

## TASKS 9B

**Task 1. Mark these statements as True or False. Write T/F in the box.**

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 2. Find the English equivalents to the following word combinations in Text 9B.**

на екрані -  
полегшувати -  
принаймні -  
приховані символи -  
підкреслювання -  
відступ -  
розділення слова -  
контролювати -  
відповідальний за -  
підставляти, замінювати -  
складні індекси -

**Task 3. 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 (x2), 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, 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 4. 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.