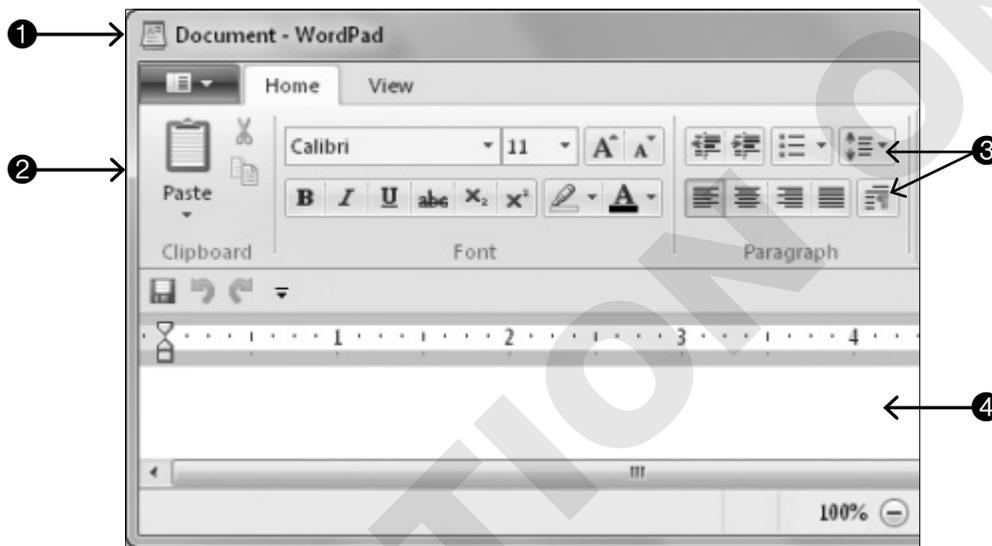


CHAPTER 3

Using Windows Programs

3.1 Fill in the Blanks

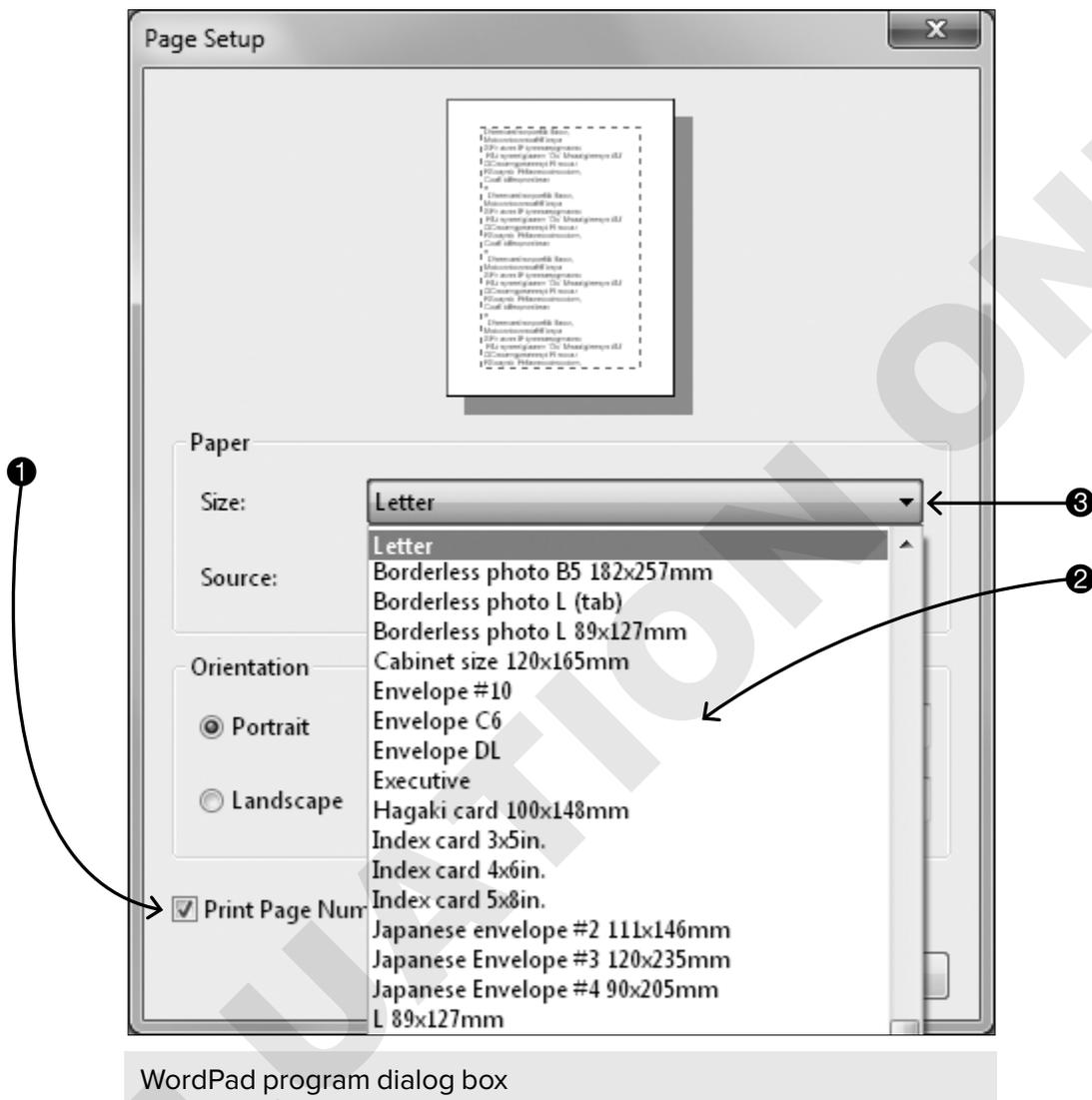
Fill in the blanks in the following sentences about the WordPad program window.



