1.8 Printing

A. Put the words in the spaces.

cartridge	collate	cover	feed
double-sided	landscape	mono	out
out of	portrait	jammed	print-heads
reload	replacement	via	

1. When the ink runs out, you have to change the _____.

2. _____ cartridges can be ordered online.

3. To change the cartridge, you have to lift the _____.

4. The printer is connected to the computer _____ a USB cable.

5. The printer is _____ paper. _____ the paper tray.

6. I think some paper is _____ inside the printer.

7. My printer keeps getting jammed. I think there's a problem with the paper _____.

8. Shall I print this _____ in colour or black and white?

9. "Black and white" is also known as _____.

10. If there's a problem with the print quality, perhaps the _____ need cleaning.

11. Can your printer do _____ printing?

12. To _____ means to put all the pages into the correct order.

13. This page is in _____ orientation.

14. This page is in _____ orientation.

Punctuation and symbols

B. Match the words with the punctuation marks and symbols.

1. full stop		a.	!
2. comma		b.	@
3. exclamation mark		c.	,
4. question mark		d.	&
5. single quotes		e.	.
6. double quotes		f.	=
7. dollar sign		g.	'Hello'
8. percentage sign		h.	→
9. ampersand		i.	*
10. asterisk		j.	"Hello"
11. hash		k.	_
12. brackets		l.	-
13. left bracket		m.	?
14. square brackets		n.	/
15. underscore		o.	( )
16. hyphen		p.	$
17. plus sign		q.	\
18. equals sign		r.	[ ]
19. colon		s.	%
20. semicolon		t.	(
21. "at" sign		u.	#
22. forward slash		v.	:
23. backward slash		w.	+
24. arrow		x.	;

C. Look at this table, and answer true or false.

Departure times

Bristol	London	Dover
8.15	10.30	12.45
14.00	16.15	18.30
17.45	19.00	21.15

1. All the cells are the same size.

2. There are four columns and three rows.

3. The text in the top bar is reversed-out.

4. The middle column has a lighter flood fill.

5. The text is centred within its cells.

6. The table gridlines are grey.