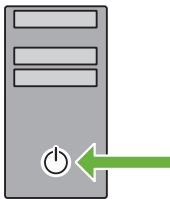
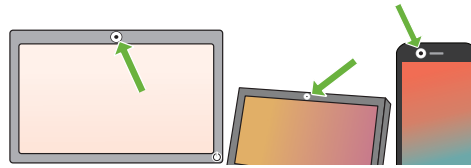


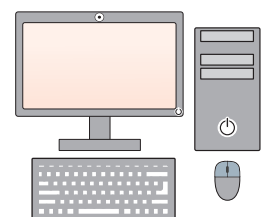
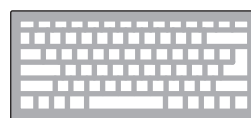
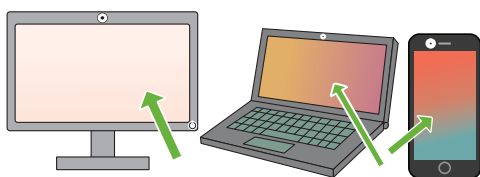
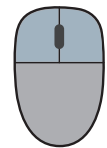
# USING A COMPUTER

# A2

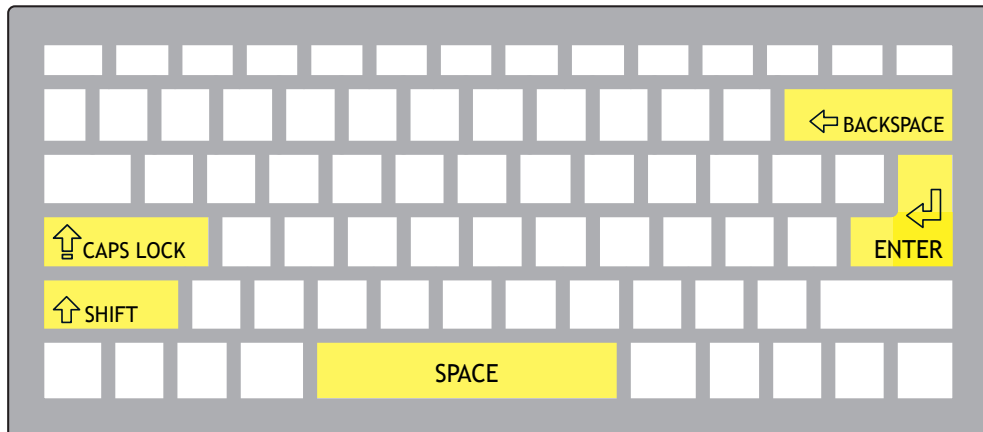
1. Find the words.



L	L	A	P	T	O	P	P	U	T	K	E
A	P	R	C	G	A	H	V	E	T	C	N
C	T	C	T	J	S	O	B	E	A	L	S
Y	G	A	A	H	D	N	U	Q	U	I	C
H	I	M	O	U	S	E	K	C	E	C	R
C	H	E	R	Y	Y	F	F	O	T	K	E
U	A	R	N	M	C	O	M	M	E	M	E
R	N	A	M	A	S	B	E	P	B	T	N
S	U	P	E	G	H	M	I	U	C	G	G
O	N	O	F	F	B	U	T	T	O	N	E
R	I	J	U	L	E	B	A	E	H	E	B
X	R	K	E	Y	B	O	A	R	D	N	R



## The keyboard - important keys.



**SPACE** Makes a space between words

For example,

A B C SPACE A B C → abc abc

**ENTER** Makes a new line

For example,

A B C ENTER A B C → abc  
abc

**BACKSPACE** Deletes a letter

For example,

A B C BACKSPACE → ab

**SHIFT** Makes one capital letter

For example,








( SHIFT + A ) B C → Abc

**CAPS LOCK** MAKES ALL CAPITAL LETTERS











For example,

CAPS LOCK A B C → ABC











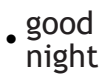
2. Select the correct option.