1. The _____ tells you what program you are using.
2. The _____ is a bar showing different icons; each icon does a different job when you click on it.
3. _____ are icons that do different things when you click them with the mouse.
4. The _____ is the place where your work shows when you put it in by typing or using the mouse.

3.2 Fill in the Blanks

Write the correct word that goes in each blank.



WordPad program dialog box

1. You click in the _____ to check or uncheck them.
2. The _____ is a list of choices that opens when you click the drop-down arrow.
3. The _____ is the arrow you click on to open the drop-down list box.

3.3 Paired Conversation

With a partner, take turns reading the A and B parts of the conversation. Fill in each blank using the right word (or words) from the Word Bank. Circle the verbs in the conversation. (Verbs show action.)

WORD BANK

drawing	play	learning	software
maximize	settings	computer game	dialog boxes
hardware	Paint	minimize	

Student A Yesterday we learned how to _____ a window.

Student B Yes, I remember. The window disappeared but did not really close.

Student A Do you remember how to _____ a window?

Student B Yes. Now let's talk about what we learned today.

Student A Today we learned about _____.

Student B Is that like the computer and the monitor?

Student A Right. We also learned about _____.

Student B That's like WordPad and Paint that are added into the computer.

Student A That's true.

Student B We also learned about the _____.

Student A Yes. Dialog boxes are important because they let you select the _____ that you want.

Student B Did you play a _____ today?

Student A Not really. I just watched somebody else _____.

Student B We did practice using the _____ program.

Student A I liked _____ a map and typing the names of the streets.

Student B Well, I'm so glad we are _____ so much!

3.4 Verb Worksheet

Fill in the blanks. Select the best answer for each sentence using the computer verbs in the Word Bank.

WORD BANK

appear	check	clear
let up	play	preview
release	view	hold

1. You can _____ a document to see how it will look when you print it.
2. To _____ is to show on the screen so you can see it.
3. To uncheck a box is called to _____ it.
4. To _____ means to click the box so that a checkmark appears.
5. To look at something is to _____ it.
6. To _____ means to use a computer game.
7. To keep your finger pressed on the mouse button is to _____ the button.
8. To _____ means to take your finger off of the mouse button.
9. To _____ means to release or let go of a button.

3.5 Fill in the Blanks

Fill in the missing words in the sentences below. Look at the picture of the Windows Calculator to help you.



Exercise A: Add Two Numbers

1. Click the first _____.
2. Click the _____ sign.
3. Click the _____.
4. Click the _____ sign.

Exercise B: Multiply Two Numbers

5. Click the first _____.
6. Click the _____ sign.
7. Click the _____.
8. Click the _____ sign.

3.6 Partner Activity: Practice Reading and Pronunciation

Your teacher will read the paragraph below as you listen to the pronunciation. Then, with a partner, take turns reading the paragraph. Each partner should practice reading two or three times. After you finish reading, answer the questions at the bottom of the page.

Practice Reading

Learning how to use Windows programs is interesting and useful. One of the most interesting programs that we learned how to use was the Paint program. Every Windows computer has the Paint program. You can draw pictures using the tools. Some tools are easy to use and some take time to learn, but it is a lot of fun to learn how to use them all. In Paint, you can use tools on the Ribbon by clicking on them. When you click on a tool, a special symbol shows for the mouse pointer. Each tool has its own symbol. We didn't use all of the tools, only a few to see how they work. If you want to pick a color, you have to click one of the colors near the right side of the Ribbon. We should practice drawing more pictures to learn to use more tools in the Paint program.

Questions

Answer the following questions in complete sentences. Read your answers to your partner.

