Activity Sheet: Computer Basics

**ACTIVITY #1**

*Match the following terms to their definitions.*

**Flash Drive** A computer component that allows users to view images

**Desktop** An area of the screen that displays information for a specific program

**Laptop** **Computer** A computer with a separate monitor, keyboard, and processor

**System Tray** The central launching point for programs and tasks in a Windows computer

**Computer** A pocket-size data storage device used to save electronic files

**Taskbar** A small graphical representation of a computer program

**Monitor** A computer that contains the monitor, processor, & keyboard in one unit

**Icon** The primary display area of a computer screen

**Desktop** **Computer** An electronic device for storing and processing data

**Start Menu** A stationary taskbar that contains icons for system functions

**Window** A stationary strip of icons used to access frequently-used programs

**ACTIVITY #2**

*Answer the following questions.*

1. Where might you go to find assistance with a question about your computer?
2. Where do you go to browse for files in your computer?
3. Where can you go to adjust your computer’s time?
4. Which feature would you access to adjust your computer’s display, language, or system settings?
5. How do you close a program or window?

**ACTIVITY #3**

*Follow these steps to Restart your computer:*

1. Use the mouse to access the **Start** menu
2. Click the arrow next to the **Shut down** button, and then click on the **Restart** option
3. Hit the **Enter** key when a screen appears that has Windows 7 highlighted

**ACTIVITY #4**

*Follow these steps to create, save, and access a file:*

1. Open Microsoft Word and type the following sentence, “I’m so excited to learn computers!”
2. Click **File** > **Save As**
3. In the new window, double-click on theword **Computer**
4. Scroll until you locate the **Desktop** icon on the left side of the window; when you see it, click on it
5. Click in the **File name** box and type the word *Computers*
6. Click the **Save** button, and then close the program
7. Find the icon called *Computers* on your desktop; double-click on it to open your file

**ACTIVITY #5**

*Follow these steps to create a folder and move a file into it:*

1. Minimize all applications and use your mouse to right-click on the Desktop
2. Without pressing any buttons on the mouse, move it down to **New** and right to **Folder**, then left-click to select it
3. Type *Computer Basics* and press the **Enter** key to save the changes
4. Use the mouse to left-click on the *Computers* file you created in Activity #4
5. Without letting go of the button, drag the file on top of the *Computer Basics* folder you just created
6. Release the left mouse button and double-click on the folder to open it; you should see your *Computers* file inside of it

*Follow these steps to rename a file or folder:*

1. Use your mouse to right-click on the *Computer Basics* folder on your Desktop
2. Without pressing any buttons on the mouse, move it down to **Rename**, then left-click to select it
3. Type *Practice Folder* and press the **Enter** key to save the change