Lesson-4

Using Computers : Do's and Don'ts

Hardwords:

1. Special care
2. proper
3. queue
4. sit straight
5. Volume
6. gently
7. covered
8. infront
9. press
10. touch
11. wires
12. clean

Question and Answers

1. Write some points that you "Do" in a computer room?

A. I do : 1) Sit straight infront of monitor
2) Remove my shoes
3) Press keyboard keys gently.

2. Write some points that you "Don't" make in a computer room?

A. 1) I don't run in computer room
2) I don't touch the wires
3) I don't keep high volume

ITY

these pictures. Write (R) in the circles next to the activities
e right and (W) for the activities that are wrong.



R



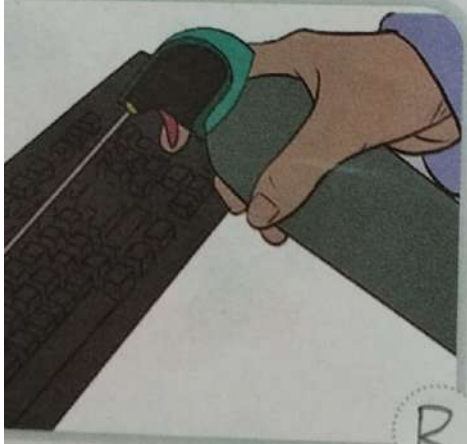
W



R



R



R



W

poster on Computer Manners. Take the help of your
and parents to do this activity.



BRAIN DEVELOPER

A. Fill in the blanks.

1. Do not run in the computer room.
2. You should always remove your shoes before entering the computer room.
3. Always clean your computer with a dry cloth.
4. Keep the computer system covered when not in use.

Hints

Covered
Run
Clean
Remove

B. Write T for True and F for False.

1. Always walk in a queue to the computer room. T
2. You should push the computer table. F
3. You should always sit too close to the monitor. F
4. Never eat and drink near a computer. T

C. Tick (✓) the right answer.

1. Press the keys of the keyboard gently.
   a. Keyboard ✓ b. Mouse ☐ c. Monitor ☐
2. You should move quietly in a queue while entering the computer room.
   a. Group ☐ b. Queue ✓ c. Circle ☐
3. You should not eat or drink in the computer room.
   a. Eat or drink ✓ b. Read ☐ c. Sit straight ☐
4. Do not touch the wires of the computer when it is on.
   a. Monitor ☐ b. Wires ✓ c. CPU ☐

Lesson-5
Computer mouse

Hardwords :-

1. Mouse
2. Left button
3. Right button
4. Scroll wheel
5. mouse pointer
6. index finger
7. middle finger
8. click
9. double-click
10. Commands
11. scrolling
12. holding.

Question and answers

1. Write steps to hold a mouse?

A. i) Index finger on left button

ii) Middle finger on right button

iii) Rest 3 fingers to hold mouse

2. Explain types of clicks?

A. i) left click to select

ii) double click to open

iii) right click to show command list



BRAIN DEVELOPER

A. Fill in the blanks.

1. A mouse is Small in size.
2. A mouse has a wire that is fixed to the CPU cabinet.
3. Pressing the mouse button twice is called double-click
4. A scroll wheel is placed between the left and right buttons of a mouse.

Hints

Double-click
Small
Scroll
Wire

B. Write T for True and F for False.

1. A mouse helps you select any item on the monitor. T
2. A mouse has four buttons. F
3. A mouse is kept on a mouse pad. T
4. A small arrow on the monitor is called the pointer. T

C. Tick (✓) the right answer.

1. What do you call the small arrow moving on the monitor?

   a. Mouse Pointer ✓ b. Tail ☐ c. Stick ☐

2. Double-click opens an item.

   a. Click ☐ b. Double-click ✓ c. Scroll ☐

D. Answer in one word.

1. Which finger must be placed on the left mouse button? Index finger
2. How many times do you press the left mouse button for clicking? one time

MY ACTIVITY

A. Tick (✓) the picture that shows the correct way of holding a mouse and cross (×) the wrong ones.



×

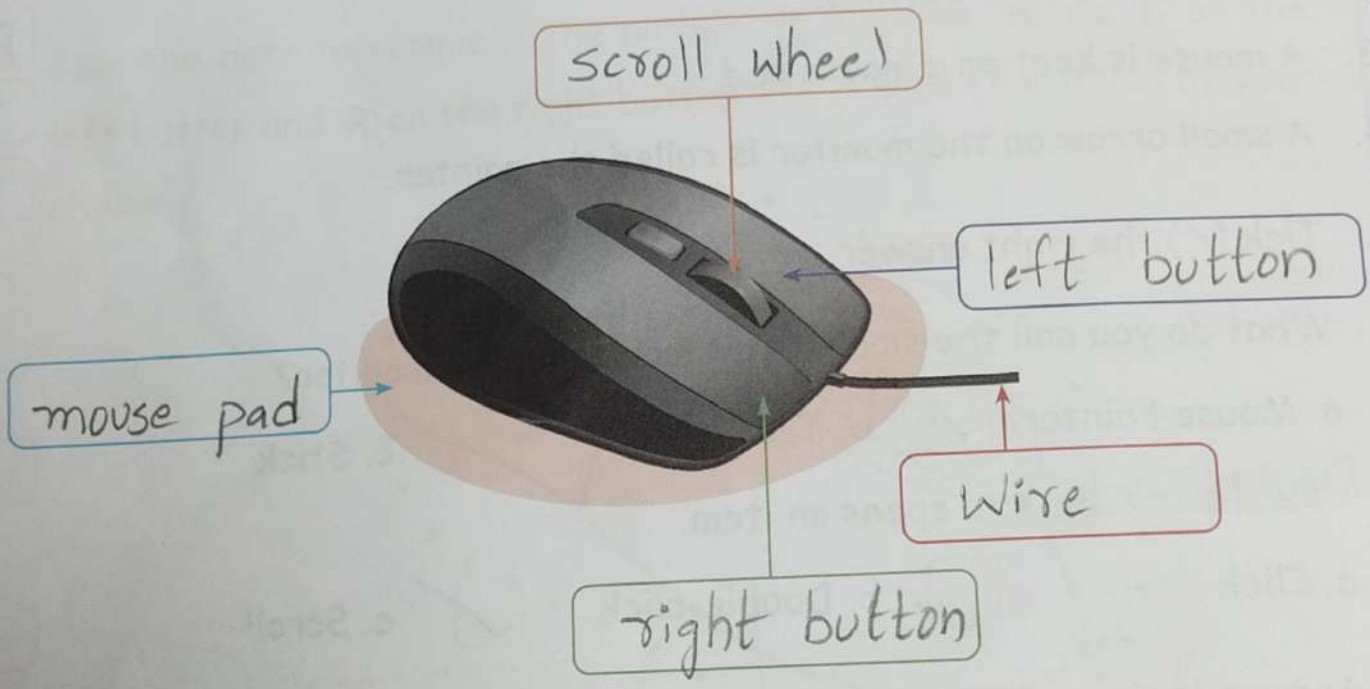


✓



×

B. Label the different parts of a mouse.



My Name ..... Date ..... Teacher's Signature .....