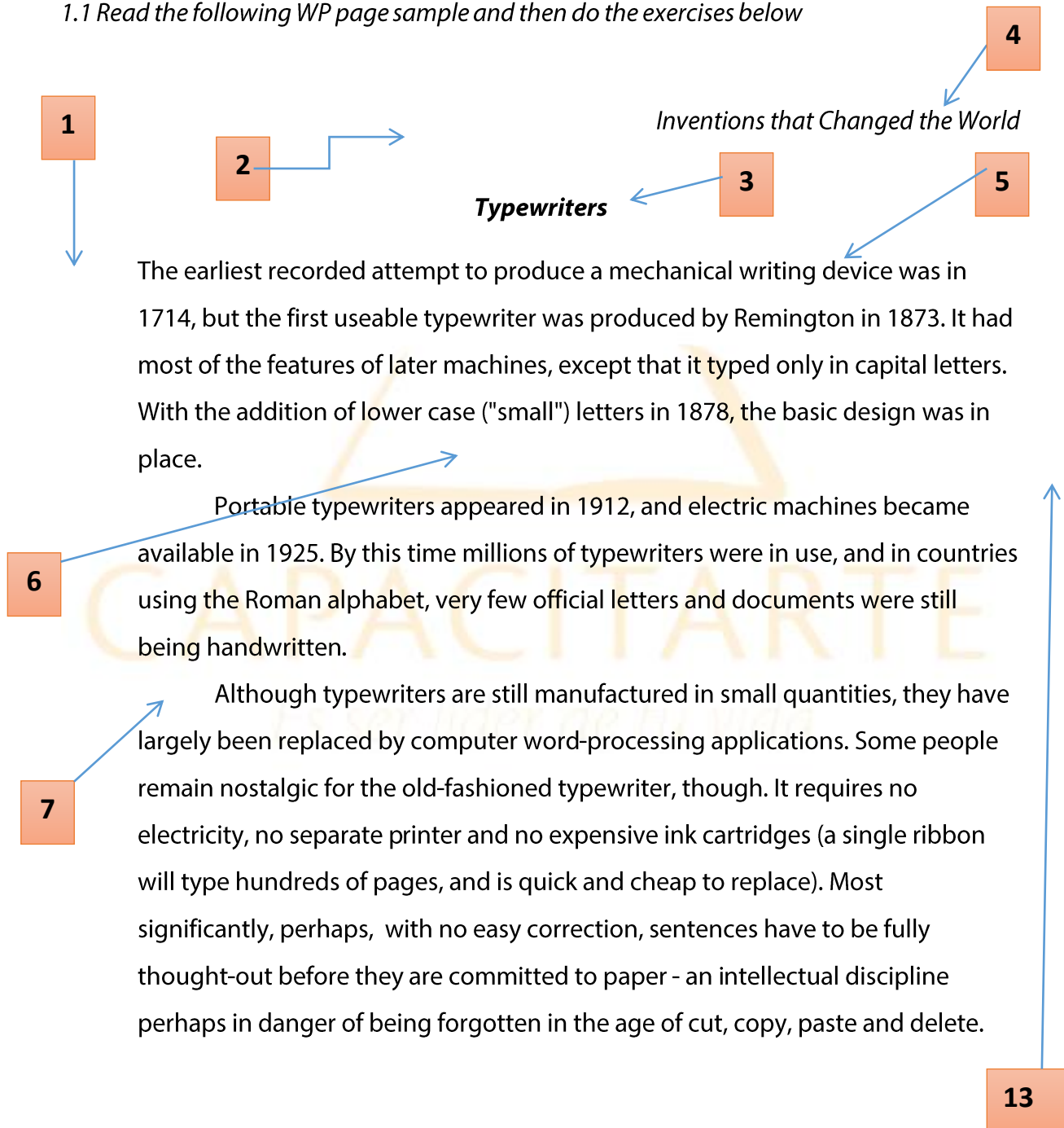# CAPACITARTE

Es ser líder de tu vida

EJERCITACIÓN MÓDULO 4 – Clase 2

1. Word Processor

1.1 Read the following WP page sample and then do the exercises below

4

1

2

Inventions that Changed the World

3

5

Typewriters

The earliest recorded attempt to produce a mechanical writing device was in 1714, but the first useable typewriter was produced by Remington in 1873. It had most of the features of later machines, except that it typed only in capital letters. With the addition of lower case ("small") letters in 1878, the basic design was in place.

