
2.5 Some useful adjectives

A. Choose the best words.

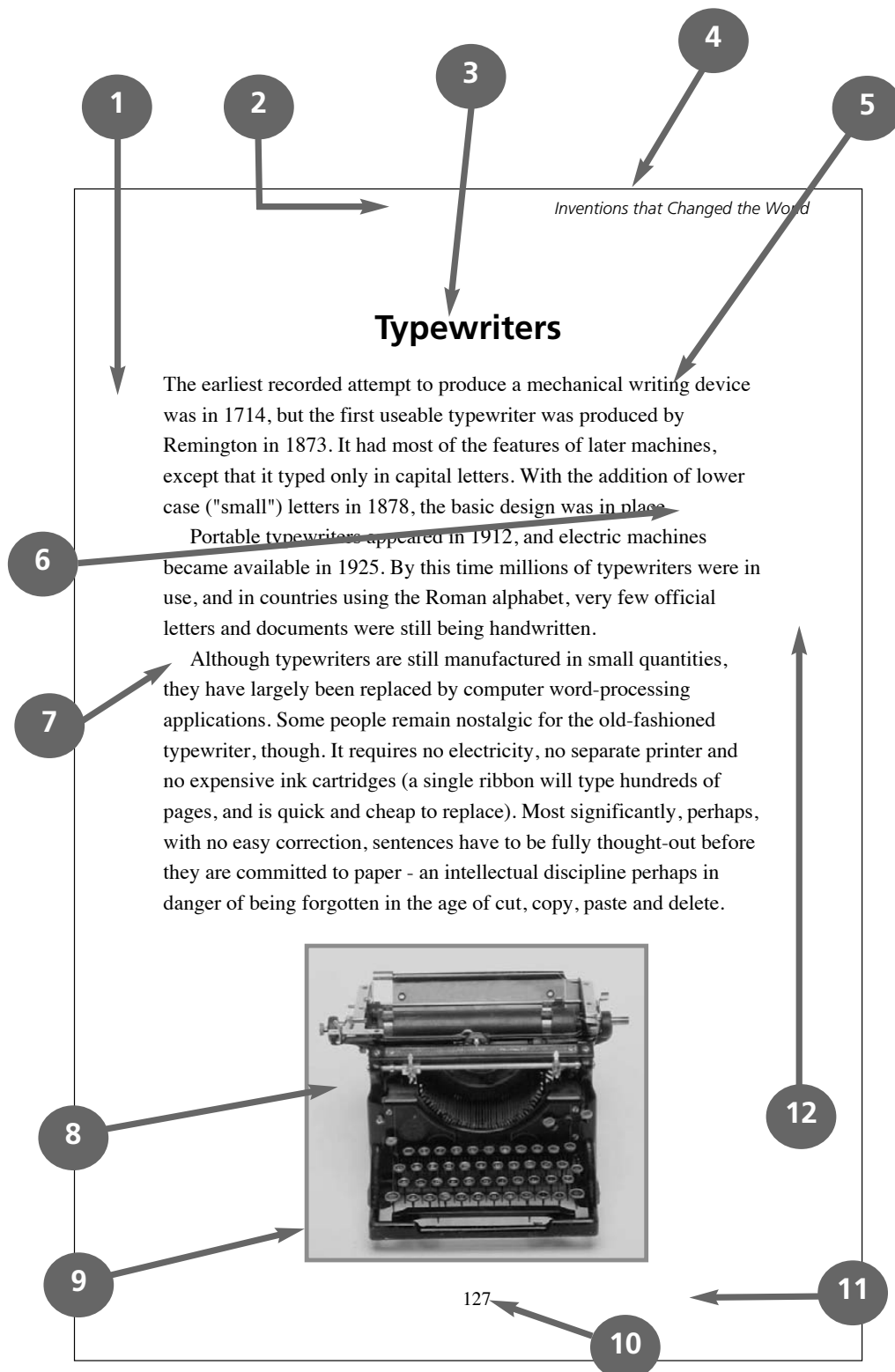
1. Software which is easy to use is...
a. user-easy b. user-friendly c. usable
2. Software which is obvious to use is...
a. intuitive b. guessable c. comprehensible
3. Software which is not obvious to use is...
a. counter-intuitive b. unintuitive c. non-intuitive
4. Software for use by children and schools is...
a. learning b. teaching c. educational
5. Software for use by businesses is...
a. commercial b. businesslike c. busy
6. Software made specially for one company is...
a. one-off b. unique c. tailor-made
7. Software for use at home is...
a. for home use b. for house use... c. for household use
8. Software which has been illegally copied is...
a. unreal b. pirated c. fake
9. Software which has been bought from the company that produced it is...
a. real b. justified c. licensed

