Before you start
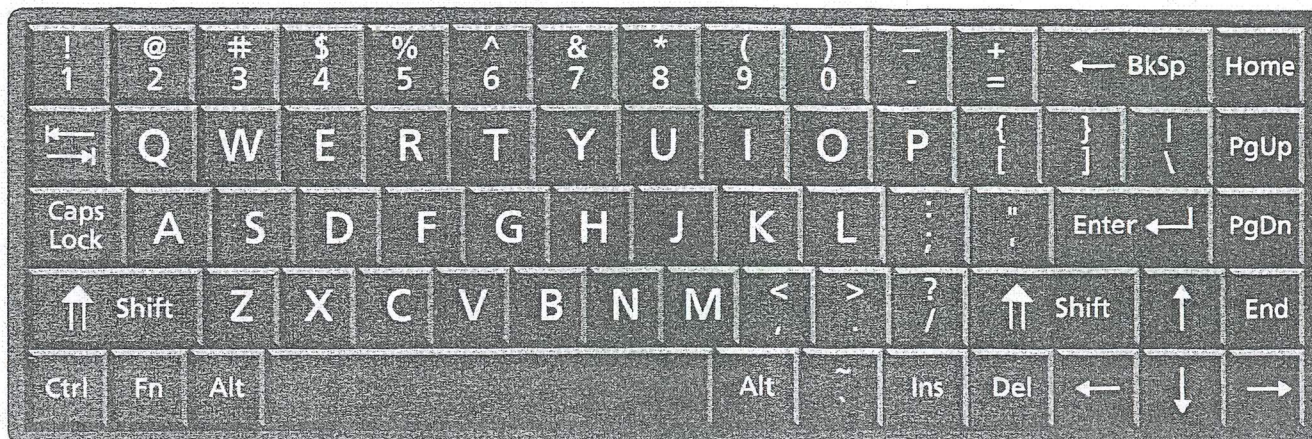
1 Look at the notebook keyboard below. Answer the questions.

1 Which key is between G and J? **H**
2 Which key is to the left of Y? **T**
3 Which key lets you type in capital letters? **SHIFT**
4 Where are the arrow keys? **BOTTOM RIGHT CORNER**
5 Where is the multiplication sign? **ABOVE THE 8**

2 Work in pairs. Choose a letter or key from the keyboard and describe where it is. Do not say which key you have chosen. Use *next to*, *above*, *below*, *between*, *on the right/left/top/bottom*.

3 Discuss these questions.

1 How often do you type letters or documents?
2 **Which** word-processing <u>program</u> do you use?
3 Which *commands* do you know?
4 *How many* different **fonts does** this **question** have? **8**
5 Find the words in 1–3 that are in bold, in italics, underlined and highlighted.

Reading

4 Look at the table of word-processing tools and commands and their functions. Then answer the questions.

1 Which tool checks your spelling? **SPELLING AND GRAMMAR**
2 Which edit command removes text or images? **CUT**
3 Which format command changes the letter size? **FONT**
4 Which file command opens a file or document? **OPEN**
5 Which insert command lets you put in an image? **PICTURE**
6 Which view command shows the document as a printed page? **PRINT LAYOUT**

<u>Close</u>	This command closes the open file.
<u>Copy</u>	This editing command copies any highlighted text or images and keeps it in memory. We say anything copied is on the clipboard.
<u>Cut</u>	This editing command deletes any highlighted text or image.
<u>Font</u>	Formats, or changes, the type style and size of the characters.
<u>Full Screen</u>	This view command makes the open document cover all of the screen. This also hides the menu bar and the toolbar so that you cannot see them. The menu bar shows commands and tools in words; the toolbar shows them with icons.
<u>Language</u>	This tool opens a thesaurus to help you find synonyms and antonyms (similar and opposite words).
<u>Open</u>	Opens a file from one of the computer's drives.
<u>Paragraph</u>	Formats the paragraph settings to change the way the paragraph looks.
<u>Paste</u>	This editing command puts anything that is on the clipboard onto the screen.
<u>Picture</u>	Inserts a picture or image into your document.
<u>Print Layout</u>	Views the open document as it will look when it is printed.
<u>Save</u>	Saves the open file or document.
<u>Save As</u>	Saves the file to another location, with another name or in a different format.
<u>Spelling and Grammar</u>	This tool checks the document or any highlighted text for spelling and grammar errors.
<u>Symbol</u>	You can insert many special characters with this command.
<u>Undo</u>	This editing tool cancels the last command. It does not work with every command.

