Definite Article (the)
There is only one definite article in the English language, "the". Using the definite article limits a noun to a particular object.

Indefinite Articles (a/an)
There are two indefinite articles in the English language, "a" and "an". Indefinite articles are less specific. The article "a" is used before a word that starts with a consonant, while the article "an" precedes a word that begins with a vowel.

Examples
**Definite:** I used my computer to write the essay.
**Indefinite:** I used a computer to write an essay.

Source: Grammarly "Articles: A Complete Grammar Guide"
https://www.grammarly.com/blog/articles/
FIRST PART

1. A/The book over there is my favorite.
2. I need to get an/the office.
3. An/The apple is starting to go bad.
4. I need a/the drink of water.

SECOND PART

1. Notebook

2. Orange

Answers for part one: 1. The 2. an 3. The 4. a