

# Practice: Fill in the blanks

## Part 1

Use collocations to complete these sentences:

Make calls	give presentation	send text	access the internet
do research	transfer money	store information	

1. Thanks to Wi-Fi, it's now easy to .....from cafes, hotels, parks and many other public places.
2. Online banking lets you .....between your accounts easily and securely.
3. *Skype* is a technology that enable users to ..... over the Internet for free.
4. In many universities, students are encouraged to ..... using PowerPoint in order to make their talks more visually attractive.
5. The Web has revolutionized the way people ..... – with sites such as *Google* and *Wikipedia*, you can find the information you need in seconds.
6. Cookies allow a website to ..... on a user's machine and later retrieve it; when you visit the website again, it remembers your preferences.
7. With the latest mobile phones, you can ..... with multimedia attachments – pictures, audio, even video.

## Part 2

<b>update,</b> <b>transforms,</b>	<b>planning ,</b> <b>cell ,</b>	<b>calculate,</b> <b>commands</b>	<b>make,</b>	<b>row,</b>
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Ok, everyone. Let's begin with the basics. A spreadsheet program is normally used in business for financial(1).....– to keep a record of accounts, to analyze budgets or to (2) ..... specific calculations. It's like a large piece of paper divided into columns and rows. Each column is labelled with a letter and each(3)..... is labelled with a number. The point where a column and a row intersect is called a (4)..... For example, you can have cells A1, B6, C5 and so on.

A cell can hold three types of information: text, numbers and formulae.

Formulae are functions or operations that add, subtract, multiply or divide existing values to produce new values. We can use them to (5).....totals, percentages or discounts.

When you change the value of one cell, the values in other cells are automatically recalculated. You can also (6)..... the information in different worksheets by linking cells. This means that when you make a change in one worksheet, the same change is made in the other worksheet.

The format menu is a spreadsheet usually includes several (7).....allowing you to choose the font, number alignment, borders, column width, and so on.

Most spreadsheet programs can also generate graphic representations. The value of cells are shown in different ways, such as line graphs, bar or pie charts. There are even three-dimensional options.

Some spreadsheet programs also have a database facility which (8).....the values of the cells into a database. In this case, each column is a field and each row is a record

**Part 3**

***B. Put the words in the spaces.***

attach                      browse                      field                      inboxes  
open                      send                      size

You can send almost any file as an attachment. 1\_\_\_\_\_ through the folders on your computer until you find the file you want to attach. Click on "2\_\_\_\_\_". The file will appear in the attachments 3\_\_\_\_\_. Then click "4\_\_\_\_\_", and wait while the file uploads. Add more files if you wish. When you have finished adding files, click "5\_\_\_\_\_".

Some email 6\_\_\_\_\_ will only receive attachments up to a certain 7\_\_\_\_\_ with one email, for example 10MB. If you need to send a lot of very big attachments, it's sometimes necessary to spread them over a number of separate emails.

**Part 4**

DAW	CD ripper	hypermedia	sound card	video coputing
MIDI	webcast	streaming audio techcology		

1. The power of multimedia software resides in hypertext, ..... and interactivity.
2. As long as your computer has a....., you can use it to capture sounds in digital format and play them back.
3. Sound cards offer two capabilities: a built-in stereo synthesizer and a system called .....which allows electronic musical instruments to communicate with computers

4. A.....(DAW)lets you mix and record several tracks of digital audio.
5. ....is a program that extracts music tracks and saves them on disks as MP3s
6. ....lets you listen to the audio in a continuous streams while it is being transmitted.
7. The broadcast of an event over the web is called a.....
8. ....refers to recording, manipulating and storing video in digital format.

## **Part 5**

**Complete the letter with *suitable words***

On	in (2)	for (4)	since	ago	until	where	been	start
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Dear Mr Mikkola,

I am writing to apply (1)\_\_\_\_\_a job of graphic designer, which was advertised (2)\_\_\_\_\_ your company website.

