

Test. Module 4

A. Vocabulary

1. 1 – b	2. 1 – c	3. 1 – d	4. 1 – column
2 – g	2 – d	2 – f	2 – row
3 – a	3 – a	3 – a	3 – cell
4 – e	4 – g	4 – e	4 – formulae
5 – d	5 – b	5 – g	5 – record
6 – h	6 – e	6 – h	6 – field
7 – f	7 – f	7 – c	7 – query
8 – c		8 – b	

B. Language work

5. 1) I need some 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 with the program.

6. 1) the	7. 1) businesses	8. 1) First, ...
2) -	2) software	2) Move your cursor ...
3) -	3) technologies	3) Next, ...
4) an	4) analysis	4) Then choose ...
5) a	5) taxes	5) Once the picture ...
6) -	6) switches	
7) the	7) women	
8) -	8) children	
9) -	9) formulae	
10) the	10) queries	

C. Reading

9. 1 – false – An office suite ...

2 – true

3 – false – OpenOffice is free ...

4 – true

10. 1) Application office suites usually include a word processor, a spreadsheet program, a presentation program and some other utilities.

2) OpenOffice is free to download, use and distribute.

3) GUI interface

4) Office suites are reasonably secure, as long as you have an anti-virus program, and may include a document recovery tool that helps you retrieve documents after a system failure.

11. 1) office suite

2) productivity suite

3) collaboration groupware

4) relational database

5) OLE

6) operating system

12. Basic office software

Most businesses use office suites - a collection of programs that allows users to create various type of files – text document, presentation, spreadsheet. Application office suites usually include programs for all of these types and some other utilities.

The most popular office suites are *Microsoft Office*, *Lotus SmartSuite* and *OpenOffice* that available under the GNU Licence. Also, online office suites such as *Google Apps* and *ThinkFree Office* are popular for collaborations.

The OLE feature of office components allows users to insert information from one program to another one of the methods – linking or embedding.

Office suites are available for most operating system.