \_\_\_\_\_.
- This file is in a \_\_\_\_\_ that doesn't open in TypeWrite.
- Save each \_\_\_\_\_ with a different name so you have a copy of each.
- The letter's \_\_\_\_\_ is wrong. The heading is in the wrong place.
- Increase the \_\_\_\_\_ size to make the file easier to read.
- Most word processors offer \_\_\_\_\_ to help you find mistakes.

**4 Choose the word that is closest in meaning to the underlined part.**

- 1 The style you use for this document makes it hard to read.  
A macro                      B formatting                      C compatibility
- 2 To write a business letter, use the appropriate document pattern.  
A word processing      B compatibility                      C template
- 3 She did not think that her typing command was saving her any time.  
A formatting                      B macro                      C template

**5 Listen and read the advertisement for a new word processing program again. What does the advertisement say about compatibility problems?**

## Listening

**6 Listen to a conversation between an IT professional and a computer user. Choose the correct answers.**

- 1 What is the dialogue mostly about?  
A how to open a file  
B common word processing errors  
C types of word processing programs  
D ways to change file formats
- 2 What solution does the IT Professional suggest?  
A buy the TypeWrite program  
B download the file and try again  
C get the file in a different format  
D ask the client to send a program

**7 Listen again and complete the conversation.**

**IT Professional:** Technical Support, can I help you?  
**User:** Yes, I have a 1 \_\_\_\_\_ problem.  
**IT Professional:** Okay. What seems to be wrong?  
**User:** I have a file from a client, but it won't 2 \_\_\_\_\_.  
**IT Professional:** What kind of file is it? And what program are you using?  
**User:** It's in ".tpw" 3 \_\_\_\_\_. I use Typing Suite.  
**IT Professional:** Oh, that's a TypeWrite file. It isn't 4 \_\_\_\_\_ with Typing Suite.  
**User:** Oh no. I need that 5 \_\_\_\_\_.  
**IT Professional:** Have the client send it as a ".txt" file. That opens in most 6 \_\_\_\_\_.  
**User:** Great, thanks!