■ (  +  )     →  • Hello











- hello
- HELLO

■             →  • good morning











- good morning
- Good Morning

■           →  • good night









- good NIGHT
- good Night

■          →  • evening

- Evenings
- evenings

■           →  • AFTERNOON









- Afternoon
- afternoon

■        →  • good bye

- GOODBYE
- goodbye

■ (  +  )       →  • byebye

- bye morning
- Bye bye

■        →  • haEllo

- haello
- hello

### 3. Select the correct key.

■ A P P L E S [ ] → apple

- [↩] BACKSPACE
- [↵] ENTER
- [⇧] SHIFT

■ ( [ ] + C ) O F F E E → Coffee

- [ ] SPACE
- [⇧] SHIFT
- [↵] ENTER

■ [ ] S A N D W I C H → SANDWICH

- [⇧] CAPS LOCK
- [⇧] SHIFT
- [↩] BACKSPACE

■ F I Z Z Y [ ] D R I N K S → fizzy drinks

- [↵] ENTER
- [⇧] SHIFT
- [ ] SPACE

■ G R E E N [ ] T E A → green tea

- [⇧] SHIFT
- [↩] BACKSPACE
- [ ] SPACE

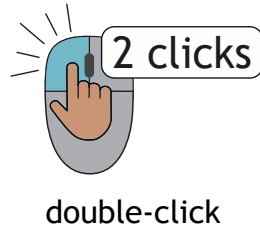
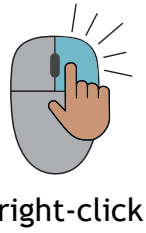
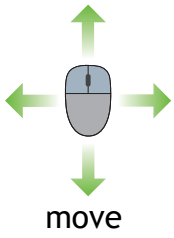
■ F R U I T S [ ] → fruit

- [↩] BACKSPACE
- [⇧] CAPS LOCK
- [↵] ENTER

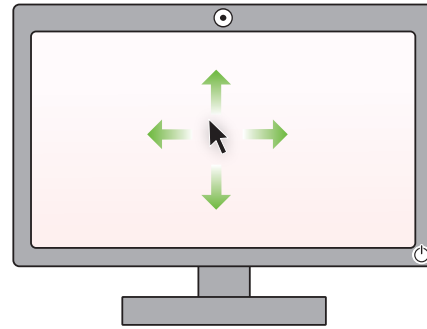
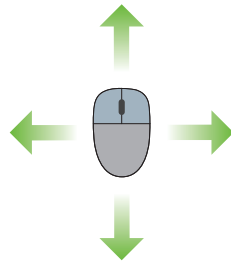
■ [ ] C H I P S → CHIPS

- [↵] ENTER
- [⇧] SHIFT
- [⇧] CAPS LOCK

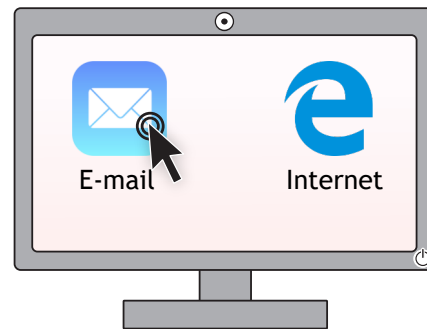
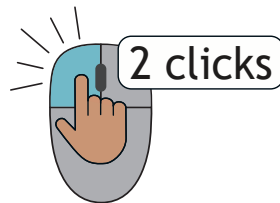
## The mouse.



The mouse moves the cursor on the screen.



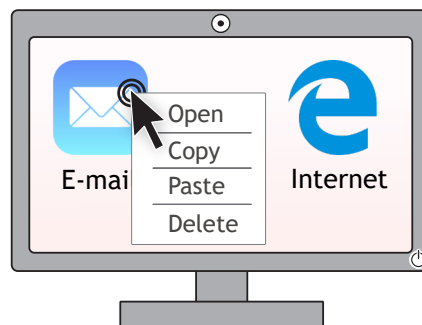
Double-click on programs to open them.



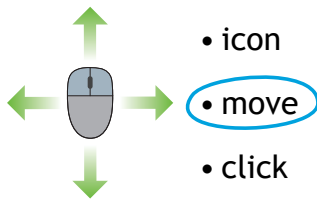
Single-click in programs and the Internet.



Right-click to open the menu.



4. Select the correct option.



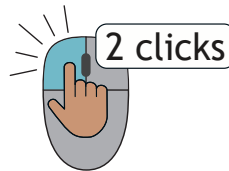
- icon
- **move**
- click



- click
- mouse
- programs



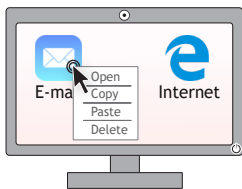
- right-click
- move
- double-click



- right-click
- double-click
- move

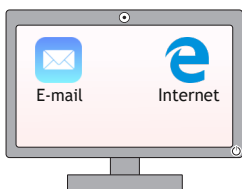
5. Select the correct option.

■ To open the menu, we .....



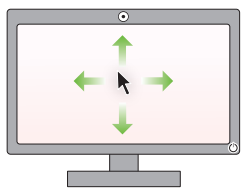
- **right-click**
- move
- double-click

■ We see ..... on the screen.

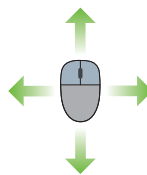


- right-click
- mouse
- programs

■ To ..... the cursor, we ..... the mouse.

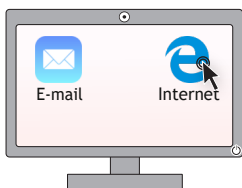


- click
- move
- right-click



- move
- double-click
- click

■ To open a program, we ..... it. In the program, we .....



- double-click
- right-click
- move



- move
- single-click
- double-click