

Review: Computers, Keyboards, and File Management

How to use: Print first for the main practice. Then use the device to repeat activities and save progress.

LEARNING OBJECTIVES

- 1 Identify the main parts of a computer and their purposes
- 2 Describe the steps to open an application and manage files
- 3 Demonstrate the correct sequence for creating, saving, and closing a file

MINI LESSON

A computer is a tool that helps us work, learn, and create. To use a computer well, you need to know its main parts and how to manage the files you make.

Main Parts of a Computer

- Screen (monitor) — shows you everything happening on the computer.
- Keyboard — lets you type letters, numbers, and symbols.
- Mouse — lets you click, select, and move things on the screen.
- CPU (tower or laptop body) — the brain that runs all the programs.
- Storage (hard drive or USB) — keeps your files safe so you can use them again.

What Is File Management?

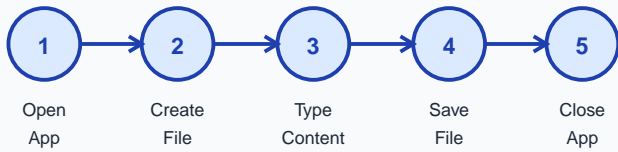
File management means keeping your work organised on a computer. You create files, give them clear names, save them in the right folder, and close them when you are done.

Steps to Work with a File

1. Open the application (e.g. a word processor or drawing program).
2. Create a new file and give it a clear name.
3. Type or draw your content inside the file.
4. Save the file — use Ctrl + S or the Save button so your work is not lost.
5. Close the application when you have finished.

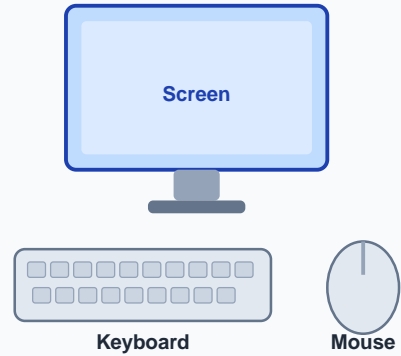
! Save your work every few minutes — not just at the end. If the power goes off, unsaved work is gone!

File Management Steps



Follow these steps every time you work on a file.

Computer Parts



EXERCISES — PUT IN ORDER

Number the file management steps in the correct order (1 = first).

- Open the application you want to use
- Create a new file and give it a name
- Type or draw your content
- Save the file using Ctrl + S or the Save button
- Close the application when you are finished

Number the circles in the correct order.

EXERCISES — MULTIPLE CHOICE

Circle the best answer.

What does the keyboard allow you to do?

- Type letters, numbers, and symbols
- Display images on the screen
- Store files on a USB drive automatically

Why is it important to save your file regularly?

- So the screen stays on
- So your work is not lost if the power goes off
- So the keyboard works faster

What does the mouse allow you to do on a computer?

- Type words into documents
- Print documents automatically
- Click, select, and move things on screen

What is the FIRST step when working with a file?

- Save the file
- Close the application
- Open the application

Which keyboard shortcut is commonly used to save a file?

- Ctrl + C
- Ctrl + S
- Ctrl + Z

What is file management?

- Keeping your work organised by creating, naming, saving, and closing files
- Drawing pictures on the computer
- Turning the computer on and off

What is the role of the CPU?

- It shows images on the screen
- It runs all the programs and processes information
- It connects the keyboard to the mouse

What should you do BEFORE closing an application?

- Delete the file
- Save your work
- Open a new application

Where should you store a file so you can find it again?

- In a clearly named folder on the hard drive or USB
- On the desktop background permanently
- In the printer tray

How many main steps are there in the file management sequence?

- Three
- Seven
- Five

ASSESSMENT

PARENT / TEACHER CHECKLIST

- Names at least three parts of a computer and explains what each one does.
- Lists the five file management steps in the correct order.
- Explains why saving work regularly is important.
- Identifies the Ctrl + S shortcut and its purpose.