

OXFORD

FOURTH EDITION

KEYBOARD 2



Unit 1, Chapter 1

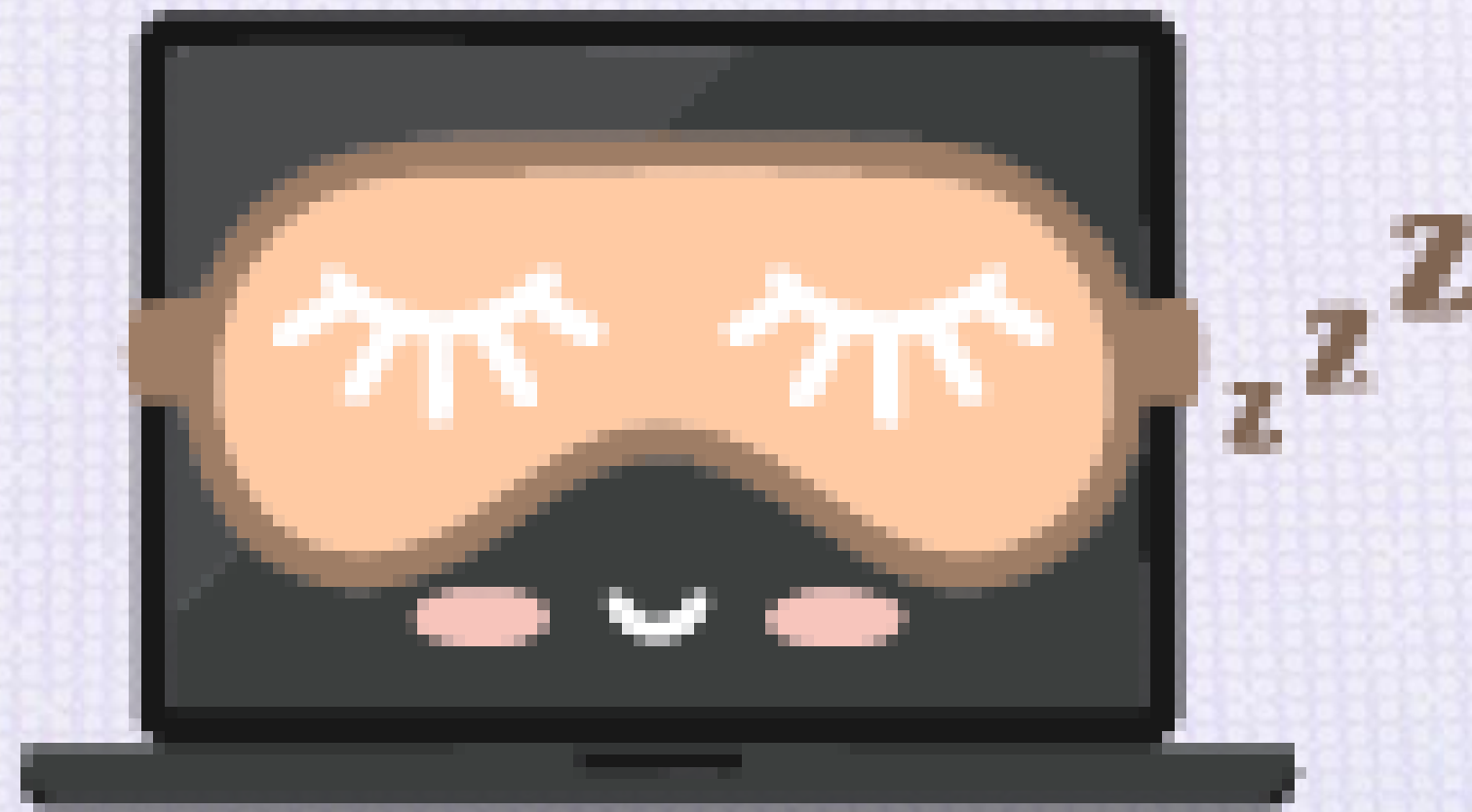
Using a computer

Reference Pages: 2-8



A Sleepy Computer?

One day, Hammad forgot to shut down his computer. The next morning, it wouldn't turn on! Have you ever seen a sleepy computer? Why do computers need proper rest?



