
2.2 Using software: useful verbs

Match the words on the left with the words on the right.

Set 1

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|--------------------------------|--------------------------|
| 1. arrange the | a. a Microsoft Word file |
| 2. cut and paste | b. a new window |
| 3. install | c. photo. It's too big. |
| 4. open the document in | d. an application |
| 5. resize the | e. some text |
| 6. save it as | f. icons on the desktop |

Set 2

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|--------------------------|-----------------------------|
| 1. copy the | a. for a lost file |
| 2. customize your | b. a program |
| 3. launch | c. "search" function |
| 4. search | d. text into a new document |
| 5. send the file | e. to a different folder |
| 6. use the | f. desktop |

Set 3

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|-----------------------------------|--------------------|
| 1. accidentally deleted an | a. menu |
| 2. exit | b. important file |
| 3. click on that button | c. an application |
| 4. pull down a | d. as a web page |
| 5. replace the existing | e. on the task bar |
| 6. view | f. file |

Set 4

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|-------------------------|------------------------|
| 1. close down an | a. after a session |
| 2. log off | b. all folders |
| 3. look in | c. application |
| 4. put the file | d. hard drive |
| 5. run a | e. on a USB memory key |
| 6. wipe the | f. program |