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.