

### Get ready!

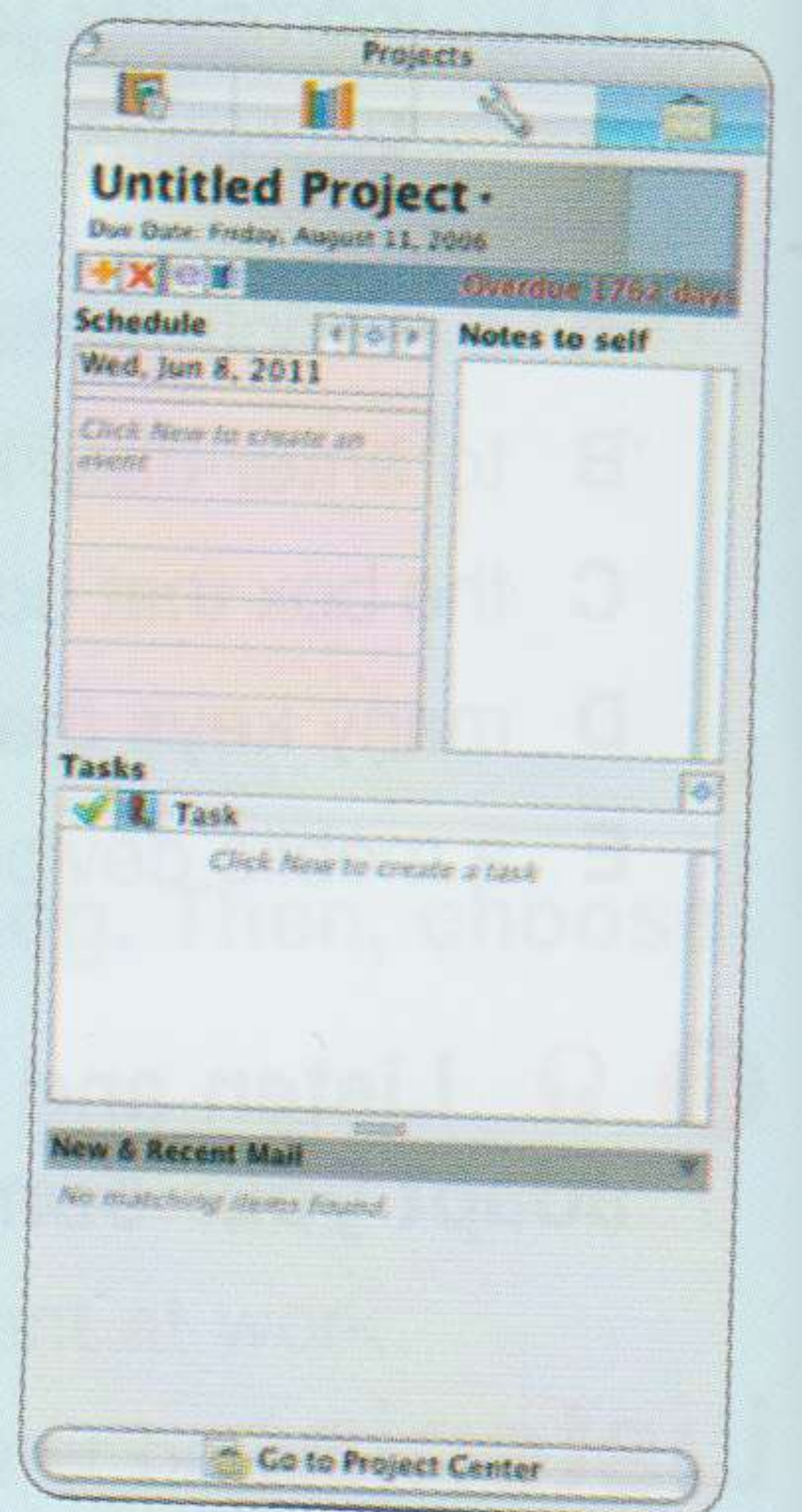
1 Before you read the passage, talk about these questions.

- 1 What do people use a word processor for?
- 2 What are some useful tools in word processing programs?



