

Computer Vocabulary: Part 1

1. Read the sentences.

- Kate wants to write a letter to her mother.
- She **turns on** her computer.
- What **program** does Kate **open**?
- She **opens MS Word**.
- Kate **types** the letter.
- She **saves** the letter to the **desktop**.
- Kate **clicks 'print.'**
- She gets her letter from the **printer**.
- The letter is finished!



2. Fill in the blanks. Use the words in the box.

click	printer	type
MS Word	turn on	desktop

How to write a letter in MS Word

- _____ your computer.
- Open _____.
- _____ your letter.
- Save the letter to the _____.
- _____ 'print.'
- Get your letter from the _____.
- Great job!