1. Why do people use the Paint program?

2. What kinds of tools did you use in Paint?

3. How do you change the color that you are using?

3.7 Unscramble the Sentences

Unscramble the following sentences. Write the sentences in the correct order on a separate piece of paper, adding the punctuation where necessary. Sometimes more than one answer is possible.

1. such as the monitor / of the computer system / and the keyboard / the physical part / Hardware is
2. with a list / you can choose / A drop-down list box / of more things / is a box
3. A window / to select / you can check / with boxes / called a dialog box / what you want is
4. you want / A checkbox / to select something / you can check / is a box that
5. to make / called a drop-down list arrow / you can click / appear is / the drop-down list / An arrow
6. about how / Settings / is set up / a program / are information
7. Programs / software / the computer / not hardware / added to / that are / are called
8. is called / The way / its appearance / something looks
9. and Paint / to show / you click it / The program menu button / opens when / new choices / in WordPad

3.8 Crossword Puzzle

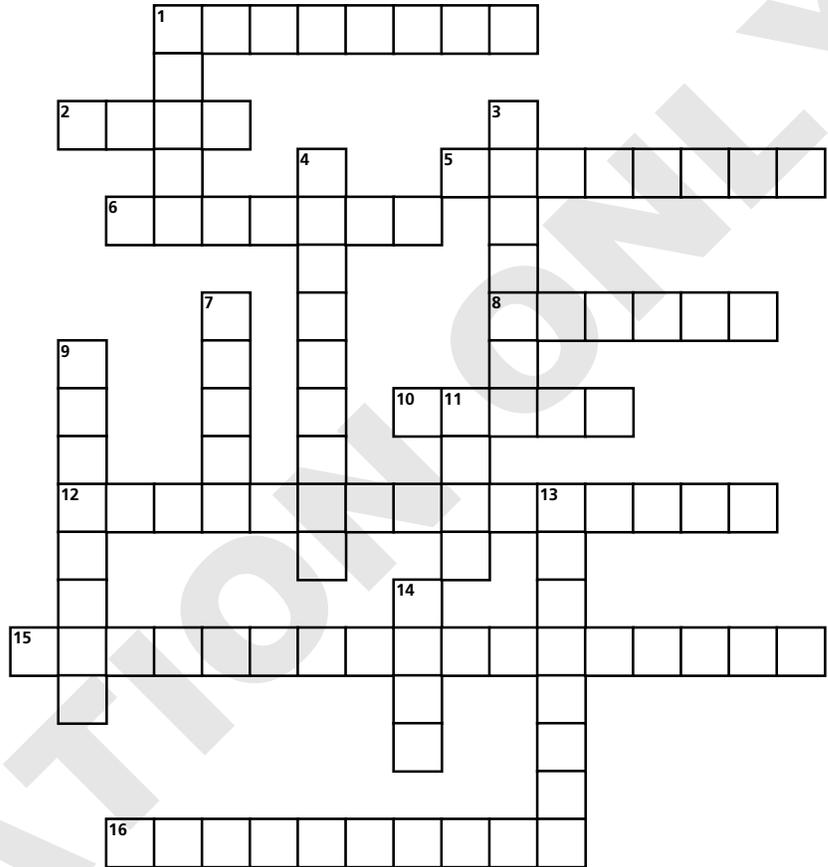
Fill in the words across and down to complete the puzzle.

ACROSS

1. A box that you can check to choose something that you want
2. To look at something
5. A set of information about how a program is set up
6. To see how information will look when it prints so you can decide what you want to do
8. When something shows and you can see it
10. To click a box so a checkmark appears
12. A list that appears with more things you can choose from
15. An arrow you can click to make a drop-down list appear
16. The way something looks

DOWN

1. To click a button or box to remove what you had before
3. To take your finger off of the mouse button
4. A window with boxes you can check to select what you want
7. To release or let go of a button
9. The physical part of the computer system
11. To keep your finger pressed on the mouse button
13. Everything in the computer system that is not hardware
14. To use a computer game



3.9 Answer the Questions

Take some time to think about what you have learned in this chapter.

Exercise A

Write a sentence that answers each question. If you need help, look in Chapter 3, Using Windows Programs of the textbook and read until you find the answer.

1. What are three types of computer hardware?

2. Where is one place where you can change computer settings?

3. What is another word for letting go of the mouse button?

4. When would you want to preview your document?

5. Why do people use tutorials?

6. What can you do with a graphics program?

7. What are the names of three tools found on the Paint Ribbon?

8. What do you have to do to a Paint tool before you can use it?

9. How do you change the color that you are using in Paint?

10. How do you open a computer menu?

Exercise B

Write in the boxes below. Discuss your answers to the questions in Exercise A with your partner and see if you need to study the same things.

What I can do well	What I need to study more

EVALUATION ONLY