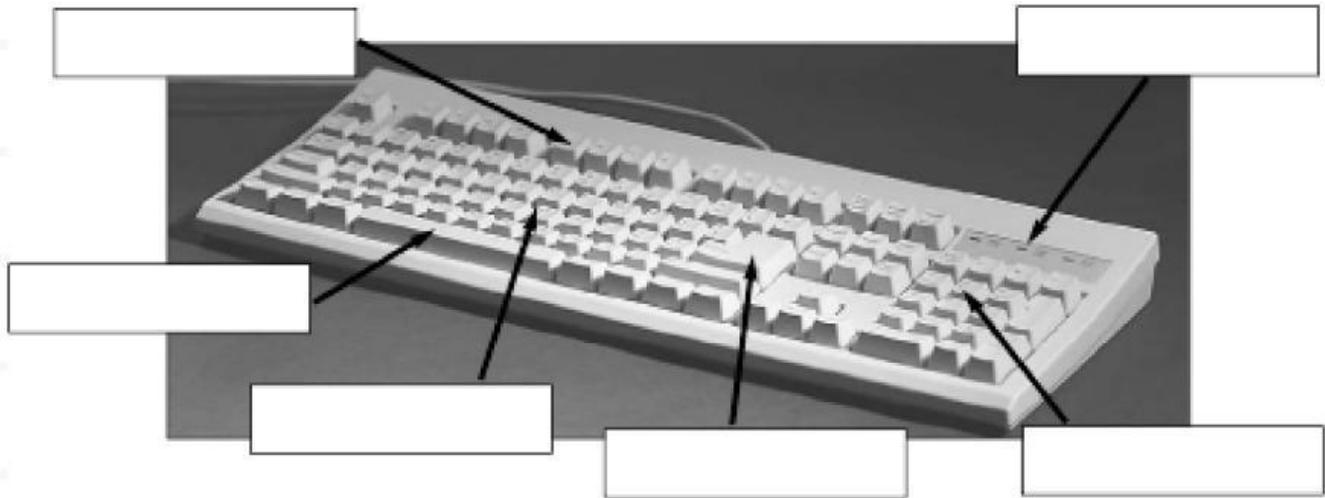


The keyboard

space bar alphabet keys calculator keys
function keys return key (or enter key) indicator lights



shift key alt key control key escape key
delete key tab key caps lock key backspace key

1. To go back one space, hit the _____.
2. To change to capital letters, press the _____.
3. To change the capital letters permanently, hit the _____.
4. To insert a tabulation, press the _____.
5. To activate the "Ctrl" functions, press the _____.
6. To activate the "alt" functions, hit the _____.
7. To stop the computer doing something, you can press the _____.
8. Select the text you want to remove, and hit the _____.

You can
say "key" or
"button"

standard keyboard ergonomic keyboard
key in (or type in) enter data input



9. Please _____ your password.
10. It took me two hours to _____ all that text.
11. A keyboard is a _____ device.
12. Do you have a _____?
No. I have a special _____. It's better for my arms and back.



The mouse

pointer

scroll up

right button

scroll wheel

on

scroll down

joystick

hold down

optical

touchpad

single

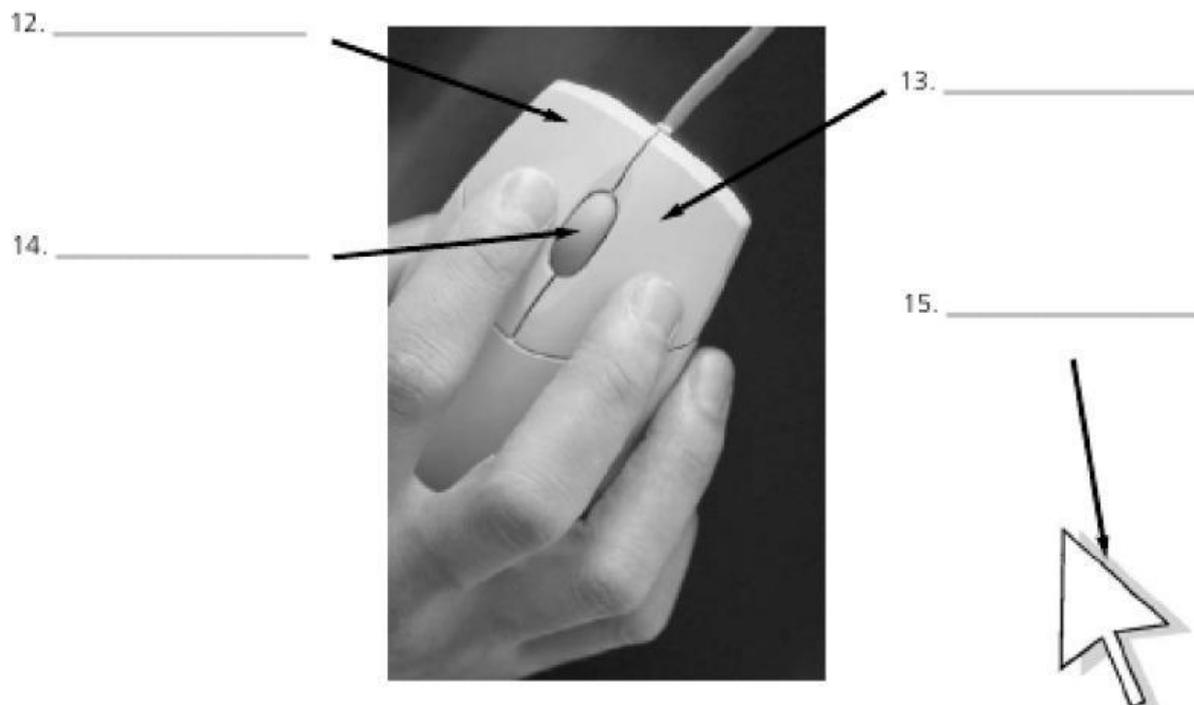
repetitive strain injury

roll

left button

double

1. _____ to see pages above.
2. _____ to see pages below.
3. To select text, _____ the left button, and move the mouse pointer.
4. If you use a mouse for many hours every day, you can get _____ in your fingers.
5. With a laptop computer, plug in a mouse, or use the _____ in front of the keyboard.
6. To play some games, you need to use a _____ instead of a mouse.
7. To move up and down a page, you can _____ the mouse wheel.
8. This mouse doesn't have a ball. It's an _____ mouse.
9. One click of a mouse button is called a _____ click.
10. Two clicks of a mouse button are called a _____ click.
11. Click _____ the folder to open it.



A wheel mouse