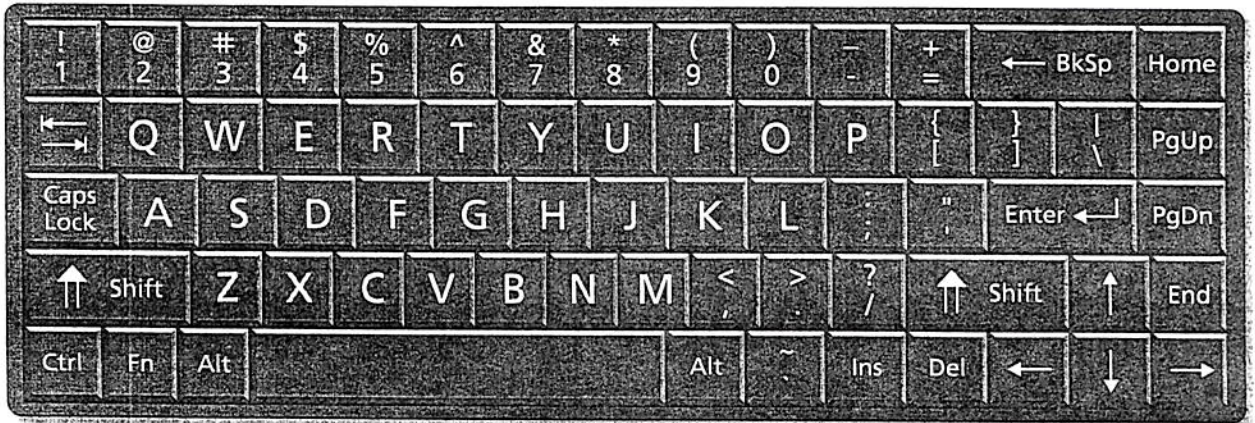## Before you start

1 Look at the notebook keyboard below. Answer the questions.

1 Which key is between G and J? _____
2 Which key is to the left of Y? _____
3 Which key lets you type in capital letters?
  _____
4 Where are the arrow keys? _____
5 Where is the multiplication sign? _____

2 Work in pairs. Choose a letter or key from the keyboard and describe where it is. Do not say which key you have chosen. Use *next to, above, below, between, on the right/left/top/bottom.*

3 Discuss these questions.

1 How often do you type letters or documents?
2 **Which** word-processing program do you use?
3 Which *commands* do you know?
4 How many different **fonts does** this **question** have?
5 Find the words in 1–3 that are in bold, in italics, underlined and highlighted.

Reading

4 Look at the table of word-processing tools and commands and their functions. Then answer the questions.

1 Which tool checks your spelling?
  _____
2 Which edit command removes text or images?
  _____
3 Which format command changes the letter size? _____
4 Which file command opens a file or document?
  _____
5 Which insert command lets you put in an image? _____
6 Which view command shows the document as a printed page? _____

Close	This command closes the open file.
Copy	This editing command copies any highlighted text or images and keeps it in memory. We say anything copied is on the clipboard.
Cut	This editing command deletes any highlighted text or image.
Font	Formats, or changes, the type style and size of the characters.
Full Screen	This view command makes the open document cover all of the screen. This also hides the menu bar and the toolbar so that you cannot see them. The menu bar shows commands and tools in words; the toolbar shows them with icons.
Language	This tool opens a thesaurus to help you find synonyms and antonyms (similar and opposite words).
Open	Opens a file from one of the computer's drives.
Paragraph	Formats the paragraph settings to change the way the paragraph looks.
Paste	This editing command puts anything that is on the clipboard onto the screen.
Picture	Inserts a picture or image into your document.
Print Layout	Views the open document as it will look when it is printed.
Save	Saves the open file or document.
Save As	Saves the file to another location, with another name or in a different format.
Spelling and Grammar	This tool checks the document or any highlighted text for spelling and grammar errors.
Symbol	You can insert many special characters with this command.
Undo	This editing tool cancels the last command. It does not work with every command.