Types of software

B. Match the type of software with the definition.

- | | |
|-------------------------|--|
| 1. trial version | a. A simplified version which is cheaper to buy. |
| 2. shareware | b. Software which is in the public domain . Anybody can use it without paying. |
| 3. freeware | c. The full version with all the features. |
| 4. home-use version | d. You can try it for a while for free. Then if you want to keep using it, you are expected to pay a small fee to the writer. |
| 5. professional version | e. You can use it for free for a while (often a month). When the trial period finishes, you have to pay, or the program will de-activate . |

2.6 Word processing 1



A. Write the numbers next to the words.

2	top margin
	bottom margin
	left-hand margin
	right-hand margin
	heading (or title)
	body text
	paragraph break
	indent
	illustration
	border (or frame)
	page number
	page border (or edge of the page)

B. Match the words with the types of lettering

bold **bold italic** **italic**
lower case (or **small letters**)
outline **plain text** **shadow**
strikethrough **underline**
upper case (or **capital letters**)

1. _____ ABCDEFG
2. _____ abcdefg
3. _____ Typewriters
4. _____ **Typewriters**
5. _____ *Typewriters*
6. _____ ***Typewriters***
7. _____ Typewriters
8. _____ ~~Typewriters~~
9. _____ Typewriters
10. _____ **Typewriters**

C. Choose the best words.

1. The text about typewriters is divided into three _____.
 a. sections b. paragraphs c. chunks
2. Times, Arial and Courier are types of _____.
 a. lettering b. character c. font
3. The text about typewriters is _____.
 a. single spaced b. double spaced c. one-and-half spaced
4. "Inventions that Changed the World" is the _____.
 a. header b. footer c. footnote
5. Do you think the margins are too _____ or _____?
 a. big / small b. wide / narrow c. long / short
6. Do you like the page _____?
 a. layout b. organisation c. pattern

2.7 Word processing 2

Sunnydays Coach Tours

Winter / Spring Tours

Dec 1st: Paris
Five nights in a four star hotel just 200 metres from the Eiffel Towers. All meals included. Depart London 10 am.

Dec 7th: Amsterdam
Three nights in simple guest house overlooking a canal in the heart of Amsterdam. Breakfast and a canal tour included in the price. Depart 8.00 am Bristol, 10.15 am London.

Dec 11th / Dec 16th: Christmas Markets in Vienna
Discover the magic of Austria's Christmas markets. Five nights half-board. Optional extra trip to Innsbruck. Depart Cardiff 8 am Dec 11th, and London 9 am Dec 16th.

Dec 29th: New Year in Verona
Three nights half board in one of northern Italy's most beautiful cities. On the evening of Dec 31st enjoy a five course gourmet meal in one of Verona's finest restaurants, followed by the traditional firework display in Piazza Bra.


January 13th to March 10th: Skiing in the French Alps
Avoid the airport crowds – go by coach! Departures Saturdays 9am London. Drop-off points throughout SW France. Wide range of accommodation packages available.

March 20th / March 27th: Berlin
Five nights full board in a two star hotel conveniently located a short metro ride from the city centre. Price includes a three-day travel pass. Depart 8.00 am Bristol, 10.15 am London

April 4th: Easter in San Sebastian
Enjoy the traditional Easter celebrations in one of northern Spain's most elegant and atmospheric cities. 6 nights half board in a three star sea-front hotel. Depart London 8.30 am.

April 11th / April 17th : The Tulip Fields of Holland
Experience the beauty of rural Holland in spring, based in a comfortable guesthouse in the historic city of Delft. Five nights half board. Depart Cardiff 8 am April 11th, and London 9 am April 17th.

April 24th: Barcelona
Five nights in a centrally-located one-star hotel on a bed-and-breakfast basis. Price includes a three-day city transport card. Optional extra excursion to the Salvador Dali museum in Figueres. Depart London 8 am



A. Choose the best words.

- "Winter / Spring Tours" is the _____.
a. under-heading b. sub-heading c. below-heading
- The body text is divided into two _____.
a. columns b. pillars c. strips
- The body text is _____.
a. left-aligned b. centred c. justified
- The illustration isn't original artwork. It's _____.
a. screen art b. free art c. clipart
- The clipart has been given _____.
a. an under shadow b. a drop shadow c. a sub-shadow
- This poster has been given a 10% grey background _____.
a. wash b. fill c. colour
- The design of this poster is _____.
a. a bit amateurish b. highly professional c. state-of-the-art

