

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

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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.