

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## USING COMPUTERS—DO'S AND DON'TS

### Chapter-4

#### A. Fill in the blanks using the hints given below:

**Hints:** dust, monitor, clean & dry cloth

1. We should clean our computer with a .....
2. We should keep the computer room free of .....
3. Do not touch anything on the ..... with a finger, pencil or an eraser.

#### B. Guess who am I?

1. You should put me on the computer to save it from dirt. ....
2. You should never switch me off directly. ....
3. You should not spill anything on me. ....
4. You should maintain discipline and silence here. ....

#### C. Answer the following:

1. What should we keep in mind while walking in the computer room?  
.....
2. Why should we use covers while our computers are not in use?  
.....
3. List any 3 things we should not do while using a computer lab.  
.....  
.....
4. Write any 3 things we should do in a computer lab.  
.....  
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