Exercise 1: Fill in the blanks (Completa los espacios en blanco)

1. Before you can listen to your voicemail, you need to _____ your PIN.
2. If you don't want your phone to make noise, you should _____ it _____.
3. To call someone, you must first _____ their phone number.
4. I couldn't hear the call well, so I turned up the _____.
5. When you receive a call, pick up the _____ to answer.
6. If you don't like your voicemail greeting, you can _____ it.
7. To listen to a message again, just press _____.
8. When driving, it's safer to use a _____ for calls.
9. You should _____ old messages you no longer need.
10. The _____ feature lets you listen to a message faster.

Exercise 2: True or False (Verdadero o Falso)

1. You need to **press** a button to increase the **volume** on most phones.
2. A **headset** is used to delete messages.
3. The **incoming messages** folder contains the messages you have sent.
4. You can **retrieve** a deleted message if you act quickly.
5. To make a phone call, you must first **re-record** your outgoing message.

Exercise 3: Multiple Choice (Elección Múltiple)

1. If you want to listen to a message again, what should you do?

a) Delete it
b) Fast forward it
c) Replay it

2. What do you need to enter before accessing your voicemail?

a) Location
b) PIN
c) Volume

3. What should you use if you want to talk on the phone without holding it?

a) Loudspeaker
b) Headset
c) Receiver

4. If you want your phone not to make any sound during a meeting, what should you do?

a) Set it to silent
b) Increase the volume
c) Rewind it

5. Where do you find messages you have sent?

a) Incoming messages
b) Outgoing messages
c) Contacts

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Exercise 4: Match the definitions (Relaciona las definiciones)

Relaciona las palabras con su definición correcta.

A. Contact someone
B. Delete
C. Dial a phone number
D. Fast forward
E. Incoming messages
F. Loudspeaker
G. Retrieve
H. Set to silent
I. Volume
J. Replay

1. _____ To remove something permanently.
2. _____ To call someone by entering their phone number.
3. _____ To listen to a message again.
4. _____ To make your phone stop making sounds.
5. _____ The level of sound from a device.
6. _____ To reach out and communicate with a person.
7. _____ To play audio at a faster speed.
8. _____ Messages that you receive.
9. _____ A feature that allows sound to be heard by many people at once.
10. _____ To recover a deleted message.

Exercise 5: Sentence correction (Corrige la oración)

Encuentra y corrige el error en las siguientes oraciones.

1. I need to **press** my location to listen to incoming messages.
2. You should **re-record** your volume if the sound is too low.
3. To answer a call, pick up the **headset**.
4. I always **set to silent** my contacts when I'm in a meeting.
5. I tried to **delete** a call, but I accidentally retrieved it.

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6. Fill in the blanks

1. To access your account, you need to enter your _____ and _____.
2. A _____ is a small image that represents a program or function on your computer.
3. In a document, you can use a _____ to create a list with points.
4. The main page of a website is called the _____.
5. You can make text stand out by using the _____ formatting.
6. Letters written in small form are called _____, while capital letters are called _____.

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7. If you want to remove text and save it temporarily, you should use the _____ function.

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7. Multiple choice

1. What does *log out* mean?
   a) Enter a system
   b) Exit a system
   c) Copy text
2. What is *heading* used for in a document?
   a) To copy content
   b) To highlight important sections
   c) To underline text
3. What is the purpose of a *comment* in a document?
   a) Add notes without changing the content
   b) Paste copied information
   c) Change the font style

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8. True or false

1. *Double click* means clicking once on the mouse.
2. *Paragraph* refers to a group of sentences that discuss one main idea.
3. *Underline* is used to make text appear slanted.
4. A *column* runs vertically in a table.
5. *Background* refers to the main text of a document.

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9. Find the synonym

1. *Copy* →
   a) Paste
   b) Duplicate
   c) Cut
2. *Cut* →
   a) Remove
   b) Copy
   c) Post
3. *Icon* →
   a) Symbol
   b) Heading
   c) Font

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10. Translate into Spanish

1. Log in →

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2. Password →
3. Upper case letters →
4. Strikethrough →
5. Flow chart →

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