
B. Insert the missing words.

close
drag and drop
find
free up
installed
launch
password
renamed
running
save
search
start menu
uninstalling
user
window

1. I couldn't open the document you emailed me. I don't have Microsoft Word installed on my computer.

2. Click on that icon to launch Internet Explorer.

3. I renamed an important document, and now I can't find it.

4. If your computer is running several applications at the same time, it's more likely to crash. It's better to close the applications you're not using.

5. You can access all the applications on your computer from the start menu.

6. You can view two Word documents on the screen at the same time. You just open a new window.

7. It's easy to move files into a folder. You can just drag and drop.

8. I asked the computer to search for files with "English" in the name, but it didn't find any.

9. This is a shared computer. Each user has their own password.

10. You can free up space on your hard drive by uninstalling applications you never use.

11. If you save your photos as JPEGs instead of TIFFs, you'll use a lot less memory.