Creating a Document

A. **open** the program

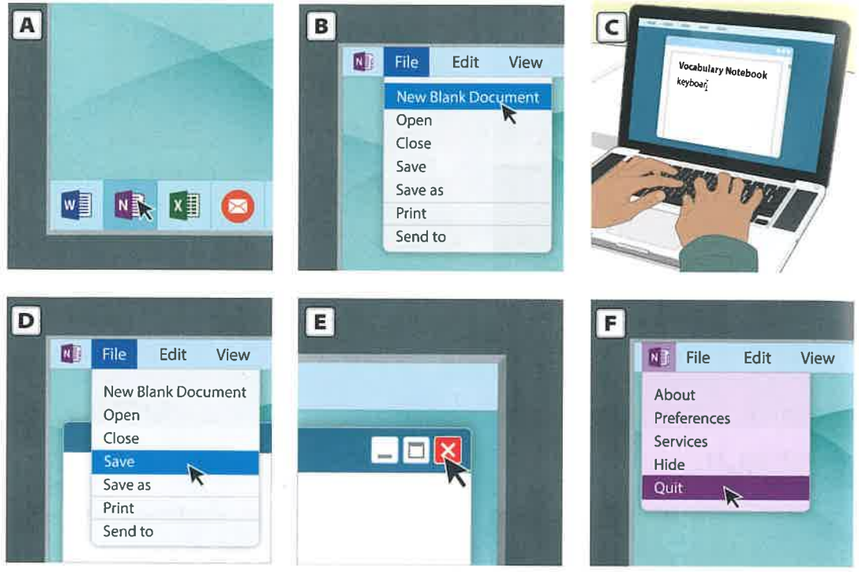
B. **create** a new document

C. **type**

D. **save** the document

E. **close** the document

F. **quit** the program



Selecting and Changing Text

G. **click** on the screen

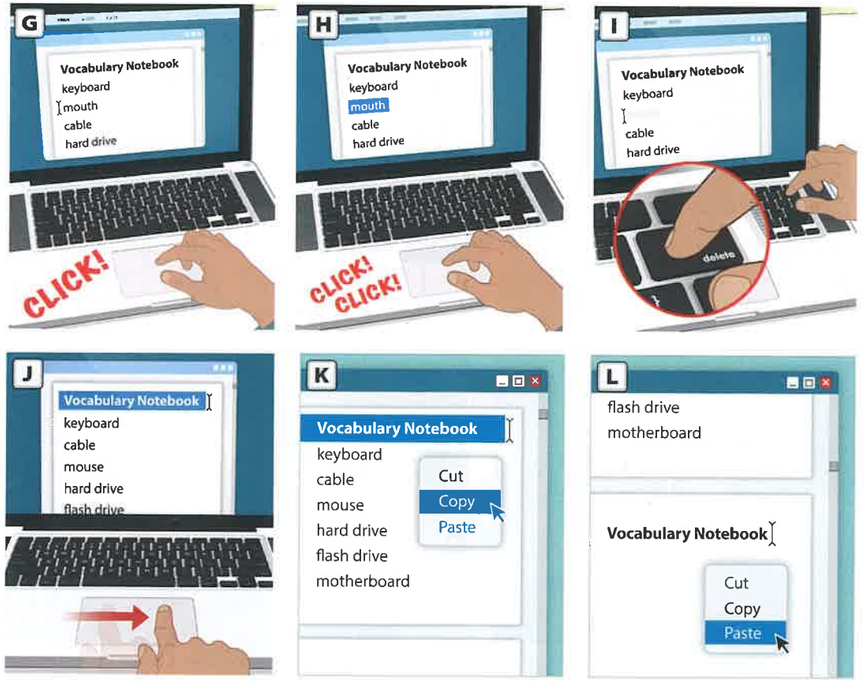
H. **double-click** to select a word

I. **delete** a word

J. **drag** to select text

K. **copy** text

L. **paste** text



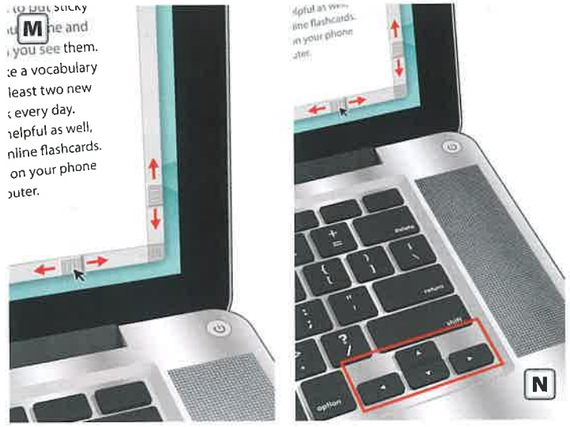
More vocabulary

keyboard shortcut: use of the keys on the keyboard to cut, copy, paste, etc. For example, press "control" on a PC ("command" on a Mac) and "C" to copy text.

Identify Diego's problem. Brainstorm solutions.

Diego is nervous around computers. He needs to complete an online job application. His brother, Luis, offers to apply for him. What could Diego do?

