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## Test Your Vocabulary Skills

### Using a Computer to Write a Letter – Nouns

Complete each gap below with one of the following nouns:

*application    button    file    printer    letter    floor    CPU*  
*picture    copy    monitor    stamp    feet    document    spell checker*  
*font    address    operating system    mistakes    computer    envelope*

1. Switch on the \_\_\_\_\_ and \_\_\_\_\_, then turn on the \_\_\_\_\_.
2. Sit in an upright position with your \_\_\_\_\_ placed flat on the \_\_\_\_\_.
3. Wait for the \_\_\_\_\_ to load.
4. Open a word processing \_\_\_\_\_.
5. Save the new \_\_\_\_\_ with an appropriate \_\_\_\_\_ name.
6. Select a \_\_\_\_\_ style and size.
7. Type the letter.
8. Insert a \_\_\_\_\_ from clipart.
9. Use the \_\_\_\_\_ and grammar checker to find any \_\_\_\_\_.
10. Correct any mistakes.
11. Click on the Print Preview \_\_\_\_\_ to see what the letter looks like.
12. Print one \_\_\_\_\_ of the letter, and click Save again.
13. Close the word processing application.
14. Shut down the \_\_\_\_\_.
15. Switch off the monitor and printer.
16. Sign the \_\_\_\_\_.
17. Fold the letter three times and put it in an \_\_\_\_\_.
18. Lick the back flap of the envelope and stick it down.
19. Stick a \_\_\_\_\_ on the top right-hand corner of the front of the envelope.

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20. Write the \_\_\_\_\_ of the person you have written to on the front of the envelope.

#### Answers:

1. Switch on the **monitor** and **printer**, then turn on the **CPU**.
2. Sit in an upright position with your **feet** placed flat on the **floor**.
3. Wait for the **operating system** to load.
4. Open a word processing **application**.
5. Save the new **document** with an appropriate **file** name.
6. Select a **font** style and size.
7. Type the letter.
8. Insert a **picture** from clipart.
9. Use the **spell checker** and grammar checker to find any **mistakes**.
10. Correct any mistakes.
11. Click on the Print Preview **button** to see what the letter looks like.
12. Print one **copy** of the letter, and click Save again.
13. Close the word processing application.
14. Shut down the **computer**.
15. Switch off the monitor and printer.
16. Sign the **letter**.
17. Fold the letter three times and put it in an **envelope**.
18. Lick the back flap of the envelope and stick it down.
19. Stick a **stamp** on the top right-hand corner of the front of the envelope.
20. Write the **address** of the person you have written to on the front of the envelope.