# Test. Module 4

## A. Vocabulary

### 1

1 — b; 2 — g; 3 — a; 4 — e; 5 — d; 6 — h; 7 — f; 8 — c.

### 2

1 — c; 2 — d; 3 — a; 4 — g; 5 — b; 6 — e; 7 — f.

### 3

1 — d; 2 — g; 3 — a; 4 — c; 5 — f; 6 — h; 7 — e; 8 — b.

## 4

1 — column; 2 — row; 3 — cell; 4 — formulae; 5 — record; 6 — field; 7 — query.

## B. Language work

### 5

1. I need advice on which computer to buy.
2. If some information is inaccurate, please tell me.
3. There are many Windows versions.
4. Sarah often uses a laptop to do her homework.
5. I spent a little time playing around with the program.

### 6

1 — the; 2 — nothing; 3 — nothing; 4 — an; 5 — a; 6 — nothing; 7 — an; 8 — nothing; 9 — nothing; 10 — the.

### 7

1 — businesses; 2 — software; 3 — technologies; 4 — analyses; 5 — taxes; 6 — switches; 7 — women; 8 — children; 9 — formulas; 10 — queries.

### 8

1. First, find the picture that you want to insert as an illustration in a Word document.
2. Move your cursor over the picture and right click. A pop up menu will appear on the screen. Choose Copy to copy the image onto the Clipboard.
3. Next, switch to your Word document and click where you want to insert the image.
4. Then choose Edit on the Menu bar at the top of the screen, and click Paste. This will insert the picture at the insertion point.
5. Once the picture has been pasted, you may like to resize it and move it to a different location.

## C. Reading

### 9

1. False. An office suite lets you create documents, spreadsheets and presentations.
2. True.
3. False. OpenOffice is free to download, use and distribute.
4. True.

### 10

1. The typical components of an office suite are a word processor, a spreadsheet program and a presentation program, but they can also contain a database manager, an email client, a web browser. Instant Messaging, collaboration groupware, and a personal information manager, or PIM, which includes a calendar, task manager, address book, and more.
2. The advantages of using OpenOffice are that anyone can use it or modify it for their purposes.
3. Graphical user interface (GUI).
4. You can retrieve documents after a system crash by using a recovery tool.

### 11

1 — office suite; 2 — productivity suite; 3 — collaboration groupware; 4 — relational database; 5 — OLE (object linking and embedding); 6 — operating system.

### 12

Most businesses use office suites to create text documents, spreadsheets, and presentations. Application office suites usually combine a word processor, a spreadsheet program, and a presentation program, but they can also contain other programs. The most widely used office suite is Microsoft Office. Alternatives include IBM Lotus SmartSuite, OpenOffice, Google Apps. The components of a suite have a consistent graphical user interface (GUI) and can exchange data with each other. Office suites are available for most operating systems.