Starting and Shutting Down

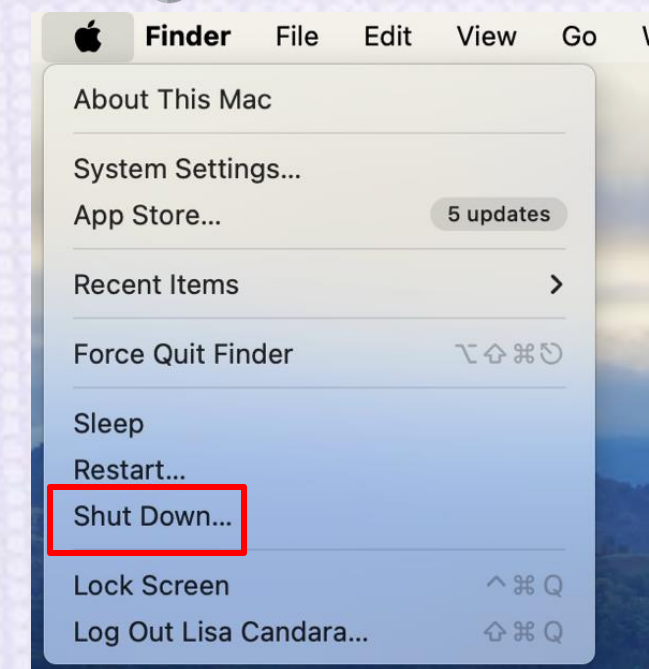
Steps to Start a Computer:

- Press the power button
- Wait for the desktop to power on



Steps to Shut Down:

- Click on the Start menu
- Choose Shut Down



Input Devices

We use these to enter data into the computer:

Keyboard



Scanner



Microphone



Mouse



Output Devices

The computer shows us information using:

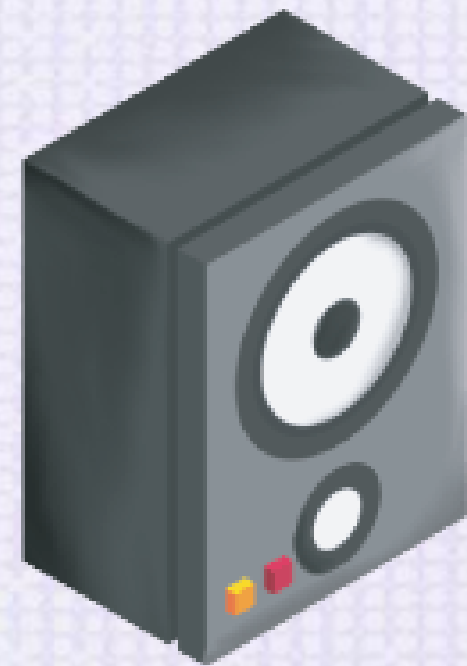
Monitor



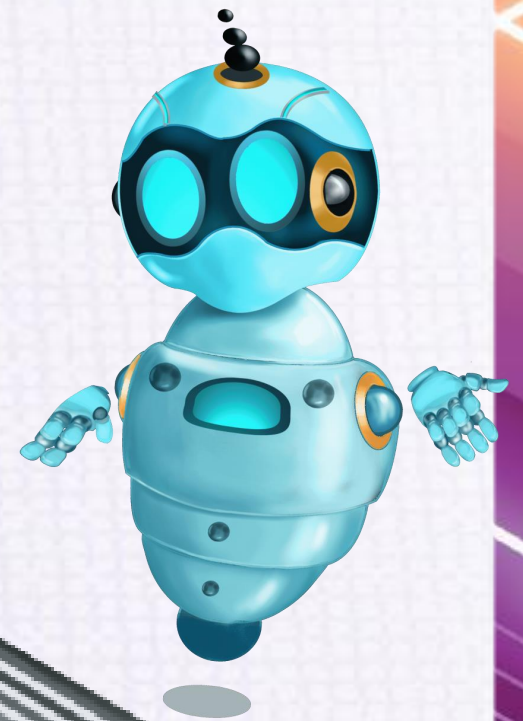
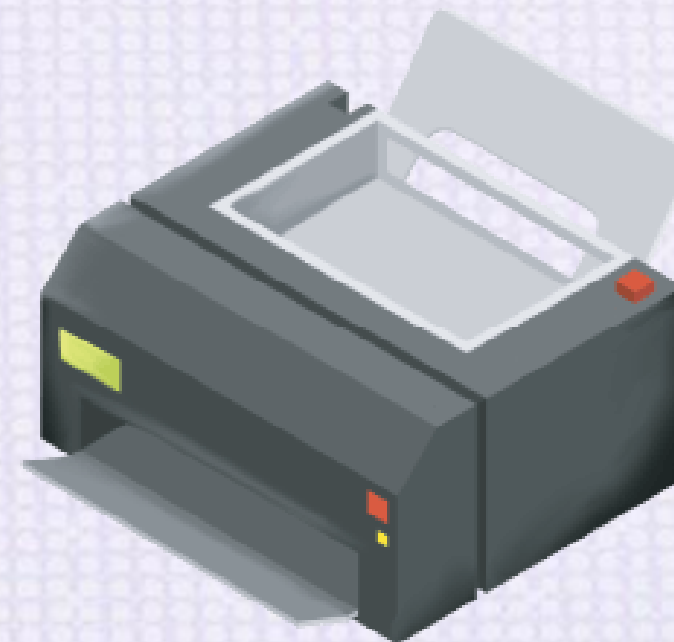
Projector



