

## A. Choose the correct word to fill the spaces.

1. Turn on your computer. It will usually take a few minutes to \_\_\_\_\_.  
a. boot itself                      b. boot up                      c. get booted
2. Windows XP, Macintosh OSX and Linux are \_\_\_\_\_.  
a. operating systems              b. operating tools              c. operators
3. On my computer, I have a picture of my cat as the \_\_\_\_\_.  
a. desktop background              b. desktop picture              c. desktop scene
4. Microsoft Word, Adobe Acrobat and CorelDraw are programs or \_\_\_\_\_.  
a. applicators                      b. appliers                      c. applications
5. To open Microsoft Word, click on the \_\_\_\_\_.  
a. picture                      b. symbol                      c. icon
6. I keep all my digital photos in a \_\_\_\_\_ called "Photos".  
a. folder                      b. packet                      c. box
7. Is it possible to open Microsoft Excel \_\_\_\_\_ in Word?  
a. texts                      b. files                      c. pages
8. In Microsoft Word, to start typing a new letter, open a new \_\_\_\_\_.  
a. document                      b. page                      c. paper
9. When you \_\_\_\_\_ a document, it's sent to the recycle bin.  
a. destroy                      b. erase                      c. delete
10. Deleted documents stay in the recycle bin until you \_\_\_\_\_ it.  
a. wash                      b. empty                      c. clean
11. In Windows, the icon is just a \_\_\_\_\_ to the application. If you delete the icon, the application will still be on your computer.  
a. connector                      b. shortcut                      c. link
12. If the computer crashes, you can try pressing the \_\_\_\_\_ button.  
a. restart                      b. recommence                      c. replay
13. When I've finished using my computer, I always \_\_\_\_\_.  
a. close it down                      b. shut it down                      c. shut it off
14. If I leave my computer on without using it, after a while it goes into \_\_\_\_\_ mode.  
a. stand down                      b. waiting                      c. standby

**B. Insert the missing words.**

close  
drag and drop  
find  
free up  
installed  
launch  
password  
renamed  
running  
save  
search  
start menu  
uninstalling  
user  
window

1. I couldn't open the document you emailed me. I don't have Microsoft Word \_\_\_\_\_ on my computer.

2. Click on that icon to \_\_\_\_\_ Internet Explorer.

3. I \_\_\_\_\_ an important document, and now I can't find it.

4. If your computer is \_\_\_\_\_ several applications at the same time, it's more likely to crash. It's better to \_\_\_\_\_ the applications you're not using.

5. You can access all the applications on your computer from the \_\_\_\_\_.

6. You can view two Word documents on the screen at the same time. You just open a new \_\_\_\_\_.

7. It's easy to move files into a folder. You can just \_\_\_\_\_.

8. I asked the computer to \_\_\_\_\_ for files with "English" in the name, but it didn't \_\_\_\_\_ any.

9. This is a shared computer. Each \_\_\_\_\_ has their own \_\_\_\_\_.

10. You can \_\_\_\_\_ space on your hard drive by \_\_\_\_\_ applications you never use.

11. If you \_\_\_\_\_ your photos as JPEGs instead of TIFFs, you'll use a lot less memory.