Moving around the Screen

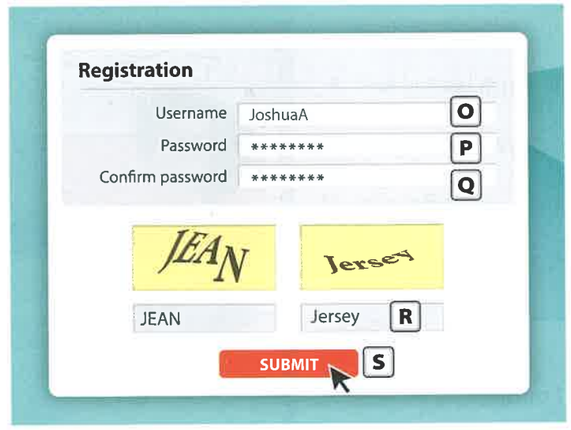


M. **scroll**

N. **use** the arrow keys

O. **create** a username

Registering an Account



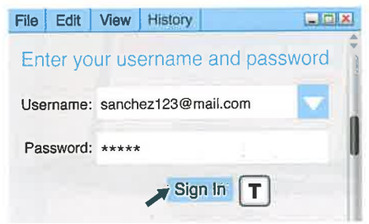
P. **create** a password

Q. **reenter** the password / **type** the password again

R. **type** the verification code

S. **click** submit

Sending Email

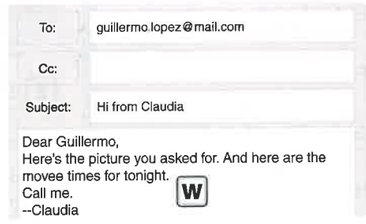


T. **log in** to your account

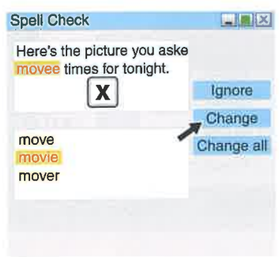


U. **address** the email

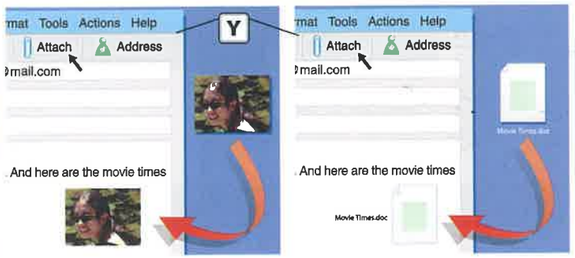
V. **type** the subject



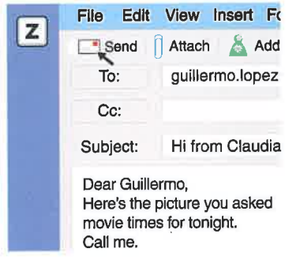
W. **compose** / **write** the message



X. **check** your spelling



Y. **attach** a file



Z. **send** the email