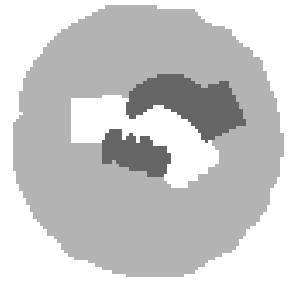




Helping Hand



Computer Skills

1.Explain the purpose of each item:

- a. Computer system
- b. Monitor
- c. Mouse
- d. Keyboard
- e. Central Processing Unit
- f. Hard disk
- g. Scanner
- h. CD ROM
- i. Modem
- j. Printer
- k. Network
- l. Diskette

2.What are computers good for?

- a. Documents and books
- b. Databases
- c. Calculations
- d. Communications
- e. Research
- f. Fun

3.Do one of the following:

- a. Type and print a thank-you note.
- b. Play an educational game.

4.Do one of the following:

- a. Visit an office and see how a computer helps that person with their work.
- b. Visit a computer sales person and have them give a demonstration of the latest technology.

5.Know the home row of the keyboard.

- a. Show the proper hand position on the keyboard.
- b. Explain why proper hand position is important.
- c. Type on an elementary typing program such as Sticky Bear or Mavis Beacon.