5 Write the commands and tools from the table under the correct heading.

File
OPEN
CLOSE
SAVE
SAVE AS

Edit
CUT
COPY
PASTE
UNDO

View
PRINT LAYOUT
FULL SCREEN

Insert
PICTURE
SYMBOL

Format
FONT
PARAGRAPH

Tools
LANGUAGE
SPELLING AND GRAMMAR

6 Match the first part of the sentence (1–6) with the second part (a–f).

1 Typing letters with a word processor F
2 Many companies need people D
3 I can learn a lot of new words B
4 People usually type business letters A
5 Check your spelling and grammar C
6 If you cut a sentence out by mistake, E

a in the Times New Roman font.
b by using the thesaurus.
c before you print out your document.
d who can use a word processor.
e try clicking the undo button.
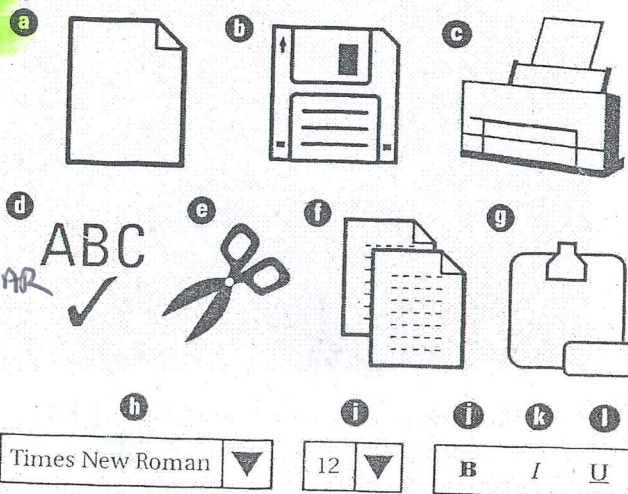f is easier and quicker than writing by hand.

Vocabulary

7 Complete the sentences with words from the box.

> character ■ clipboard ■ fonts ■ format
> locations ■ menu bar ■ settings ■ toolbar

1 When you copy text, it stays on the _CLIPBOARD_ until you want to paste it.
2 Change the paragraph _SETTINGS_ if you want bigger spaces between the lines.
3 Each word on the _MENU BAR_ contains a list of commands and tools.
4 Most of the icons on the _TOOL BAR_ are also in words in the menu bar.
5 You can save a file in many different _LOCATIONS_ in your computer.
6 MS Word has about a hundred different _FONTS_ for you to choose from.
7 A word processor lets you _FORMAT_ a paragraph as well as the font.
8 If the _CHARACTER_ you want is not on the keyboard, look in the Symbol command.

Speaking

8 Match the icons (a–l) with the words (1–12). Say what the command or tool does.

Times New Roman ▼   12 ▼   **B** *I* U

1 scissors   F
2 floppy disk   B
3 ABC-check   D
4 italic   K
5 font   H
6 new document   A
7 size   I
8 two documents   F
9 underline   L
10 printer   C
11 clipboard   G
12 bold   J

A *What's f?*
B *It's a picture of two documents.*
A *What does it do?*
B *It copies text or images onto the clipboard. / It lets you copy text or images onto the clipboard.*

Writing

9 Practise your typing! Type a paragraph of any English text that is new to you using a word-processing program. Do the following:

- format the verbs in bold
- put nouns in italics
- underline any adjectives
- use the thesaurus to check any words you do not know
- change the font and the font size for each sentence
- use the spell check to check your work.

Then print your document.

▶ **Get real**
Go to the menu bar and look at File, Edit, View, Insert, Format and Tools. Find out the function of two other commands or tools and use them in your document from Exercise 9. Report back to the class and make a class file of the new commands and tools.