



Coi	mputer Textbook Series		WORKS	SHEET			ORAI	NGE [™]	
	Name:			_					
	USING COM	IPUTERS—D	O'S AND	DONT'S			Chapte	r-4	
A.	Tick (✓) the co	Γick (√) the correct option.							
	1. Always pre	ess the keyboard	keys						
	a. Firstly	b.	Gently		c.	With force			
	2. Do not sit	too close to the c	omputer. It	can harm y	our.		•		
	a. Eyes	b.	Ears		c.	Respiratory	/ system		
B.	Write 'T' for tr	ue and 'F' for fal	se.						
	1. Always fol	low manners in thuter.	ne lab to av	oid any dan	nage	to			
	2. We should	d clean our computer with wet cloth.							
	3. We should	d not pull wires connected to our computer.							
	4. We should	l eat on compute	r table.				***************************************		
C.	Cross out the	Cross out the activities that can be done in a computer lab.							
	1.			2.					
	3.			4.	0				