

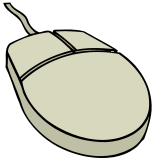
Computer Skills

Basics

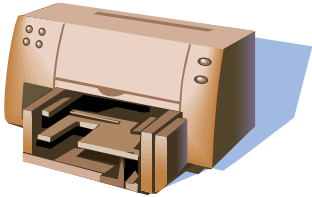
Handouts and Worksheets

Basics: Worksheet 1a - Computer Parts

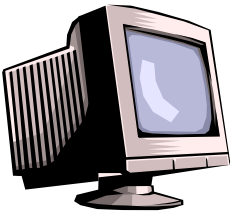
Match the picture and name



Printer



Keyboard



CPU or tower



Disc drive



Mouse



Monitor

Basics: Worksheet 1b - Computer Parts Match Up

Draw a line between the definition on the left and the computer part on the right.

A device that allows you to transfer data and pictures to paper.

CPU case or Tower

A device with keys that you use to type in letters and numbers to tell the computer what you want.

speakers

A tool you use to point or to click to tell the computer what you want to do.

keyboard

The part that lets you hear sounds.

printer

The part of a computer where you see what you are doing.

disk drive

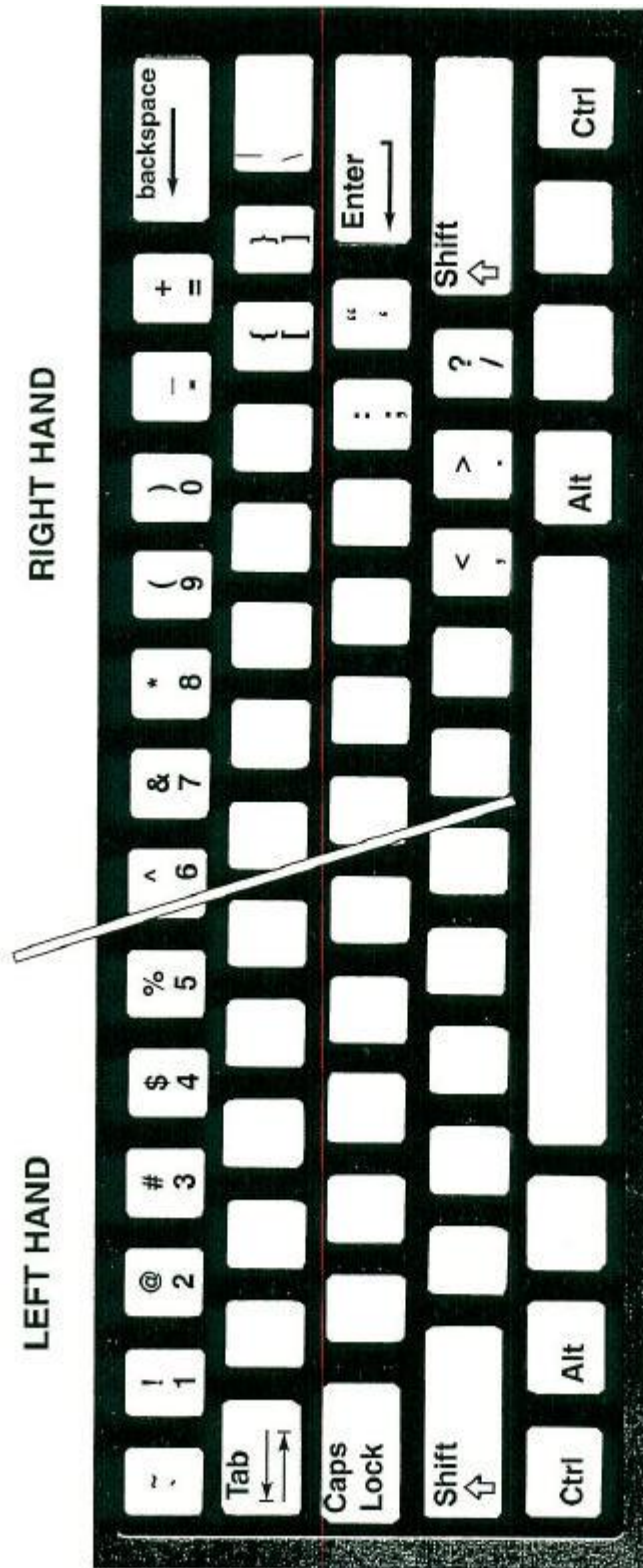
The place in the computer where you can put in a CD or DVD to view or save files.

monitor

The main part of the computer which has the brains and main memory **of the of the computer.**

mouse

KEYBOARDING CHART



Basics: Worksheet 3

- Short Typing Practice Sentences

The quick brown fox jumps over the lazy dog.

I can learn how to type new letters and numbers.

Yesterday I saw the zaniest show on television.

My favorite time of day is at sunset.

Wilbur Morton hates to fly his kite alone.

The best place to go for vacation is Hawaii.

Basics: Worksheet 4 - Typing Word Lists

Left hand words

be	far	we	dare	fed	ear
bee	car	wet	care	red	fear
beet	tar	wear	rare	sad	gear
beat	bar	were	stare	bad	gave
bed	star	was	are	fad	rave

Right hand words

no	ill	in	hum	loop	pony
pop	pill	inn	lump	up	pull
hop	mill	pin	pump	pup	poll
mop	hill	you	jump	puppy	hook
plop	I'll	your	bumpy	yummy	look

Words Using Both Hands

may	hit	fun	still	show	eat
lay	sit	sun	spill	know	seat
ray	mitt	bun	fill	blow	neat
pay	kit	run	pill	flow	meat
say	knit	pun	thrill	throw	heat

Basics: Worksheet 5 - Is It Hardware or Software?

✓ the correct box

Item	Hardware	Software
Monitor		
Windows Operating System		
Keyboard		
Microsoft Word		
Mouse		
Printer		
Mavis Beacon Typing Tutor		
CPU or Tower		
Speakers		
Internet Explorer		
Solitaire		