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## Rearrange the sentences.

- 1 write your text / first, open a / new file and  
*First, open a new file and write your text.*
- 2 is important / in bold / the document title / so write it
- 3 or names of books, write / for instructions / in italics
- 4 important words / you can / underline the
- 5 you can copy / from other documents / text or photographs
- 6 them into / the new document / then, paste
- 7 a table for your data / idea to insert / it's a good
- 8 don't forget / after you finish / to save your document

6

## Write an email to a friend and describe your office or workstation.

