

Chapter - 4

Using Computers - Do's And Don'ts

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(A) Answer the following questions :-

(1) How to switch on a computer?

→ The steps to switch on a computer are :-

(a) Switch on the main power button.

(b) Switch on the UPS

(c) Switch on the CPU button

(d) Switch on the monitor.

(2) What is ~~the~~ desktop?

→ After switching on the computer, the screen that appears is known as the desktop.

(B) Fill in the blanks :-

(1) Do not snatch mouse or keyboard from others.

(2) Its good to work without touching the wires.

(3) Start button is on the bottom left corner of the task bar.

(4) Do not let dust deposit on the machine.

C Write true or false :-

- ① Desktop appears when the computer is switched on. True
- ② The start button is present at the centre of the screen. False
- ③ Small pictures on the screen are called icons. True
- ④ We can shut down a computer with a single step. False

D Rearrange :-

- ① TRATS - START
- ② REWOP - POWER
- ③ TUIHS - SHUT

E Missing Letters :-

- ① DESKTOP
- ② START BUTTON
- ③ FOLDER