

Test Your Vocabulary Skills

Using a Computer to Write a Letter – Verbs

Complete each gap below with one of the following verbs:

find wait close write switch on lick
sit type click print open correct switch off
sign select shut down fold save stick

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