

## I.T. – BEING SAFE – TAKING CARE OF THINGS

### QUESTIONS – True or False?

Select 'TRUE' or 'FALSE' for the following statements.	TRUE	FALSE
1. Computers and most peripheral devices are generally safe to work with.		
2. A computer laboratory <b>does not</b> contain many electrical and other cables.		
3. To prevent misuse or mishandling of the equipment in the computer lab we need to follow a set of rules.		
4. Inserting metal objects into the computer is safe.		
5. Switching your computer on/off too often <b>will not</b> cause any damage to your computer.		
6. Exposing your computer to excessive dust can result in it becoming defective.		
7. It is OK to eat and drink while working on the computer.		
8. You <b>are allowed</b> to change the settings in the computers at school.		
9. If you unplug the USB drive from your PC suddenly, it may cause USB drive corruption or data read/write errors, resulting in data loss.		
10. You <b>should not</b> back up the files on your USB drives regularly.		

### FILL IN THE BLANKS – Drop and drag the words complete the sentences.

computer	rules	short circuit	metal
misuse	capacitors	monitor	teacher

To prevent the \_\_\_\_\_ or mishandling of the equipment in the computer lab we need to follow a set of \_\_\_\_\_. For example, you should not open the computer's system unit or \_\_\_\_\_ casing. Also, do not insert any \_\_\_\_\_ objects such as needles, clips, and pins into the \_\_\_\_\_ or monitor. Some monitors may have \_\_\_\_\_, which can store electricity. This may cause the device to \_\_\_\_\_ or give you an electric shock. Report all hardware or software problems to your \_\_\_\_\_ immediately.