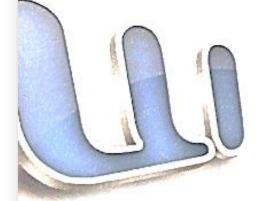## READING COMPREHENSION – WORD PROCESSORS

**COMMANDS iN MICROSOFT WORD**

What is a command? A command is an instruction to a computer or device to perform a specific task. We can ask our computer to do something with function keys or with choices from the menu. If the function involves a section of a text, you have to highlight that part of the text. There are so many commands that sometimes it is difficult to learn what and where they are. However, once you become familiar with them, working with commands becomes easier. Average users do not use all the commands to write documents, they use the most common ones. These commands are useful when typing a report or a document. There are many shortcuts for common commands. A shortcut is a set of one or more keys that users press to give a quick instruction to the computers. The most common ones are:

Copy: CTRL + C          Help: F1
Paste: CTRL + V         Save: CTRL + S
Bold: CTRL + B          Select all: CTRL + E
Italic: CTRL + I        Undo: CTRL + Z
Underline: CTRL + U      Justify a paragraph: CTRL + J

1) **Read and answer these statements:**

- What things can we do to give instructions to our computer?

  We can use commands to give some instructions to a computer.

- If you want to change a whole text …

  You have to highlight the whole text.

- Why is difficult to work with commands?

  Because there are so many commands therefore sometimes is difficult memorize all of them.

- Do users use all the commands?

  Average users don't use all commands to write documents, they only use the most common ones.

  What are commands useful for?

  These commands are useful when you are writing a report or a document, for example:

  - When you want to copy a specific part of some document on your text.
  - When you want to bold some part of your text.
  - When you want to justify a paragraph.

- What are the commands that you use the most?

  I usually use these commands:

  - ✓ Control C = To copy
  - ✓ Control V = To paste
  - ✓ Control X = To cut
  - ✓ Control G = To save
  - ✓ Control Z = To undo

**2) Find words in the TEXT with this meaning:**
- ORDER → Command
- OPTIONS → Choices
- NEVERTHELESS → However
- LESS DIFFICULT → Easier
- WRITING → Typing