

English for Office Applications and Information Processes

The New Look of Outlook

RP Unit 18

2. While watching the video:

 Read the sentences on the left and try to match them with their endings on the right. When you finish, watch the tutorial again until minute 2:50 to check your answers:

- | | | | |
|---|--|----|--|
| 1 | The Navigation Pane (00:10) | a. | appropriate for what you are doing. |
| 2 | The To-Do Bar helps you (00:13) | b. | into groups. |
| 3 | The ribbon displays (00:36) | c. | keep track of things. |
| 4 | The ribbon's three basic components are (00:41)  Components . Stress the po not the -nents as in Spanish/Catalan | d. | e-mail, set up a meeting or follow up a contact. |
| 5 | Commands are organized (01:07) | e. | the tabs, the commands/buttons and the groups. |
| 6 | The ribbon shows you tabs and commands (01:51) | f. | is collapsible. |
| 7 | In the Contact tab you can see commands to (02:34) | g. | the commands you need. |

1. f...	2. c...	3. g...	4. e...	5. b...	6. a...	7. d...
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 Read these other sentences and try to match them with their endings as you did above. When you finish, watch the tutorial until the end (from 2:50 to 6:41) to check your answers:

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|-----|--|----|--|
| 8. | To add names, (02:58) | a. | are visible all the time in the Quick Access Toolbar. |
| 9. | To set up a default signature in every message you create, (03:17) | b. | is always present. |
| 10. | The Quick Access Toolbar (04:48) | c. | I'll use the Address Book. |
| 11. | Save, Undo and Repeat (04:59) | d. | in the Quick Access Toolbar of your received messages. |
| 12. | You can see the Previous and Next buttons (05:43) | e. | I use the Signature command. |

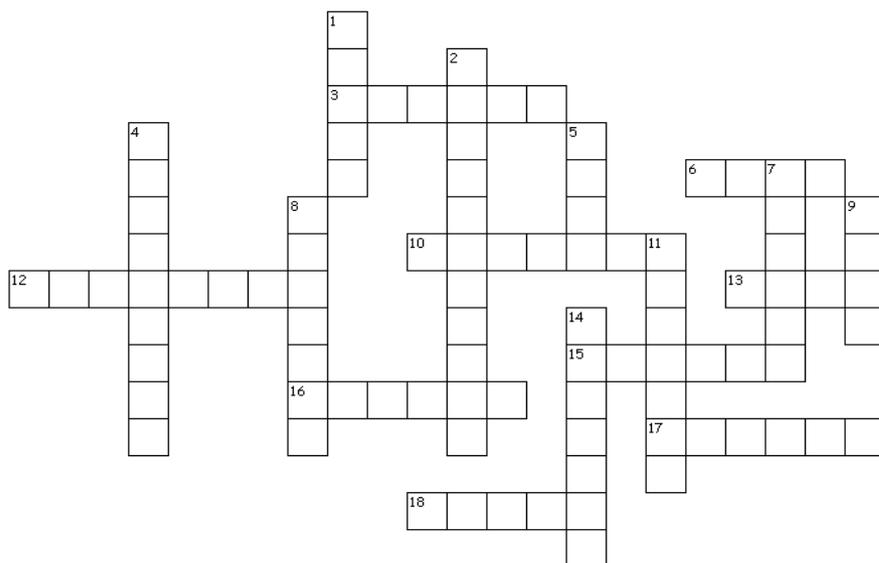
8.c	9.e	10.b	11.a	12.d
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3. After you watch the video: criss-cross puzzle /'pʌzl/. See the instructions for tips on how to exploit this activity.



Do the following criss-cross puzzle using verbs that you have heard in the video:

Attention: if a verb has two words (e.g. sit down), write no space in between (e.g. sitdown).



Across

3. Synonym of move. [Scroll](#)¹
6. Verb that means to prepare (written material) for publication by correcting, or modifying it. [Edit](#).
10. Synonym of answer. [Respond](#).
12. Synonym of change, move (2 words). [Switch to](#).
13. Synonym of maintain or store for future use. [Keep](#).
15. Synonym of to do again. [Repeat](#).
16. Synonym of choose. [Select](#).
17. Synonym of include. [Attach](#).
18. Synonym of shut. [Close](#).

Down

1. Synonym of glue, adhere. [Paste](#).
2. Synonym of click twice (2 words). [Double-click](#).
4. Synonym of follow (2 words). [Keep track](#).
5. Synonym of reverse an operation, cancel. [Undo](#).
7. Synonym of add, include. [Insert](#).
8. Synonym of manage, operate. [Process](#).
9. Synonym of write with the keyboard. [Type](#).
11. Synonym of show. [Display](#).
14. Synonym of see beforehand. [Preview](#).

¹ You can explain the following to your students:

 “Scroll” often goes with the prepositions “up”, “down” or “through”. To scroll you can use the “scroll wheel” (ruedecita) or the “scroll bar” at the left of the screen” .
“Scroll down” means to move towards the bottom, “scroll up” means to move towards the top, and “to scroll through” means to move from the beginning to the end of the page, the document or a section of your document.

STUDENT’S HANDOUT 2 (Teacher’s Version)

Activiy 3.Option 2: Criss-cross Puzzle Cards (photocopiable)

1 set per pair

1 photocopy = 4 students

Cards for option 2: Students read each other the definitions of the verbs and they try to guess them. See instructions in teacher’s instruction section.



Words for Across: Read these definitions to Down	Words for Down Read these definitions to Across
3. Synonym of move. Scroll . 6. Verb that means to prepare (written material) for publication by correcting, or modifying it. Edit . 10. Synonym of answer. Respond . 12. Synonym of change, move (2 words). Switch to . 13. Synonym of maintain or store for future use. Keep . 15. Synonym of to do again. Repeat . 16. Synonym of choose. Select . 17. Synonym of include. Attach . 18. Synonym of shut. Close .	1. Synonym of glue, adhere. Paste . 2. Synonym of click twice (2 words). Double-click . 4. Synonym of follow (2 words). Keep track . 5. Synonym of reverse an operation, cancel. Undo . 7. Synonym of add, include. Insert . 8. Synonym of manage, operate. Process . 9. Synonym of write with the keyboard. Type . 11. Synonym of show. Display . 14. Synonym of see beforehand. Preview .
My score is:... out of 9	My score is... out of 9



Words for Across: Read these definitions to Down	Words for Down Read these definitions to Across



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<p>3. Synonym of move. Scroll.</p> <p>6. Verb that means to prepare (written material) for publication by correcting, or modifying it. Edit.</p> <p>10. Synonym of answer. Respond.</p> <p>12. Synonym of change, move (2 words). Switch to.</p> <p>13. Synonym of maintain or store for future use. Keep.</p> <p>15. Synonym of to do again. Repeat.</p> <p>16. Synonym of choose. Select.</p> <p>17. Synonym of include. Attach.</p> <p>18. Synonym of shut. Close.</p>	<p>1. Synonym of glue, adhere. Paste.</p> <p>2. Synonym of click twice (2 words). Double-click.</p> <p>4. Synonym of follow (2 words). Keep track.</p> <p>5. Synonym of reverse an operation, cancel. Undo.</p> <p>7. Synonym of add, include. Insert.</p> <p>8. Synonym of manage, operate. Process.</p> <p>9. Synonym of write with the keyboard. Type.</p> <p>11. Synonym of show. Display.</p> <p>14. Synonym of see beforehand. Preview.</p>
<p>My score is... out of 9</p>	<p>My score is... out of 9</p>