Chapter-4
Do's and Don'ts of Computer

Worksheet: Using Computers - Do's and Don'ts

Section A: Fill in the Blanks

1. Always keep the computer room / lab _____ and dust free.
2. Sit _____ while working on the computer.
3. Always clean your computer with a _____ cotton cloth.
4. Maintain proper _____ between your eyes and the computer.
5. Always keep the computer mouse on the _____.
6. Always consult your _____ before working on the computer.
7. Shut down the computer _____ after use.
8. Don't press the keys of a keyboard _____.
9. Don't touch or pull the _____ and cables.
10. Don't keep _____, eatables, water, etc. near the computer.

Section B: True or False

1. You should switch off the computer directly from the main electricity button. (True / False)
2. It is important to cover the computer when not in use. (True / False)
3. You should keep the volume of the computer high. (True / False)
4. You should always clean your computer with a wet cloth. (True / False)
5. You should share the computer with others. (True / False)

Quiz: Using Computers - Do's and Don'ts

Multiple Choice

1. What should you use to clean your computer?
   a) Wet cloth
   b) Dry cotton cloth
   c) Paper towel
   d) None of the above
2. Where should you keep the computer mouse?
   a) On the desk

b) On the mouse pad
c) On the keyboard
d) On the floor

3. What should you do before working on the computer?
   a) Consult your elders
   b) Turn up the volume
   c) Eat food
   d) None of the above

4. What should you avoid doing with the keyboard?
   a) Press the keys hard
   b) Clean it regularly
   c) Use it gently
   d) None of the above

5. What should you do after using the computer?
   a) Leave it on
   b) Shut it down properly
   c) Cover it immediately
   d) None of the above