I have a bachelor's degree (3)\_\_\_\_\_graphic design from Koln Technical College, Germany. I started to work in the DTP field six years (4)\_\_\_\_\_, when I attended an in-company training course in Helsinki as part of the Leonardo Da Vinci Program. The project was coordinated by Heltech College, and I did practical training in Lonberg P.O, a Finnish company specializing (5)\_\_\_\_\_ printing advertising material.

Before taking my present job, I worked for two years with KBI, a German publishing company,(6)\_\_\_\_\_I used Adobe Illustrator, Photoshop and Quark Express to layout books and magazines. I stayed in this job (7)\_\_\_\_\_ June 2004.

(8) \_\_\_\_\_ the last three years I have been working part-time at VEM Verlag, where I've been responsible(9)\_\_\_\_\_graphic design and digital imaging. (10)\_\_\_\_\_ February this year I have (11)\_\_\_\_\_using Adobe InDesign, the new standard in professional page layout. I have knowledge of mainstream computer platforms, including Macintosh and Windows.

I would welcome the opportunity to work for your company. I would like to improve my graphic and typographic design skills and eventually more into management.

Please find enclosed my CV along with samples of my work. I will be available (12)\_\_\_\_\_ an interview at any time. The earliest date that I could (13)\_\_\_\_\_ work is 21 May.

## **Part 6: put the verbs into the correct forms**

*Complete these texts with the passive form of the verbs in brackets.*

The Phonograph (*invent*) \_\_\_\_\_ by Thomas Edison in 1877, who discovered how to record music and voice on a metal cylinder of tin foil.

Magnetic tapes (*manufacture*) \_\_\_\_\_ by German audio engineers at AEG and Bash in the 1930s, and the first compact disc (*design*) \_\_\_\_\_ by Philips and Sony in 1980. Three years later, CDs reached the market in Asia and the US. In the near future, CDs, (*probably replace*) \_\_\_\_\_ by new technologies such as DVD-Audio, HD-DVD and Blu-ray discs.

The most recent development in digital recording has been the MP3 format, which has generated the market for portable Mp3 players and iPods. Today, more than 50% of all music (*buy*) \_\_\_\_\_ online and many music tracks (*download*) \_\_\_\_\_ illegally.

## **Part 7**

### **The telephone**

Alexander Graham Bell is remembered today as the inventor of the telephone in 1876. A year later, his invention (*improve*) \_\_\_\_\_ by Thomas Edison, by adding a microphone.

The first fully automatic mobile phone (*introduce*) \_\_\_\_\_ by Motorola in 1981. Nowadays, new mobile phones (*develop*) \_\_\_\_\_, with emphasis on multimedia, radio and real-time TV. Some models (*call*) \_\_\_\_\_ smartphones.

## **Part 8**

### **The computer**

The first computers built using silicon chips went on sale in 1965. Microsoft (*found*) \_\_\_\_\_ by Bill Gates and Paul Allen in 1975 to sell a version of the BASIC language for the Altair computer. The first IBM-PC (*sell*) \_\_\_\_\_ in 1981, becoming a standard for personal computers.

Every year, more and more people get on the Internet. Today, the Web (*can access*) \_\_\_\_\_ from PDAs, mobile phones – indeed, from anywhere at any time. In the future, artificial intelligence and voice recognition (*incorporate*) \_\_\_\_\_ into most computer applications.

**Complete these sentences with words from the box**

Raster graphics	Wireframe	Filters	Toolbox
Vector graphics	Rendering	Primitives	

1. Graphics programs have a \_\_\_\_\_ that enables you to draw, paint and edit images on the computer.
2. Bitmaps, or \_\_\_\_\_, are stored as a series of tiny dots called pixels.
3. \_\_\_\_\_ are created using mathematical formulas describing shapes, lines and curves. They are used by drawing programs to create images that can be scaled without loss of quality.
4. The basic elements used to construct graphical objects are called \_\_\_\_\_; they include lines, circles, polygons and text.
5. CAD designers often start a project by making a \_\_\_\_\_, a drawing showing the edges and vertices of a 3-D model.
6. \_\_\_\_\_ is the technique used to make a graphic object look realistic, by adding reflection, shadows and highlights.
7. In image-editing programs, \_\_\_\_\_ are special effects that can be applied to pictures.