

# COMPUTER BASICS



Let's learn and use computers the smart way!

**SKILL:**  
Basic Computer Knowledge

## ACTIVITY 1 Name the parts of a computer.

Look at the picture. Write the correct name from the box.



**Word Box**  
Monitor  
Keyboard  
Mouse  
System Unit

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

## ACTIVITY 2 Match the following.

Match each item in Column A with the correct use in Column B.

**COLUMN A (Items)**

- 1 Keyboard
- 2 Mouse
- 3 Printer
- 4 Monitor
- 5 USB Drive

**COLUMN B (Uses)**

- A Used to type letters and numbers.
- B Used to see pictures and words.
- C Used to print documents and pictures.
- D Used to move the pointer and click.
- E Used to store and transfer files.

## ACTIVITY 3 Tick (✓) the correct answer.

Choose the correct option.

- 1 Which of these is an output device?  
a) Keyboard    b) Monitor    c) Mouse
- 2 Which key is used to give space between words?  
a) Enter    b) Spacebar    c) Backspace
- 3 What do we use a mouse for?  
a) Typing    b) Moving the pointer    c) Drawing
- 4 Which of these can be used to save files?  
a) Printer    b) USB Drive    c) Monitor
- 5 To start a computer, we press the \_\_\_\_\_ button.  
a) Power    b) Enter    c) Delete

- 6 Which device helps us hear sound from the computer?  
a) Mouse    b) Speakers    c) Keyboard
- 7 Which of these is a part of the computer system unit?  
a) Monitor    b) Processor    c) Mouse
- 8 Which of these is NOT a way to save your work?  
a) Save    b) Write    c) Save As
- 9 Which key is used to start a new line?  
a) Spacebar    b) Enter    c) Shift
- 10 What should we do before using a computer?  
a) Eat snacks    b) Switch it on    c) Run and play

## ACTIVITY 4 Fill in the blanks.

- 1. A computer helps us \_\_\_\_\_, learn, and have fun.
- 2. The small blinking line on the screen is called the \_\_\_\_\_.
- 3. We use the \_\_\_\_\_ to move the pointer on the screen.
- 4. Information typed on the keyboard appears on the \_\_\_\_\_.
- 5. We should shut down the computer \_\_\_\_\_ after our work.



**Did You Know?**

Computers can do many amazing things, but people are the ones who give the best ideas!



**Be a Smart User!**  
 ✓ Keep your hands clean.  
 ✓ Handle devices with care.  
 ✓ Use computers for learning and good things.

