

1) COMPLETE THE SENTENCES WITH A WORD FROM THE BOX. USE EACH WORD ONCE ONLY.

ICON	WEBSITE	CURSOR	PULL-DOWN MENU	REBOOT
SCROLL DOWN	DOWNLOAD	HIGHLIGHT	PASTE	ENGINE

- a- The text appears at the position of the flashing _____.
- b- Hold down the left mouse button and drag the mouse over the text that you want to _____.
- c- If your computer crashes, you may have to _____.
- d- To open a document, click on the relevant _____.
- e- To transfer text to another document you can copy and _____.
- f- If the text you want is below the part you can see, you can _____.
- g- Look at the toolbar at the top of the screen and select the option you want from the _____.
- h- Connect to the Internet and type out the address to go straight to the _____.
- i- If you can't find the information you want on the website, try typing out a key word into the search _____.
- j- If you need to get a whole program from the Internet, it can take a long time to _____.

2) COMPLETE THE SENTENCES WITH THE CORRECT PREPOSITION.

- a- There's nothing good on the television. Why don't you turn it _____?
- b- Can you plug the electric fire _____ for me?
- c- Hurry up sir. We're just going to lock _____ for the night.
- d- The machine is quite automatic – it does everything _____ itself.
- e- We'd better stop for some petrol. We've nearly run _____.
- f- The workstation consists _____ a keyboard, a monitor and a printer.
- g- This looks like wood but actually it's made _____ plastic.
- h- What exactly is a file used _____?
- i- Have you saved your accounts file _____ my directory by mistake?

3) MATCH THE WORDS IN BOLD WITH THE CORRESPONDING PHRASAL VERB.

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| a- My car isn't as fast as yours. I won't be able to STAY NEAR you. | BREAK DOWN |
| b- This torch doesn't work. The batteries must have BEEN USED UP . | GO OFF |
| c- This radio doesn't RECEIVE the BBC World Service very well. | KEEP UP WITH |
| d- The car is making a funny noise. I think it's going to STOP WORKING . | PICK UP |
| e- I was going to buy a motorbike, but I was DISCOURAGED by my parents. | RUN OUT |
| f- People call me on the phone, but then PUT DOWN THE RECEIVER . | KNOCK DOWN |
| g- BE CAREFUL! You're going to give yourself an electric shock! | DO WITHOUT |
| h- It's difficult to MANAGE IF YOU DON'T HAVE a washing machine. | HANG UP |
| i- The letters DVD MEAN digital versatile disc, actually. | LOOK OUT |
| j- Without a fridge, fresh food will BECOME bad very quickly. | PUT OFF |
| k- They used special equipment to DEMOLISH that block of flats. | STAND FOR |