Punctuation and symbols

B. Match the words with the punctuation marks and symbols.

- | | |
|---------------------|------------|
| 1. full stop | a. ! |
| 2. comma | b. @ |
| 3. exclamation mark | c. , |
| 4. question mark | d. & |
| 5. single quotes | e. . |
| 6. double quotes | f. = |
| 7. dollar sign | g. 'Hello' |
| 8. percentage sign | h. → |
| 9. ampersand | i. * |
| 10. asterisk | j. "Hello" |
| 11. hash | k. _ |
| 12. brackets | l. - |
| 13. left bracket | m. ? |
| 14. square brackets | n. / |
| 15. underscore | o. () |
| 16. hyphen | p. \$ |
| 17. plus sign | q. \ |
| 18. equals sign | r. [] |
| 19. colon | s. % |
| 20. semicolon | t. (|
| 21. "at" sign | u. # |
| 22. forward slash | v. : |
| 23. backward slash | w. + |
| 24. arrow | x. ; |

C. Look at this table, and answer true or false.

Departure times

Bristol	London	Dover
8.15	10.30	12.45
14.00	16.15	18.30
17.45	19.00	21.15

1. All the cells are the same size.
2. There are four columns and three rows.
3. The text in the top bar is reversed-out.
4. The middle column has a lighter flood fill.
5. The text is centred within its cells.
6. The table gridlines are grey.

2.8 Word processing 3

A. Match the word processing tool with the task.

- | | |
|------------------|---|
| 1. word count | a. produces form letters and address labels |
| 2. spell checker | b. counts the number of words, lines and paragraphs |
| 3. auto format | c. finds all instances of a word or phrases in a document |
| 4. template | d. checks the text for spelling errors |
| 5. find | e. automatically changes the styles of headings, lists etc. |
| 6. replace | f. shows how a document has been altered |
| 7. print preview | g. records a sequence of commands, and applies them when required |
| 8. track changes | h. a pre-formatted blank document – just type your text into the fields |
| 9. mail merge | i. shows how the document will look in print |
| 10. macro | j. replaces words or phrases in a document with new text |

B. Match the words with the examples.

1. Times 10 point

a. Jane stared at the screen

2. Times 24 point

b. Jane stared at the screen. The document had disappeared! She hadn't made a back-up copy. Hours of work wasted!



3. bullet points

- c. Possible courses of action:
- Re-type the entire document.
 - Get a computer engineer to find if the text could be retrieved.
 - Resign, and get another job.

4. superscript

d. Jane stared at the screen.

5. subscript

e. Jane stared at the screen.

6. justified text

f. Jan. 24th

7. highlighted text

g. A₂

8. text wrap

h. Jane stared at the screen. The document had disappeared! She hadn't made a back-up copy. Hours of work wasted!

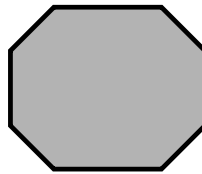
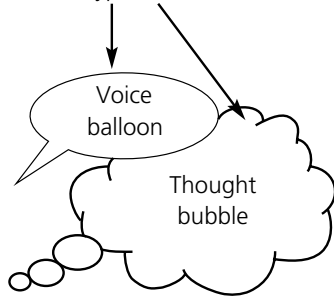
C. True or false?

1. This text has been rotated 45 degrees anti-clockwise. _____

2. This text box has no border. _____

3. This is an AutoShape with a 2pt black border and a 30% grey fill. _____

4. These are types of callout. _____



Jane stared at the screen. The document had disappeared! She hadn't made a back-up copy. Hours of work wasted!

ROTATED TEXT

D. Choose the best words.

1. Making changes to a text is called _____.

a. altering

b. renewing

c. editing

2. To change normal text to italic, first you must _____ the text you want to format.

a. choose

b. take

c. select

3. A very pale image behind the text is called _____.

a. an ink mark

b. a watermark

c. a grey mark

4. To divide the text into two pages, insert a _____.

a. page break

b. page stop

c. page change

5. The numbers at the bottom of the page are _____.

a. page numbers

b. sheet numbers

c. paper numbers

6. An extra note at the bottom of the page (usually in a smaller font size) is called a _____.

a. bottom note

b. foot

c. footnote

7. In word processing, to put things into alphabetical order is to _____.

a. sort

b. organise

c. order

8. A list of contacts, addresses etc. is called _____.

a. an archive

b. a list

c. a database

9. Producing a document on your computer and sending it direct to a printing press is _____.

a. computer publishing

b. desktop publishing

c. electronic publishing

10. Cut or copied text is temporarily stored in the _____.

a. clipboard

b. clip

c. clipart