Speaker



Printer

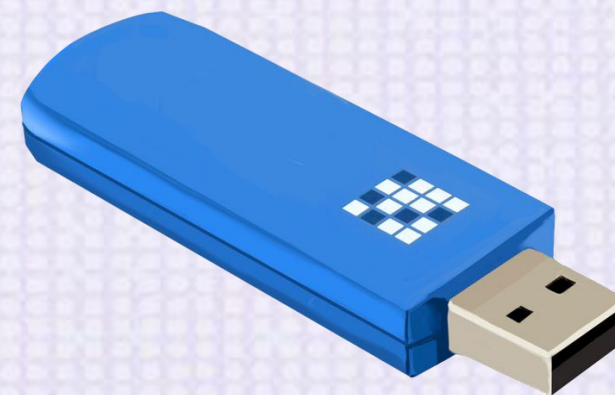


Storage Devices

These store our information:



Hard Disk



USB Flash Drive

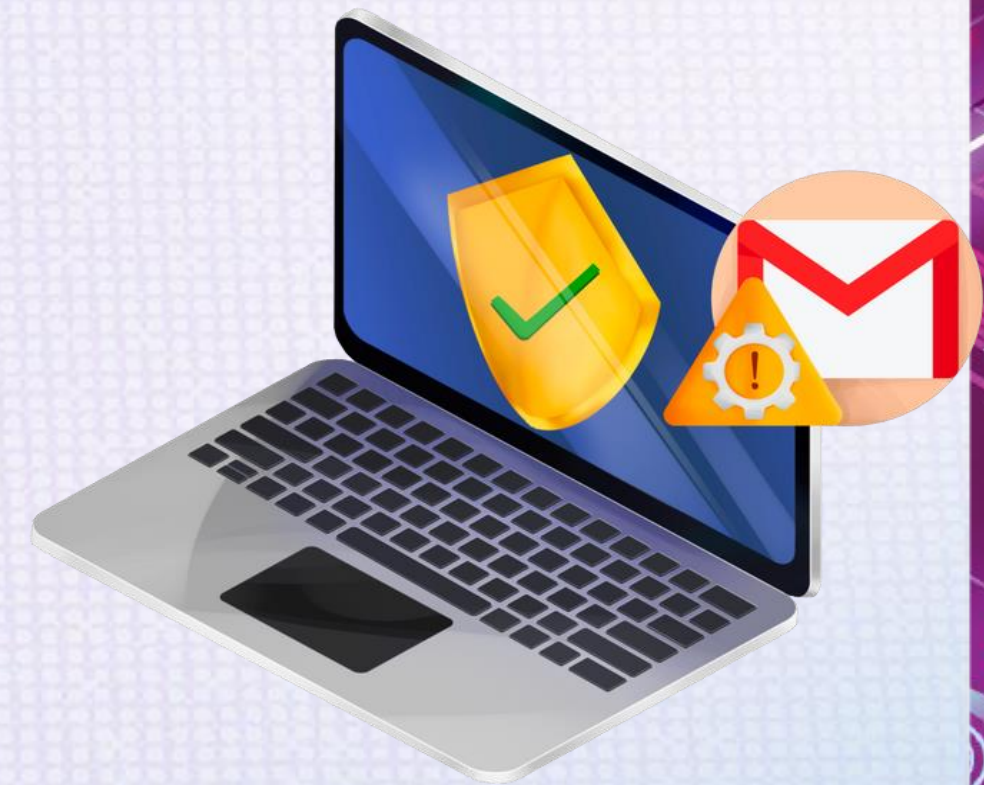


Portable Hard Disk



Taking Care of Our Computer

- Keep it clean with a dry cloth
- Handle it safely
- Use antivirus to protect it from bugs!



Computer Manners

- Sit straight and at arm's length from the monitor
 - Ask an adult before downloading files
 - Be careful with wires and devices



Over to you

Activity

- **Draw your favourite computer part**
- **Label it and share with your class**

