

UNIT 2



STARTING WITH COMPUTERS

Learning Objectives

After completing this unit, you should be able to:

- setup a comfortable and productive work area;
- setup the computer parts;
- troubleshoot a power-up problem;
- name the types of keyboard ;
- give keyboarding tips; and
- identify the types of mouse.

| Word Power | |
|--------------------|---|
| RSI | ▲ |
| USB Devices | |
| Trackball Mouse | |
| Wheel Mouse | |
| Touch Pad | |
| Stylus | |
| Pointing Stick | |
| Ergonomic Keyboard | |
| On-screen Keyboard | |
| Add-on Keyboard | ▼ |

Lesson 8

Productive Place Setting Up the Work Area



Setup the Work Area

Sitting at the computer, typing, and using the mouse for long periods can cause injuries, including repetitive stress injuries (RSI) such as the carpal tunnel syndrome. You can take the following steps to prevent these injuries.

To ensure that the work area to be comfortable, and productive; the chair and desk should be adjusted properly. Make sure that the computer is located in a low-traffic area.



Find a Good Place for Your Computer Desk

Ensure that the computer desk is sturdy and stable. It should also have a large enough surface area to hold all the computer's desktop components, as well as any books, papers, and other materials which you may use as you do your work.



Chair

An uncomfortable or poorly designed chair can affect the work performance. You need a chair that has contoured seat and good lower-back support. It should have mechanisms to adjust the seat height as well as the angle of both seat and back support.



Location

Choose a location that is clean, dry, and cool. It should be well lit, preferably from above or behind the monitor to prevent glare. Furthermore, make sure to have an electrical outlet, and a telephone jack nearby if you plan to use a modem. Avoid high-traffic areas where people may bump into the computer case and possibly damage the system.

