**Listening Exercise: Word Processing Basics**

**Listen carefully and answer the following questions**

1. What is one advantage of a word processing program?

a) It helps users browse the internet

b) It allows users to edit documents easily

c) It automatically writes documents for users

d) It prevents mistakes from happening

1. Which feature helps users avoid rewriting documents?

a) Spell check b) Cut, copy, and paste functions

c) Cloud storage d) Macros

1. How does cloud storage benefit word processing users?

a) It increases document size b) It allows access from different devices

c) It deletes old files automatically d) It blocks editing features

1. What is the purpose of macros in word processing?

a) To help automate repetitive tasks b) To check for grammar mistakes

c) To change font styles d) To prevent unauthorized access

1. Why is formatting important in word processing?

a) It helps improve the document's appearance and readability

b) It makes the document harder to read

c) It reduces document size

d) It removes unnecessary words