

At the Computer

Please choose the most appropriate answer for each sentence.

Q1 Without the right software I'm afraid you can't that particular program.

- A reach B access C obtain D find

Q2 The aim of the office manager is to enough room on the building plans so that each employee can have space for a personal computer.

- A arrange B accord C allocate D organize

Q3 Remember that before you leave your workstation, always your computer.

- A shut out B shut up C shut in D shut down

Q4 It's quite easy if you want to find folders and files on the computer, all you do is click here and it immediately starts

- A seeking B searching C looking D checking

Q5 I have tried and tried again and again and no matter what I do it still shows "error" - I just can't what's wrong.

- A look out B check out C figure out D bring out

Q6 I spent hours writing that report and checking all the information was correct and then without thinking I pressed the button.

- A 'destroy' B 'delete' C 'deface' D 'deny'

Q7 It's a really clever piece of software because it enables you to on your screen all the information in columns.

- A illustrate B depict C display D delineate

Q8 Unfortunately this program is not with the operating system on my computer.

- A amicable B compatible C adaptable D amenable

Q9 When you see that particular symbol on the screen, you have to take that as a that something is wrong.

- A indicating B checking C briefing D warning

Q10 With this program you can always check your spelling and grammar and if you don't want to accept what it shows, you simply press

- A 'ignore' B 'quit' C 'leave' D 'forget'

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D warning

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A 'ignore'