

VERBS. Fill each gap with the correct verb. Use each verb only once.

press start swap upgrade delete bookmark double-click print upload burn

1. This software is quite out-of-date. Why don't you _____ it? There's a free download available.
2. I can't _____ CDs on my notebook because I haven't got the necessary software.
3. I'll _____ this site for you so that you don't have to look for it again.
4. You don't have to _____ it out, I don't need a hard copy.
5. It's really simple. All you have to do is _____ this button to start the machine.
6. A lot of young people _____ music files on the Internet, which is not quite legal.
7. Just _____ on the icon and it will open immediately.
8. If the memory of your camera is full, you can _____ the pictures into the computer.
9. The first thing I do when I come home is _____ up my computer.
10. You should _____ all these old files – they only take up space.

PREPOSITIONS. Fill each gap with the correct preposition or adverb particle.

1. I don't have access _____ the Internet at home.
2. No wonder the speakers are not working – they are not plugged _____.
3. I love chatting _____ my friends on ICQ.
4. You need a password to log _____ to this chat forum.
5. I have to go _____ -line for a while and reboot my computer. I'll be right back.
6. If you find a site useful, you can add it _____ your list of favourites.
7. I found this photo _____ a German website.
8. Don't worry, you'll find the document easily. I saved it _____ "Info pack".
9. The picture is at the bottom of the page. Just scroll _____ and you'll find it.
10. Just right-click _____ the picture and you can save it.

PUNCTUATION MARKS AND SYMBOLS. Match each number with a letter.

- | | | | | | | |
|---------|-------|---------|-----------------------------|---------------------------------------|--------------------------|-------------|
| 1. , | 2. . | 3. ? | A hyphen | B asterisk | C semi-colon | D ampersand |
| 4. ! | 5. - | 6. - | E backslash | F apostrophe | G full stop (US: period) | |
| 7. : | 8. ; | 9. () | 10. _ | H stroke (forward slash) | I square brackets | |
| 11. / | 12. \ | 13. [] | | J question mark | K colon | L at |
| 14. * | 15. ' | 16. " " | | N exclamation mark | O ellipsis | R comma |
| 17. { } | 18. & | 19. @ | | P inverted commas/quotation marks | T underscore | |
| 20. ... | | | Q braces (US: curly braces) | S (round) brackets; (US: parentheses) | | |

MULTIPLE CHOICE. Choose the correct answer A, B, C or D.

1. This company uses cutting-_____ technology and provides first-class services to its customers.
A. side B. edge C. end D. sharp
2. I need to buy a new _____ to play my CDs on.
A. tower B. stereo C. speaker D. record
3. That looks like a handy little _____. How many functions does it have?
A. gadget B. devise C. machinery D. electronic
4. I couldn't finish the installation because my computer kept _____.
A. falling B. dropping C. hitting D. crashing
5. They should _____ their web pages. Hardly any of this information is true.
A. actualise B. realise C. update D. advance
6. Kate's boyfriend works as a web _____.
A. graphic B. designer C. improver D. planner
7. This is a plug and _____ mouse, so you can use it immediately without having to install any software.
A. go B. play C. use D. work
8. This function _____ you to view several files at the same time.
A. enables B. enhances C. features D. commands
9. I haven't got a _____ line, only a cell phone.
A. fix B. firm C. land D. home
10. This is a major scientific _____ that marks the beginning of a whole new era.
A. breakthrough B. outbreak C. breakdown D. break-in