6

Portable typewriters appeared in 1912, and electric machines became available in 1925. By this time millions of typewriters were in use, and in countries using the Roman alphabet, very few official letters and documents were still being handwritten.

7

Although typewriters are still manufactured in small quantities, they have largely been replaced by computer word-processing applications. Some people remain nostalgic for the old-fashioned typewriter, though. It requires no electricity, no separate printer and no expensive ink cartridges (a single ribbon will type hundreds of pages, and is quick and cheap to replace). Most significantly, perhaps, with no easy correction, sentences have to be fully thought-out before they are committed to paper - an intellectual discipline perhaps in danger of being forgotten in the age of cut, copy, paste and delete.

13

9

8

11

127

10
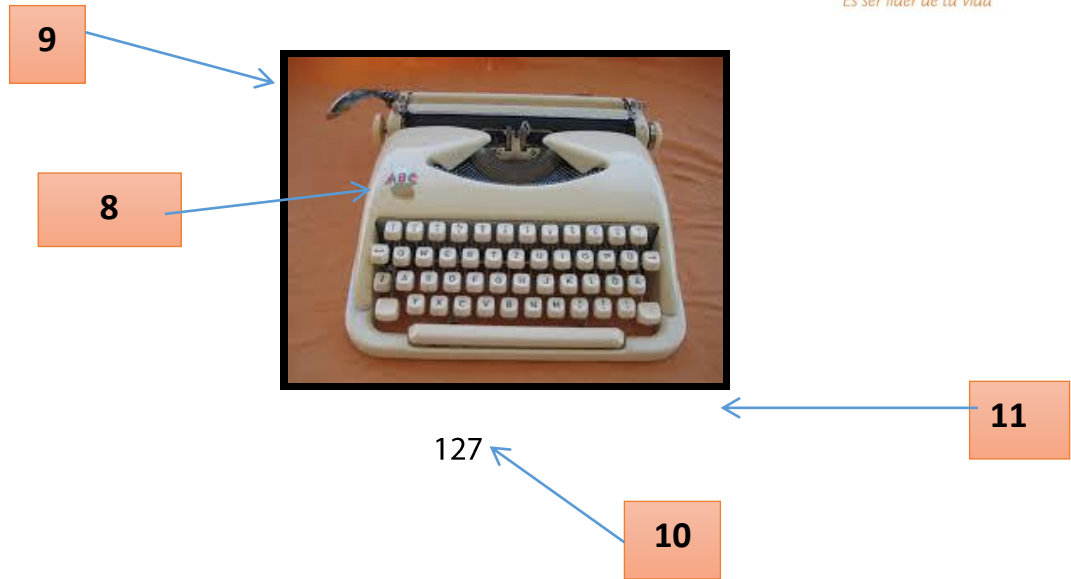
A. Write the numbers next to the words:

_2_ _top margin
___bottom margin
___left-hand margin
___right-hand margin
___heading (or title)
___body text
___paragraph break
___indent
___illustration
___border (or frame)
___page number
___page border (or edge of the page)

B. Choose the best words.

1. The text about typewriters is divided into three _____.

    a. sections **b.** paragraphs **c.** chunks

2. Times, Arial and Courier are types of _____.

    a. lettering **b.** character **c.** font

3. The text about typewriters is _____.

   a. single spaced **b.** double spaced **c.** one-and-half spaced

4. "Inventions that Changed the World" is the _____.

