

IT and office words in use

Task 1: Match each word below to its correct definition.

Word

attachment
maximise
subheading
minimise
glossary

Definition

1. Make bigger.
2. Make smaller.
3. A computer file sent with an email message.
4. An alphabetical list of words from a specific subject area.
5. A smaller heading found under a main heading.

Task 2: Write a sentence using each word in context.

- **homophone**
- **function**
- **desktop**
- **icon**
- **format**