INGLÉS TÉCNICO DE GRADO SUPERIOR UD-7

WORD PROCESSING

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# GET READY!

Before you read the passage talk aboutthese questions.

1. *When do people use word processing programs?*

People use word processing programs when they want to type in, edit, format and layout documents, save and print text. The programs ar usually used by students, writers and authors. There are also programs used in businesses that are ideal for writing reports, memos and proposals.

1. *What kinds of word processing programs are there?*

There are various types of word processing programs such as Microsoft Word, WordPerfect, Lotus Word Pro, iWork Pages and many other lesser-known programs.

# READING

Read the advertisement for a new word processing program. Then, mark the following statements as true (T) or false (F).

1 **F** Macros determine the layout of a document.

2 **F** TypeWrite 4.0 features customizable fonts.

3 **T** Not all file formats work with TypeWrite 4.0

# VOCABULARY

Fill in the blanks with the correct words and phrases from the word bank.

1. Use a **macro** to type out phrases that you use a lot.
2. My file won't open in other programs due to a **compatibility** problem.
3. Instead of writing by hand, use a **word processing program.**
4. This file is in a **format** that doesn't open in TypeWrite.
5. Save each **document** with a different name so you have a copy of each.
6. The letter's **layout** is wrong. The heading is in the wrong place.
7. Increase the **font** size to make the file easier to read.
8. Most word processors offer **spell check** to help you find mistakes.

Choose the word that is closest in meaning to the underlined part.

1. The **style** you use for this document makes it hard to read.
2. Macro
3. **Formatting**
4. compatibility
5. To write a business letter, use the appropriate document **pattern**.
6. word processing
7. compatibility
8. **template**
9. She did not think that her **typing command** was saving her any time.
10. formatting
11. **macro**
12. template

Listen and read the advertisement for a new word processing program again. What does the advertisement say about compatibility problems?

The document says that Typewrite 4.0 eliminates most compatibility issues.

# LISTENING

Listen to a conversation between an IT professional and a computer user. Choose the correct answers.

1. What is the dialogue mostly about?
2. **how to open a file**
3. common word processing errors
4. types of word processing programs
5. ways to change file formats
6. What solution does the IT Professional suggest?
7. buy the TypeWrite program
8. download the file and try again
9. **get the file in a different format**
10. ask the client to send a program

Listen again and complete the conversation.

* IT Professional: Technical Support, can I help you?
* User: Yes, I have a **word processing** problem.
* IT Professional: Okay. What seems to be wrong?
* User: I have a file from a client, but it won't **open**.
* IT Professional: What kind of file is it? And what program are you using?
* User: It's in ".tpw'' **format** . I use Typing Suite.
* IT Professional: Oh, that's a TypeWrite file. It isn't **compatible** with Typing Suite.
* User: Oh no. I need that **information**.
* IT Professional: Have the client send it as a ".txt" file. That opens in most **programs**.
* User: Great, thanks!