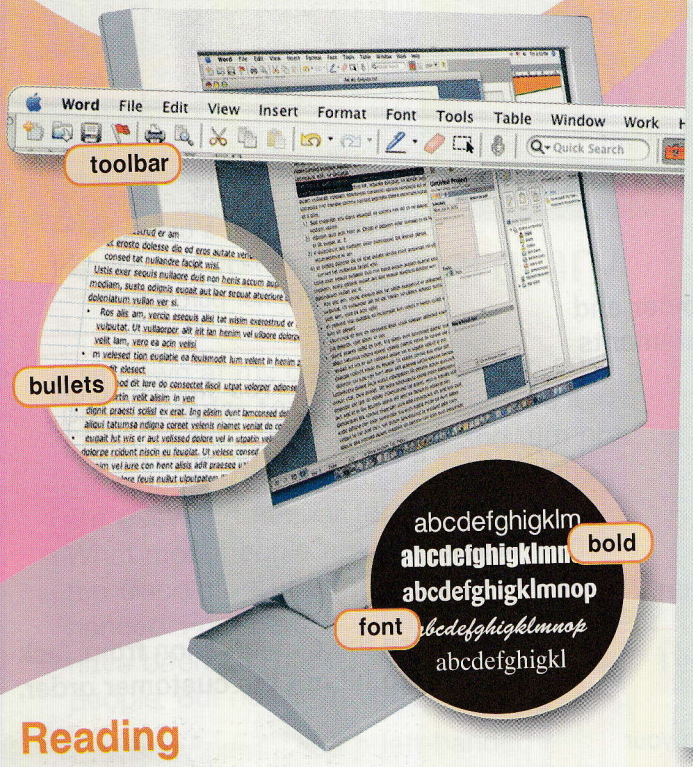
12 Word processing

Get ready!

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

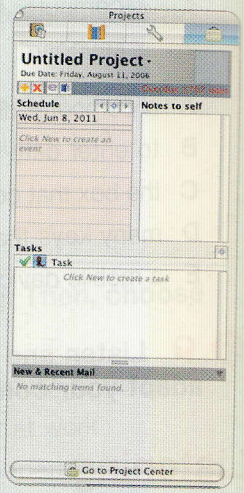
1 What do people use a word processor for?

2 What are some useful tools in word processing programs?



Computer Tutorial

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 <u>underline</u> 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 indention

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.