   a. header **b.** footer **c.** footnote

5. Do you think the margins are too _____ or _____?

   a. big / small **b.** wide / narrow **c.** long / short

6. Do you like the page _____?

   a. layout **b.** organisation **c.** pattern

C. Match the words with the punctuation marks and symbols.

1. full stop	**a**) !
2. comma	b) @
3. exclamation mark	c) ,
4. question mark	d) &
5. single quotes	e) .
6. double quotes	f) =
7. dollar sign	g) 'Hello'
8. percentage sign	h) _
9. ampersand	i) *
10. asterisk	j) "Hello"
11. hash	k) _
12. brackets	l) -
13. left bracket	m) ?
14. square brackets	n) /
15. underscore	o) ( )
16. hyphen	p) $
17. plus sign	q) \
18. equals sign	r) [ ]
19. colon	s) %
20. semicolon	t) (
21. "at" sign	u) #
22. forward slash	v) :
23. backward slash	w) +
24. arrow	x) ;

2. Giving Instructions

2.1 Look at the explanation above and then correct six mistakes in this dialogue

A: I need a photo for my C.V. How do I insert one into this Word document?
B: Well, now choose *Insert* on the Menu bar.
A: As this?
B: Yes. From the *Insert* menu, select *Picture*. As you can see, this displays a drop-down menu with different options. *ClipArt, From File, From Scanner, Chart,* etc. Select *From File* and you'll get a dialog box.
A: OK. I've done that now. What last?
B: Ok. Now I navigate your hard drive's contents and find the picture that you want to insert.
A: Right. I'd like to include this one.
B: OK, good. Now click *Insert* and the photograph will be inserted into your document.
A: Here it is. Is that write?
B: Yes. First, right-click with the mouse and select *Format Picture* to adjust size and other properties.
A: Brilliant, thanks!

3. Spreadsheets basics

3.1 Choose the best word

1. A basic spreadsheet is a _____ of spaces for data.

   a. grid **b.** cage **c.** ladder

2. A spreadsheet consists of columns and _____.

   a. lengths **b.** lines **c.** rows

3. A spreadsheet grid is called a worksheet. A file containing one or more worksheets is called a _____.

   a. workout **b.** work **c.** workbook

4. In the worksheet above, the _____ cell is in column A, row 1.

a. important **b.** active **c.** focus

5. Use the mouse pointer to select a single cell or _____ of cells.

a. bunch **b.** group **c.** block

6. It's easy to adjust the column _____.

a. size **b.** width **c.** space

7. Spreadsheets can perform mathematical _____.

a. calculations **b.** deductions **c.** jobs

8. To get a worksheet to perform a mathematical calculation, you have to enter a _____.

a format **b.** form **c.** formula

9. A number in a spreadsheet cell is often called a _____.

a. digit **b.** numeral **c.** value

10. To remove the contents of a cell is to _____ that cell.

a. clean **b.** wash **c.** clear

11. To remove a complete row is to _____ that row.

a. wipe **b.** delete **c.** erase

12. Changing the fonts, colours etc. of a spreadsheet is called _____.

a. formatting **b.** forming **c.** reforming

3.2 Choose the best words from each pair in grey type.

Three useful features in Microsoft Excel:

_ Cells can contain 1 **text** / **language**, numerical 2 **values** / **details** and formulas. It's also possible to add pop-up comment 3 **boxes** / **squares** containing additional information (choose **Comment** from the **Insert** menu).

_ The **Fill** and **Autofill** commands can be used for making multiple copies of the contents of a cell. Autofill can also be used to automatically create a 4 **list** / **series** of months, numbers etc.

_ You can improve the 5 **looks** / **appearance** of a spreadsheet very quickly by using the **AutoFormat** feature.

