Type, click and talk!

Name: [   ]

1 *The following extracts come from sales assistants in computer shops describing the features and functions of various input devices. Complete the sentences by typing in words from the box and then choose which device they're talking about from the drop-down menu.*

> to   can   which   allows   used   by   features   works   for

1 This model [   ] a backlight, so you can see what you're typing in the dark. [   ]
2 We have a Bluetooth version which [   ] without wires, but the surface you use it on needs to be dark. [   ]
3 Why don't you try this? It's [   ] drawing, as if you were using a pen and paper. [   ]
4 You'll need one of these – it's [   ] to control your movements while you play. [   ]
5 For more precision, I'd recommend this. It's like an upside-down mouse, and it works [   ] running your hand over the plastic ball here. [   ]
6 This is our most popular model. It [   ] you [   ] reproduce exact copies of your documents in digital format. [   ]
7 This works just like a mouse, except you [   ] write directly onto the screen with it. [   ]
8 This is a model [   ] works particularly well with Skype. [   ]

2 *Complete these FAQs from a word processing program by choosing the correct words from the drop-down menu.*

1 Question: How do I start a new line in my document?
   Answer: Just hit [   ].
2 Question: How can I delete a letter or word that I've typed?
   Answer: Position the cursor after the letter or word and hit [   ] once per letter.
3 Question: Do I have to use the mouse to navigate around my document?
   Answer: No, you can also use the [   ] keys.
4 Question: How can I type in UPPER CASE characters?
   Answer: If you want to type one or two letters in upper case, then simply hold down [   ] and type the letters at the same time. If you want to type a whole sentence in upper case, you should use [   ].

3 *Complete this call to a helpdesk by typing in words from the box.*

> click   double-click (x2)   drag   select

Caller: Hello, can you help? I've lost a really important document. I deleted it by mistake, and now it's gone!
Helpdesk operator: OK, don't panic. Just (1) [   ] on the Recycle Bin icon on your desktop.
Caller: It's not working!
Helpdesk operator: Don't worry. It won't open if you only (2) [   ] on it once. Just try again.
Caller: OK, it's open now. Oh … there's the file.
Helpdesk operator: Right, just (3) [   ] it with the mouse and (4) [   ] it back to the My Documents folder. Then just (5) [   ] on the file to open it and check it's OK.

Now listen to the dialogue.

5