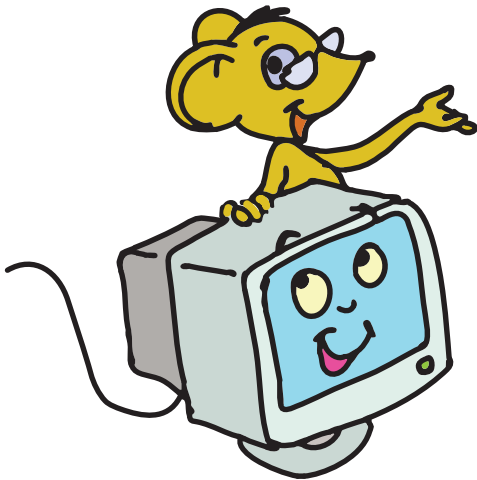




Do's and Don'ts with Computers



In this lesson you will learn the correct way of using computers.



While using computers we should:

1. Be safe: It works on electricity.
2. Be gentle: It is delicate.
3. Keep it clean: It is sensitive to dust.
4. Keep a correct posture: It can cause injury.
5. Share equally: It is for everyone.

1. Be Safe

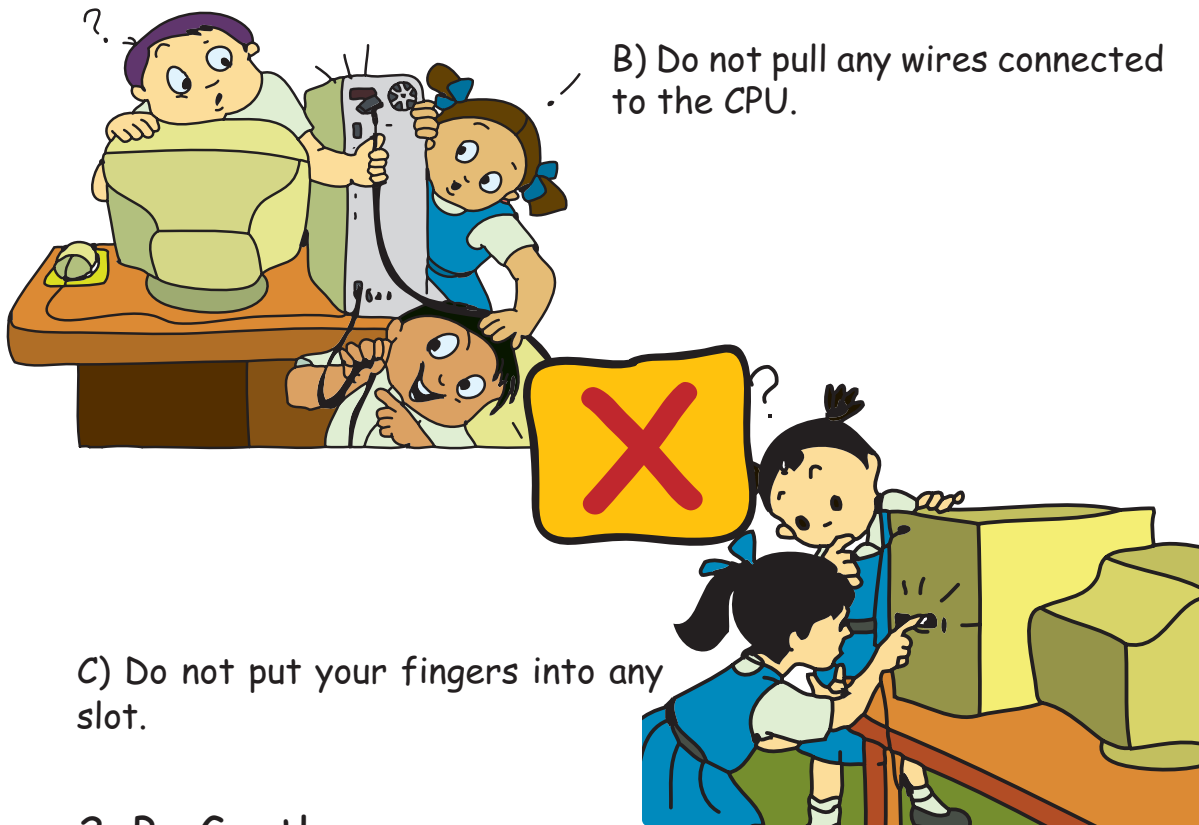
Jyoti: There are so many wires attached to the CPU.

Tejas: Yes, one wire is plugged into the electrical socket. So we should be careful.

Moz: Very good. A computer works on electricity just like your Television. So, it is important to be careful.

A) Ask the teacher every time you want to turn the computer on or off. If a wire has come out, ask your teacher to put it back.