### 1.01 The Basics

Do you need to do some word processing? But you're not sure how to begin? This tutorial teaches the basics. When you first open the program, you will see a blank sheet. Use the **ruler** to adjust your **margins**. Just click TAB to **indent** and click ENTER to start a new paragraph. Then start typing.



You're probably now wondering about **font**. Select your font size and style from the drop boxes on the **toolbar**. The toolbar contains everything you need to format your document. All the symbols up there may be confusing at first, but you'll learn what they are quickly. Use the **bold**, *italics* and underline functions to customize your font.

Now that you are typing, familiarize yourself with some of the other tools. Numbers and **bullets** can be very useful for creating lists, for example.

As you continue, you may want to make some edits. Edit tools such as **cut**, **paste** and **delete** are very useful. **Highlight** the text you want to edit and then make your selection.

### Reading

2 Read the excerpt from a tutorial. Then, choose the correct answers.

- 1 What is the tutorial mainly about?
  - A ways to make a new document
  - B how to use the computer
  - C a guide to creating a toolbar
  - D how to use a computer program
- 2 What is NOT true according to the tutorial?
  - A the ruler helps set margins
  - B cut and paste are editing functions
  - C ENTER creates an indentation
  - D font can be adjusted using the toolbar
- 3 According to the passage, which two functions are good for making lists?
  - A numbers and bold
  - B numbers and paste
  - C bullets and numbers
  - D bullets and toolbars

### Vocabulary

3 Fill in the blanks with the correct words from the word bank.

**word** BANK

ruler margins toolbar  
font paste indent

- 1 Use a professional looking \_\_\_\_\_ in business letters.
- 2 The \_\_\_\_\_ are too wide, the text won't fit.
- 3 \_\_\_\_\_ the beginning of each new paragraph.
- 4 Use the \_\_\_\_\_ at the top of the page to adjust the margins.
- 5 After you've cut text, you can \_\_\_\_\_ it anywhere in the document.
- 6 The \_\_\_\_\_ features everything needed to format a document.

4 Check (✓) the sentence that uses the underlined parts correctly.

- 1  A Bullets help show items in a list.  
 B Font is a useful editing tool.
- 2  A Adjust the toolbar to set the margins.  
 B To cut text, you need to highlight it first.
- 3  A Bold words stand out in the text.  
 B Press ENTER to indent a paragraph.

5 Listen and read the text again. Say three things you remember from the text.

### Listening

6 Listen to a conversation between a secretary and her boss. Choose the correct answers.

- 1 What are the speakers mainly talking about?  
 A a report that needs to be prepared  
 B a report that wasn't sent  
 C how to type a document  
 D how to sound professional
- 2 What does the man say about the font?  
 A Double spaced type is too hard to read.  
 B It must be larger than usual.  
 C The font size should be 12.  
 D He has trouble reading small font.

7 Listen again and complete the conversation.

S: Good afternoon Mr. Jordan. Can I help you with something?  
 B: Yes, please. 1 \_\_\_\_\_ this report and send it to Cheryl at New Horizons.  
 S: 2 \_\_\_\_\_  
 B: But I need you to make some special formatting changes.  
 S: Okay, let me write them down. What do you need done?  
 B: I need you to type it in size 14 3 \_\_\_\_\_, instead of our usual size 12. Cheryl has a 4 \_\_\_\_\_ reading anything smaller than that.  
 S: All right. Anything else?  
 B: Yes, 5 \_\_\_\_\_ space the document so that Cheryl can make notes.  
 S: Got it.  
 B: Oh, please let her know that I would like her to send it back by Friday.  
 S: Okay. I'll 6 \_\_\_\_\_ right away.  
 B: Great! Thanks. Please call me if you have any questions.

### Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

#### USE LANGUAGE SUCH AS:

- Type up this ...
- I need you to make some formatting changes ...
- I would like him/her to ...

**Student A:** You are a secretary. Discuss the formatting of a report with Student B.

**Student B:** You are a boss. Ask your secretary to prepare a document with special formatting. Talk to Student A about:

- content
- spacing
- font size

### Writing

9 You want your colleague to prepare a document. Use the conversation from Task 8 to write down your specifications for the document.

#### Notes