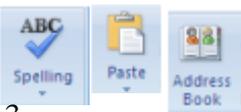
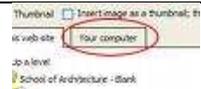


STUDENT'S HANDOUT 1

1. Before watching the video:

You are going to watch an Outlook 2007 tutorial. Before you begin, carry out the tasks below. After you finish, watch the video and check how well you did.

A. Match the nouns with the corresponding picture

a. Command b. Ribbon c. Signature d. Tab e. Attachment f. Buttons g. Address Book h. Tools	 1.....	 2.....	 3.....	 4.....
	 5.....	 6.	 7.....	 8...

B. You will also hear the following words:

collapsible *design /* *uncluttered* *default*



Do you know what they mean? This is the context in which they appear:

The Navigation Pane is **collapsible**.
 The top window of this message is where the new **design** is most obvious.
 Keeping the ribbon **uncluttered** is easier to find commands more quickly.
 Notice my **default** signature.

Make predictions about what they mean. You can use the following structures:

We think that means.... It is possible that..... means.... Maybe means..... .../ is a synonym of.....	I agree (with you)
	I don't agree. I think it means...

Listen to the video once to check your answers in activity A and to see if you understand the meaning of the words in activity B.

How many words did you guess? ... out of 4

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 | | appropriate for what you are doing. |
| 2 | The To-Do Bar helps you | | into groups. |
| 3 | The ribbon displays | | keep track of things. |
| 4 | The ribbon's three basic components are | | e-mail, set up a meeting or follow up a contact. |
| 5 | Commands are organized | | the tabs, the commands/buttons and the groups. |
| 6. | The ribbon shows you tabs and commands | | is collapsible. |
| 7. | In the Contact tab you can see commands to | | the commands you need. |

1. ...	2. ...	3. ...	4. ...	5. ...	6. ...	7. ...
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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:

- | | | | |
|-----|--|--|--|
| 8. | To add names, | | are visible all the time in the Quick Access Toolbar. |
| 9. | To set up a default signature in every message you create, | | is always present. |
| 10. | The Quick Access Toolbar | | I'll use the Address Book. |
| 11. | Save, Undo and Repeat (| | in the Quick Access Toolbar of your received messages. |
| 12. | You can see the Previous and Next buttons | | I use the Signature command. |

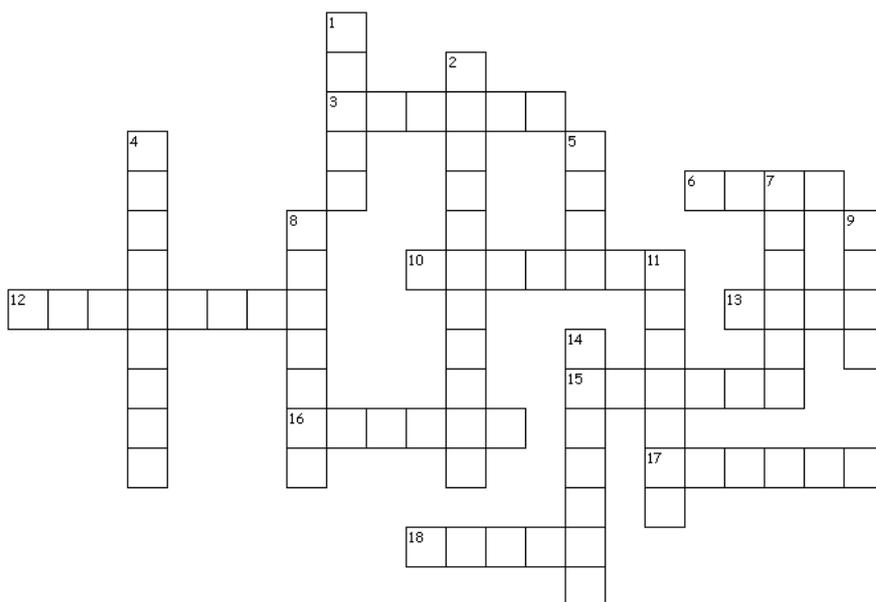
8.	9.	10.	11.	12.
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3. After you watch the video: criss-cross puzzle



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.
- 6. Verb that means to prepare (written material) for publication by correcting, or modifying it.
- 10. Synonym of answer.
- 12. Synonym of change, move (2 words).
- 13. Synonym of maintain or store for future use.
- 15. Synonym of to do again.
- 16. Synonym of choose.
- 17. Synonym of include.
- 18. Synonym of shut.

Down

- 1. Synonym of glue, adhere.
- 2. Synonym of click twice (2 words).
- 4. Synonym of follow (2 words).
- 5. Synonym of reverse an operation, cancel.
- 7. Synonym of add, include.
- 8. Synonym of manage, operate.
- 9. Synonym of write with the keyboard.
- 11. Synonym of show..
- 14. Synonym of see beforehand..