**Lesson 5**

**Grammar activity 10**

1)should

2)had to

3)haven’t been

4)have

5)able

6)mustn’t

7)will have been

8)could

9)should

10)will have been

**Lesson 6**

**Reading activity 11**

1)What is a word processor?

2)What basic features do word processors support?

3)What way can we define a page size and margins?

4)How can I wrap the text around?

5)What advanced features do full-featured word processors usually support?

6)Do word processors let us change the typeface?

7)How often do you use footnotes?

8)What does word wrap mean?

9)What should I do to indent a paragraph?

10) Why do we need data processing?

**Reading activity 12**

1) The most common function of a personal computer is to prepare text documents.

2) A word processor is a word processing program used to create various documents (for example, letters, reports, newsletters).

3) MS Word word processor is part of Microsoft Office.

4) Microsoft Word allows you to enter, edit and format text.

5) With Microsoft Word, you can insert pictures, tables, and charts into a document, and you can automatically correct spelling and grammar errors.

6) If you make a mistake when entering text, the auto-correction function will automatically correct it, and the auto-spell function will underline misspelled words with a red wavy line so that you pay attention to them and correct them.

7) When you enter text at the end of a line, Microsoft Word automatically moves it to the next line. Therefore, you do not need to press the Enter key at the end of the lines.

8) If your spreadsheet contains numeric data, you can easily convert it to a chart.

9) A text document can have text extensions - links, notes and comments of the reviewer in the form of hidden text, a system of bookmarks for quick search, hyperlinks, etc.

10) Common functions that can be implemented by word processors include text input to the computer from the keyboard, text editing (replacement, insertion, deletion), text formatting (changing fonts, their size, style, color, alignment, line spacing , letters, sheet size), work with a piece of text (copy, move, search), work with several documents at once, save text as a separate file or print.