

## Word Processing

### 1 A

Q1. What is word processor?

We can type, edit, and print documents like letters, faxes, memos etc using a word processor program.

Q2. What kind of tasks do people use word processor for?

People use word processor for typing, editing and printing letters, faxes, memos etc.

We can insert pictures, tables, drawings, forms etc.

Q3. How many different word processing programs can you name? Which do you think is the most popular?

Microsoft Word, Word Perfect, Open Office.org, Writer, Word, etc. Microsoft Word is the most popular program.

### 1 c

1. Toolbar, formatting
2. Typeface
3. Bold, Italic
4. Indent
5. Header, footer

### 3 b

Right (5)	Done that now (8)	Next (6)	Everything (9)	Finally (7)
First (1)	Then (2)	Like this (3)	Now (4)	

### 4 A

<del>Is that write? / Is that right?</del>	<del>Yes. First / Yes. Finally</del>	<del>OK. Now + / OK. Now you</del>
<del>What last?/What next?</del>	<del>As this?/Like this?</del>	<del>Well, now choose /Well, first choose</del>

**4 b**

1. Select, drag
2. Click
3. Position
4. Click, right-click