RESPUESTAS

1. Word Processor

A. Write the numbers next to the words:

> _2_ top margin
> _11_ bottom margin
> _1_ left-hand margin
> _12_ right-hand margin
> _1_ heading (or title)
> _5_ body text
> _6_ paragraph break
> _7_ indent
> _8_ illustration
> _9_ border (or frame)
> _10_ page number
> _4_ page border (or edge of the page)

B. Choose the best words.

1. The text about typewriters is divided into three *paragraphs*.

2. Times, Arial and Courier are types of *font*.

3. The text about typewriters is *double spaced*.

4. "Inventions that Changed the World" is the *header*.

5. Do you think the margins are too *wide* or *narrow*.

6. Do you like the page *layout*

C. Match the words with the punctuation marks and symbols.

1. full stop *e*	**a**) !
2. comma *c*	b) @
3. exclamation mark *a*	c) ,
	d) &

4. question mark *m*	e)	.
5. single quotes *g*	f)	=
6. double quotes *j*	g)	'Hello'
7. dollar sign *p*	h)	_
8. percentage sign *s*	i)	*
9. ampersand *d*	j)	"Hello"
10. asterisk *i*	k)	_
11. hash *u*	l)	-
12. brackets *o*	m)	?
13. left bracket *t*	n)	/
14. square brackets *r*	o)	( )
15. underscore *k*	p)	$
16. hyphen *l*	q)	\
17. plus sign *w*	r)	[ ]
18. equals sign *f*	s)	%
19. colon *v*	t)	(
20. semicolon *x*	u)	#
21. "at" sign *b*	v)	:
22. forward slash *n*	w)	+
23. backward slash *q*	x)	;
24. arrow *h*		

2. Giving Instructions

2.1 Look at the explanation above and then correct six mistakes in this dialogue

A: I need a photo for my C.V. How do I insert one into this Word document?
B: Well, ~~now~~ _first_ choose *Insert* on the Menu bar.
A: ~~As~~ _Like_ this?
B: Yes. From the *Insert* menu, select *Picture*. As you can see, this displays a drop-down menu with different options. *ClipArt, From File, From Scanner, Chart,* etc. Select *From File* and you'll get a dialog box.
A: OK. I've done that now. What ~~last~~ _next_?

B: Ok. Now ~~t~~ _you_ navigate your hard drive's contents and find the picture that you want to insert.
A: Right. I'd like to include this one.
B: OK, good. Now click _Insert_ and the photograph will be inserted into your document.
A: Here it is. Is that ~~write~~ _right_?
B: Yes. ~~First~~ _Finally_, right-click with the mouse and select _Format Picture_ to adjust size and other properties.
A: Brilliant, thanks!

3. Spreadsheets basics

3.1 Choose the best word

	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			

2.11 Spreadsheets

1. A basic spreadsheet is a _grid_ of spaces for data.

2. A spreadsheet consists of columns and _rows_.

3. A spreadsheet grid is called a worksheet. A file containing one or more worksheets is called a _workbook_.

4. In the worksheet above, the _active_ cell is in column A, row 1.

5. Use the mouse pointer to select a single cell or _block_ of cells.

6. It's easy to adjust the column _width_.

7. Spreadsheets can perform mathematical _calculations_.

8. To get a worksheet to perform a mathematical calculation, you have to enter a _formula_.

9. A number in a spreadsheet cell is often called a _value_.

10. To remove the contents of a cell is to _clear_ that cell.

11. To remove a complete row is to *delete* that row.

12. Changing the fonts, colours etc. of a spreadsheet is called *formatting*.

3.2 Choose the best words from each pair in grey type.

Three useful features in Microsoft Excel:

_ Cells can contain *text*, numerical *values* and formulas. It's also possible to add pop-up comment *boxes* containing additional information (choose **Comment** from the **Insert** menu).

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_ You can improve the *appearance* of a spreadsheet very quickly by using the **AutoFormat** feature.