**Test Module 4. 11.05** .

1. Vocabulary

1) 1. b

2. g  
3. a  
4. e  
5. d  
6. h  
7. f  
8. c

2) 1. c

2. d  
3. a  
4. g  
5. b  
6. e  
7. f

3) Я не разглядела картинки:(

4)

1. colum  
2. row  
3. cell  
4. formulae  
5. record  
6. field  
7. query

1. Language work

5) 1. some advice (not an advice)  
 2. is (not are)

3. many (not much)  
 4. a little time (not a few)

6) 1. the  
 2. —   
 3. —   
 4. an  
5. a  
6. —   
7. an  
8. —   
9. —   
10. the

7) 1. businesses  
 2. software  
 3. technologies  
 4. analyses  
 5. taxes  
6. switches  
7. women  
8. children  
9. formulas  
10. queries

8) 1. First, find the picture that you want to insert as an illustration in a Word document.  
 2. Move your cursor over the picture and right click. A pop up menu will appear on the screen. Choose Copy to copy the image onto the Clipboard.  
 3. Next, switch to your Word document and click where you want to insert the image.  
 4. Then choose Edit on the Menu bar at the top of the screen, and click Paste. This will insert the picture at the insertion point.  
 5. Once the picture has been pasted, you may like to resize it and move it to a different location.

1. Reading

9) 1. False (an office, not a graphic suite)  
 2. True  
 3. False (OpenOffice, not IBM...)  
 4. True

10) 1. Office suites usually combine a word processor, a spreadsheet program and a presentation program, but they can also contain a database manager, an email client, a web browser, instant messaging, collaboration groupware, and a personal information manager, or PIM.  
 2. OpenOffice is a free, open-source suite, which means anyone can use it or modify it.  
 3. The components of an office suite share a consistent graphical user interface.  
 4. Office suites 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. object linking and embedding  
 6. OS

1. Writing  
   This text refers to the most popular office software for business. The text discusses such popular desktop software packages as Microsoft Office, IBM Lotus SmartSuite as well as OpenOffice. The online office software suites Google Apps and ThinkFree Office are also discussed. All office software suites include word processing, spreadsheet and presentation software, which are all essential to business. The text also talks about the components of each office suite: GUI, OLE and programs that allow you to recover files in case the system crashes