Name: _____ Date: _____

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COMPUTER BASICS



Let's learn and use computers the smart way!

ACTIVITY 1

Name the parts of a computer.

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

SKILL: Basic Computer Knowledge



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)		COLUMN B (Uses)
1 Keyboard	•	A Used to type letters and numbers.
2 Mouse	•	B Used to see pictures and words.
3 Printer	•	C Used to print documents and pictures.
4 Monitor	•	D Used to move the pointer and click.
5 USB Drive	•	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.



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