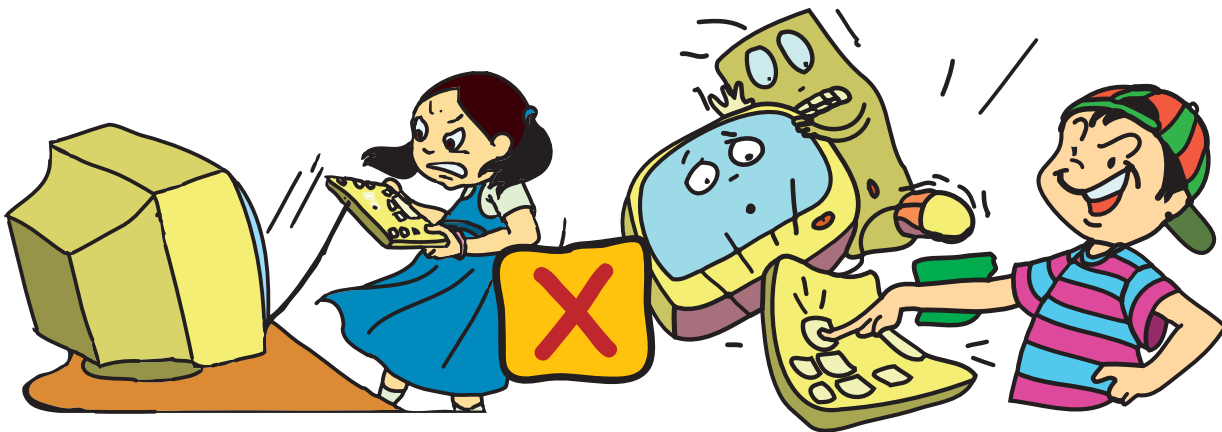


Tejas [Pressing some keys] : These keys are so easy to press.

Moz: Yes, gentle pressing of each key is enough. A computer is a delicate machine.

A) Do not bang hard on the keyboard.

B) Do not pull parts away from the computer.



3. Keep it Clean

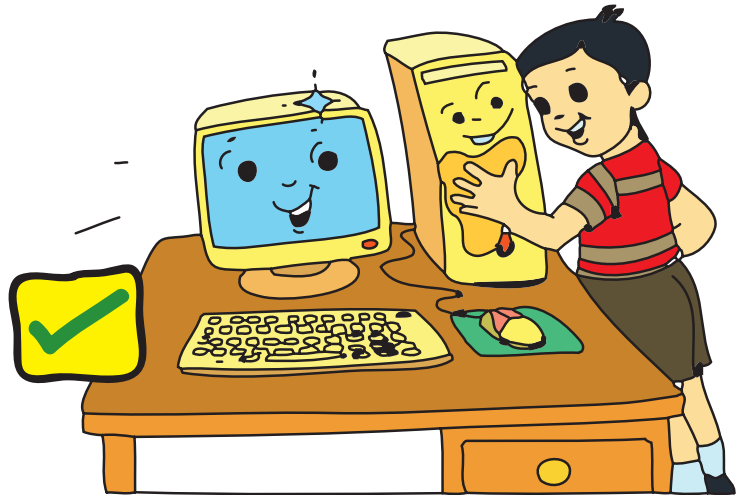
Tejas: I am very hungry. Can we eat now?

Moz: What if some food falls on the keyboard?

Jyoti: It will become sticky and stop working!

Moz: Correct.

A) Keep the computer and its nearby area clean.



B) Cover the computer when it is not in use.

C) Do not eat or drink near the computer.

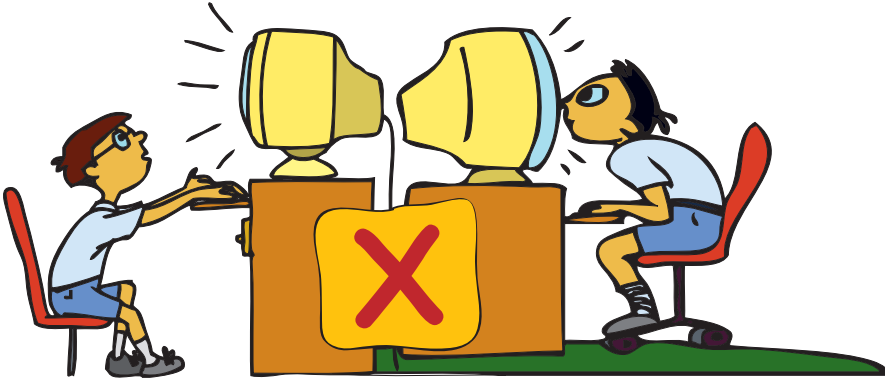


4. Keep a Correct Posture

Moz: What will happen if you sit very close to the monitor?

Tejas: We will not be able to see the screen clearly. Our eyes will start hurting.

Moz: Yes, when you are using a computer, your posture is very important.



A) Keep your chair at the proper height.

B) Keep a proper distance from the monitor.

C) Do not keep your hand on the mouse continuously.



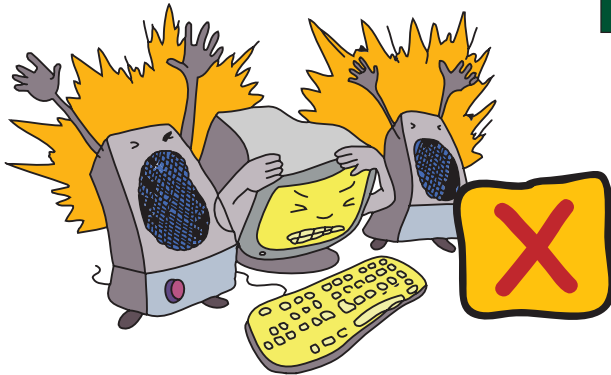
5. Share Equally

Tejas [To Jyoti]: I have finished playing this game. It is your turn now.

Moz: It is good that you are taking turns in using the computer. In school, you have to share computers with your friends. Everybody should get an equal chance to learn and play.

A) Take turns for using the Keyboard and the Mouse.

B) Give space to your classmates while they are using computers.



C) Do not disturb others by playing loud music.

Moz: It is time for you to go home. Tomorrow, we will learn how to use the mouse....
Chin Chinaki...

