

**Task 9. Mark these statements as True or False.**

1. When you get to the end of each line, Word starts a new line automatically. This feature is called word wrap.
2. Documents have to be retyped to make corrections or changes.
3. The user can plan the document more accurately by means of format characteristics.
4. The word processor monitors words typed and when it reaches the end of a line...
5. Some word processors can generate tables of numbers, indices and tables of contents.

**Task 10. Find the English equivalents to the following word combinations.**

|                                                                     |                                                                      |                                                                                                 |                             |
|---------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------|
| на екрані;<br>(тексту);<br>відповідати;<br>підставляти, замінювати; | полегшувати;<br>розлад (планів);<br>контролювати;<br>складні індекси | відшукувати інформацію;<br>розділити слово (для переносу);<br>бути відповідальним за що-небудь; | вид, проекція<br>підходити, |
|---------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------|

**Task 11. Look at the words in the box and complete the following sentences with them. Use the information in the text.**

|                                                                             |
|-----------------------------------------------------------------------------|
| type style, WYSIWYG, format, indent, font menu, justification, mail merging |
|-----------------------------------------------------------------------------|

1. ... stands for 'What you see is what you get'. It means that your printout will precisely match what you see on the screen.
2. ... refers to the process by which the space between the words in a line is divided evenly to make the text flush with both left and right margins.
3. You can change font by selecting the font name and point size from the ... .
4. ... refers to a distinguishing visual characteristic of a typeface; 'italic', for example, that may be used with a number of typefaces.
5. The ... menu of a word processor allows you to set margins, page numbers, spaces between columns and paragraph justifications.
6. ... enables you to combine two files, one containing names and addresses and the other containing a standard letter.
7. An ... is the distance between the beginning of a line and the left margin, or the end of a line and the right margin. An indented text is usually narrower than a text without ... .

**Task 12. Complete the following conversation with the given words**

|                |                |              |               |
|----------------|----------------|--------------|---------------|
| <i>finally</i> | <i>command</i> | <i>first</i> | <i>Edit</i>   |
| <i>now</i>     | <i>mistake</i> | <i>next</i>  | <i>insert</i> |

A: Do you know how I can move this paragraph? I want to put it at the end of this page.

B: Er.. I think so. (1)..... you use the mouse to select the text that you want to move and then you choose the Cut..... (2) from the Edit menu..

A: Like this?

B: Yes. The selected text disappears and goes onto the Clipboard. And (3).....you find where you want the text to appear and you click to position the (4).....point in this place.

A: Mm.. is that OK?

B: Yes, if that's where you want it. (5)..... choose Paste from the (6)..... menu, or hold down Command and press V. (7)..... check that the text has appeared in the right place.

A: What do I do if I make a (8).....?

B: You can choose Undo from the Edit menu which will reverse your last editing command.

A: Brilliant! Thanks a lot.

**Task 13. Read the text below:**

### **ADVANTAGES OF COMPUTER DATA PROCESSING**

Computer-oriented data processing systems or just computer data processing systems are not designed to imitate manual systems. They should combine the capabilities of both humans and computers. Computer data processing systems can be designed to take advantage of four capabilities of computers.

1. Accuracy. Once data have been entered correctly into the computer component of a data processing system, the need for further manipulation by humans is eliminated, and the possibility of error is reduced. Computers, when properly programmed, are also unlikely to make computational errors. Of course, computer systems remain vulnerable to the entry by humans of invalid data.

2. Ease of communications. Data, once entered, can be transmitted wherever needed by communications networks. These may be either earth or satellite-based systems. A travel reservations system is an example of a data communications network. Reservation clerks throughout the world may make an enquiry about transportation or lodgings and receive an almost instant response. Another example is an office communications system that provides executives with access to a reservoir of data, called a corporate data base, from their personal microcomputer work stations.

3. Capacity of storage. Computers are able to store vast amounts of information, to organize it, and to retrieve it in ways that are far beyond the capabilities of humans. The amount of data that can be stored on devices such as magnetic discs is constantly increasing. All the while, the cost per character of data stored is decreasing.

4. Speed. The speed, at which computer data processing systems can respond, adds to their value. For example, the travel reservations system mentioned above would not be useful if clients had to wait more than a few seconds for a response. The response required might be a fraction of a second.

Thus, an important objective in the design of computer data processing systems is to allow computers to do what they do best and to free humans from routine, error-prone tasks. The most cost-effective computer data processing system is the one that does the job effectively and at the least cost.

**Task 14. Find the equivalents from the text.**

Система обробки інформації комп'ютером;  
система орієнтування на обробку даних комп'ютером;  
поєднувати можливості людини і машини;  
обмежувати управління;  
навіть чи допустять помилку;  
залишатися вразливим;  
неприпустимі дані;  
легкість здійснення зв'язку;  
мережа передачі інформації;  
системи, базуються на використанні супутників;  
отримати миттєву відповідь;

наводити довідки;  
сховище даних; корпоративна база даних;  
обсяг пам'яті;  
запам'ятовувати величезну кількість інформації;  
витягувати інформацію; додати значимості;  
згаданий вище; частка секунди;  
схильний до помилок.

