# Домашняя работа № 3

## p. 71, ex. 4A

A: I need a photo for my curriculum vitae. How do I insert one into this Word document?

B: Well, ~~now~~ **first** choose Insert on the Menu bar.

A: ~~As~~ **Like** this?

B: Yes. From the Insert menu, select Picture. As you can see, this displays a drop-down menu with different options: Clip Art, From File, From Scanner, Chart, etc. Select From File and you'll get a dialog box.

A: OK. I’ve done that now. What ~~last~~ **next**?

B: OK. Now ~~I~~ **you** navigate your hard drive's contents and find the picture that you want to insert.

A: Right. I'd like to include this one.

B: OK, good. Now click Insert and the photograph will be inserted into your document.

A: Here it is. Is that ~~write~~ **right**?

B: Yes. ~~First~~ **Finally**, right-click with the mouse and select Format Picture to adjust the size and other properties.

A: Brilliant, thanks!

## p. 71, ex. 4B

1 — select, drag; 2 — click; 3 — position; 4 — click, right-click.

## p. 72, ex. 4C

1. First, open the Find and Replace dialog box. To do this, press the keyboard shortcut Ctrl+H or, on the Home tab, click Replace.
2. Then, opposite Find what, enter the text that you want to replace.
3. Next, opposite Replace with, enter the new text with which you want to replace the current text.
4. Finally, if you want to replace all of the text, click Replace All. If you want to replace only some text, then first find it using Find Next, and then click Replace.

## p. 72, ex. 4D

1. First, open Word, click Create and select New Document. If you already have Word running, then click File, then Create and also select New Document.
2. Then add text, images and whatever else you need.
3. Finally, to save the file, you need to press Ctrl+S and specify the file name and select the location where the file will be saved. Or you can do this by clicking File in the tabbed panel and clicking Save or Save As.

## p. 72, ex. 5A

1 — a; 2 — c; 3 — b.

## p. 72, ex. 5B

First part, “Like a conventional thesaurus, this database of words contains definitions and suggestions of words with similar and opposite meanings.” — this sentence should be in the second part about the online thesaurus.

First part, “A word may be spelled correctly but still be wrong (too instead of two, for instance).” — this sentence should be in the third part about the grammar checker.

Second part, “Their power comes not from knowing every grammatical rule, but from questioning the writer about certain parts of the text.” — this sentence should be in the third part about the grammar checker.

## p. 72, ex. 5C

Mail merge ~~combine~~ **combines** a form ~~leter~~ **letter** with a database file to create customized ~~copys~~ **copies** of the letter.

The first error could be recognized by the grammar checker, and the other two errors could be recognized by the spelling checker.