# Лабораторная работа № 3

## p. 68, ex. 1A

1. The word processor is an application for writing and modifying text: changing style, font size, text color, adding italics, and so on.
2. People use the word processor to create text, change its appearance. That is, adding indents, changing line spacing, changing alignment, and so on.
3. I can name eight word processing programs — Microsoft Word, OpenOffice Writer, LibreOffice Writer, Apple Pages, Google Docs, WPS Writer, OnlyOffice, Zoho Writer. I think the most popular word processor program is Microsoft Word.

## p. 68, ex. 1B

Standard Toolbar — стандартная панель инструментов; Typeface — шрифт; Formatting Toolbar - панель инструментов форматирования; Menu Bar — строка меню; Increase Indent — увеличить отступ; Inserted picture — вставленное изображение; Footer — нижний колонтитул; Insert picture — вставить изображение; Drawing tools — инструменты для рисования; Hyperlink — гиперссылка; Italic text — курсивный текст; Bold text — жирный текст; Header — заголовок.

## p. 68, ex. 1C

1 — Toolbar, Formatting; 2 — typeface; 3 — bold, italic; 4 — Indent; 5 — header, footer.

## p. 69, ex. 2

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Insert Hyperlink | Drawing | Columns | Bullets | Undo | Open |  |  |  |
| Align Left | Open | Print Preview | Insert Table | Insert Hyperlink | Columns |  |  |  |
| Bullets | Insert Table | Undo | Drawing | Align Left | Print Preview |  |  |  |
| Columns | Print Preview | Align Left |  |  |  | Insert Hyperlink | Insert Table | Undo |
| Drawing | Bullets | Insert Table |  |  |  | Align Left | Open | Columns |
| Undo | Insert Hyperlink | Open |  |  |  | Bullets | Print Preview | Drawing |
|  |  |  | Undo | Drawing | Align Left | Open | Bullets | Insert Table |
|  |  |  | Columns | Open | Bullets | Print Preview | Undo | Insert Hyperlink |
|  |  |  | Print Preview | Insert Table | Insert Hyperlink | Drawing | Columns | Align Left |

## p. 70, ex. 3A

6 steps are involved in carrying out the Cut and Paste task.

## p. 70, ex. 3B

1 — First; 2 — then; 3 — Like this; 4 — Now; 5 — right; 6 — Next; 7 — Finally; 8 — done that now; 9 — everything.